

UNIVERSITY of HAWAI'I®

# HONOLULU

## COMMUNITY COLLEGE



CATALOG 2018 - 2019



## Frequently Called Numbers

Office	Location	Phone
Admissions	Bldg. 6	845-9129 845-9270 (voice/text)
Academic Counseling	Bldg. 6	845-9129 845-9270 (voice/text)
Apprenticeship	Bldg. 4	845-9247 (voice/text) 845-9245
Bookstore	Bldg. 2-107	845-9105
Business/Cashier's Office	Bldg. 6	845-9102
Career Services	Bldg. 7-320	845-9204
Disability Services (Student ACCESS)	Bldg. 5-107B	845-9272 (voice/text) 844-2392 (voice/text)
Distance Education	Bldg. 7-313	845-9234
Financial Aid	Bldg. 6	845-9116
Health Office	Bldg. 2-108A	845-9282 (voice/text)
Library	Bldg. 7	845-9199 Info & Reference 845-9221 Circulation
Lost and Found	Bldg. 2-113	845-9498
Off-Campus Education Program	Hickam Moanalua	421-4350
Pacific Center For Advanced Technology Training (PCATT)	Bldg. 2	845-9296
Parking	Bldg. 6	845-9102
Registration/Records	Bldg. 6	845-9120
Security Supervisor Manager	Bldg. 72B Rm 101	284-1270 (cell) 271-4836 (cell) 445-1482 (cell)
Student Computer Lab	Bldg. 2-405	845-9293
Student Life	Bldg. 2-113	845-9498
All other departments and faculty (main switchboard)		845-9211 (voice/text)

**INFORMATION ON DISABILITY ACCOMMODATION** for campus programs, services, activities, and facilities or requests for an alternative format of catalog information can be obtained by contacting Student ACCESS at 844-2392 (voice/text) or 845-9272 (voice/text). Persons who are deaf, hard of hearing or speech-impaired are invited to contact the college by using the Telecommunications Relay Service by calling 711. A text pay phone is located in the Bldg. 5, breezeway.





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# Welina

## WELCOME TO HONOLULU COMMUNITY COLLEGE



### A MESSAGE FROM THE CHANCELLOR

*It is my pleasure to welcome you to Honolulu Community College (Honolulu CC). We are excited you have chosen Honolulu CC as your place of study. Gaining a college degree at the associates level is the right step in securing the education and skills to either enter the workforce or continue your education at a four-year institution.*

*I encourage you to take some time to review the many programs, activities, and course descriptions found in the Honolulu CC Catalog, as this will aid you in making the best decisions for your future. With 24 programs to choose from and options of advanced certificates or pathways to four-year institutions within the University of Hawai'i System, the possibilities are endless.*

*Balancing school, family, and life in general can be a challenge. At Honolulu CC it is our number one priority to see you succeed. Whether you are seeking guidance on your program of study, money for school, employment opportunities, or looking to get involved within the campus community, we are here to service your needs.*

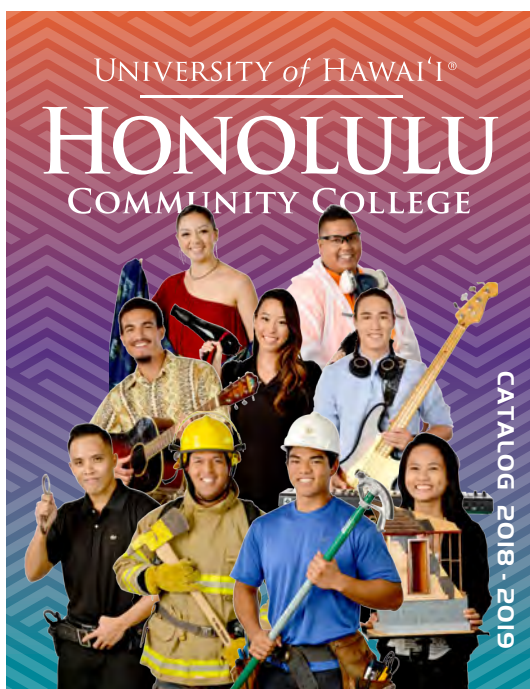
*In addition, we encourage you to take advantage of our many tutoring and mentoring programs throughout the campus which include the Native Hawaiian Center, the Academic Success Complex, and the College Skills Center. Each center will provide you with individualized attention and assistance, making your educational experience a positive one.*

*The greatest lesson a college can offer its students is not what to think, but how to think. Honolulu CC will not only provide you with the opportunity to analyze and diagnose issues, but also give you skills to carry you through the journey of life.*

*On behalf of the entire campus community, welcome to the Honolulu Community College 'ohana!*

*Aloha,  
Dr. Erika L. Lacro  
Chancellor*





**THIS CATALOG** provides general information about Honolulu Community College, its programs, services, major policies and procedures of relevance to students. This catalog is prepared to provide information and does not constitute a contract. The college reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time, the information, requirements, and policies contained in this catalog or other documents. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit.

The Honolulu CC catalog is available online at [www.honolulu.hawaii.edu/catalog](http://www.honolulu.hawaii.edu/catalog) or for purchase at the Honolulu CC Bookstore. For the most current information, please refer to the college website at [www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu), or contact [honcc@hawaii.edu](mailto:honcc@hawaii.edu).

**THE UNIVERSITY OF HAWAII** is an equal opportunity/affirmative action institution. It is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers academic considerations such as admission and access to, and participation and treatment in, the university's programs, activities and services.

With regard to employment, the university is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under university policy.

The university strives to promote full realization of equal employment opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the university is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans.

For information on policies or complaint procedures, contact the campus EEO director or coordinator:

Honolulu Community College: Monique Tingkang, EEO/AA Coordinator  
874 Dillingham Blvd., Honolulu, HI 96817; 808 -844-2398

UH Community Colleges: Mary Perreira, EEO/AA Director; Office of the Vice President for Community Colleges;  
2327 Dole Street; Honolulu, HI, 96822; (808) 956-4650 (Voice/Text)

# FALL 2018

## AUGUST 20 – DECEMBER 14, 2018

*Please refer to MyUH Services for updates ([www.myuh.hawaii.edu](http://www.myuh.hawaii.edu))*

- Apr 09 First Day of Fall 2018 Registration
- Apr 9-13 Fall 2018 Early Registration Begins for Continuing Students enrolled in Spring 2018 at any UH campus  
Register on STAR (See FALL EARLY REGISTRATION TIMETABLE)
- Apr 17 Fall 2018 Registration begins for New, Re-admit and Transfer Students
- Aug 10 Payment Due (Purge) Date for Fall 2018 registration, 4:00pm HST, unless enrolled in payment plan
- Aug 13 Faculty Duty period begins (for 9-month Instructional)
- Aug 20 **INSTRUCTION BEGINS**
- Aug 20-28 LATE REGISTRATION Period, **\$30 fee**  
ADD PERIOD for open classes only, **\$5 fee** in person (No fee for online transactions)  
*NO SHOW POLICY (Students must attend the first or second day of class (see catalog page 51))*
- Aug 20-Oct 29 DROP PERIOD, **\$5 fee** in person (No fee for online transactions) <sup>1</sup>  
*(See Refund & Academic Record deadlines below.)*
- Aug 28 Last day to Drop/Withdraw with a 100% Tuition Refund  
**\$5 fee** in person (No fee for online transactions) <sup>1,2</sup>
- Sept 03 **Labor Day (Federal & State Holiday)** <sup>3</sup>
- Sept 11 Last day to Drop/Withdraw with a 50% Tuition Refund, **\$5 fee** in person (No fee for online transactions) <sup>1,2</sup>  
Last day to Drop/Withdraw without a "W" grade on Academic Record <sup>1</sup>
- Sept 12 No Refund for Drop/Withdraw
- Oct 15 Last day for Students to submit Spring & Summer 2018 Incomplete ("I") make-up work to Instructors
- Oct 29 DROP PERIOD ENDS - Last day to Drop/Withdraw with a "W" grade on Academic Record <sup>1</sup>  
Last day to change to CR/NC and AUDIT grading options  
Last Day for Instructors to submit Spring & Summer 2018 Incomplete ("I") make-up grades to Records Office
- Nov 01 Last day to CHANGE MAJOR for Spring 2019 Early Registration
- Nov 06 **Election Day (State Holiday)**
- Nov 12 **Veterans' Day (Federal & State Holiday)**
- Nov 15 Last day to apply for FALL GRADUATION
- Nov 22-23 **Thanksgiving Recess (Nov. 22 Federal & State Holiday)** <sup>3</sup>  
(Nov 23 Bookstore closed)
- Dec 06 **INSTRUCTION ENDS**
- Dec 07 Study Period; no classes, no exams.
- Dec 10-13 EVALUATION PERIOD (See *FINAL EXAM SCHEDULE*)
- Dec 14 **FALL SEMESTER ENDS**
- Dec 17 FACULTY DEADLINE to submit grades for Fall 2017 via MyUH Portal by 4:00 p.m.
- Dec 25 **Christmas (Federal & State Holiday)** <sup>3</sup>



# SPRING 2019

## JANUARY 07 – MAY 10, 2019

*Please refer to MyUH Services for updates ([www.myuh.hawaii.edu](http://www.myuh.hawaii.edu))*

- Nov 5, 2018 Spring 2019 Registration begins for Continuing Students from the Fall 2018 semester  
(Please refer to MyUH Services for updates.)
- Nov 5-9 Registration begins for New, Re-admit and Transfer students enrolled in Fall 2018 at any UH campus
- Nov 12 **Veteran's Day (Holiday)**
- Nov 13 Registration begins for New, Re-admit and Transfer students
- Dec 28 Payment Due (Purge) Date for Spring 2019 is Dec 28, 4:00 p.m. HST, unless enrolled in payment plan
- Jan 01, 2019 **New Year's Day (Federal & State Holiday)** <sup>3</sup>
- Jan 07 **INSTRUCTION BEGINS - DAY SCHOOL AND APPRENTICESHIP**
- Jan 07-15 LATE REGISTRATION Period, **\$30 fee**  
ADD PERIOD for open classes only, **\$5 fee** in person (No fee for online transactions)  
No Show Policy - Students must attend first or second class. (See Catalog page 51)
- Jan 07-Mar 25 DROP PERIOD, **\$5 fee** in person (No fee for online transactions) <sup>1</sup>  
(See Refund & Academic Record deadlines below.)
- Jan 15 Last day to Drop/Withdraw with a 100% Tuition Refund, **\$5 fee** in person (No fee for online transactions) <sup>1,2</sup>
- Jan 21 **Dr. Martin Luther King, Jr. Day (Federal & State Holiday)** <sup>3</sup>
- Jan 30 Last day to Drop/Withdraw with a 50% Tuition Refund, **\$5 fee** in person (No fee for online transactions) <sup>1,2</sup>  
Last day to Drop/Withdraw without a "W" grade on Academic Record <sup>1</sup>
- Feb 18 **Presidents' Day (Federal & State Holiday)** <sup>3</sup>
- Mar 01 **Non- Instructional Day: Excellence in Education Conference (Tentative)**
- Mar 11 Last Day for students to submit Fall 2018 Incomplete ("I") make-up work to instructors
- Mar 15 Last day to apply for SPRING 2019 GRADUATION CEREMONY
- Mar 18-22 **Spring Recess**
- Mar 25 DROP PERIOD ENDS - Last day to Drop/Withdraw with a "W" grade on Academic Record <sup>1</sup>  
Last Day for Instructors to submit Fall 2018 Incomplete ("I") make-up grades to the Records Office  
Last day to change to CR/NC and AUDIT grading options
- Mar 26 **Prince Jonah Kūhiō Kalaniana'ole Day (Holiday)**
- Apr 01 Last day to CHANGE MAJOR for Fall 2019 Early Registration
- Apr 08 Registration for Summer/Fall 2019 classes begins (Please refer to MyUH Services for updates).
- Apr 19 **Good Friday (State Holiday)** <sup>3</sup>
- May 02 **INSTRUCTION ENDS**
- May 03 Study Period; no classes, no exams
- May 06-10 EVALUATION PERIOD (See *FINAL EXAM SCHEDULE*)
- May 10 **SPRING SEMESTER ENDS**  
**SPRING 2019 GRADUATION**
- May 13 FACULTY DEADLINE to submit grades for Spring 2019 via MyUH Portal by 4:00 p.m. HST

# SUMMER 2019

**MAY 20 – AUGUST 09, 2019**

*Please refer to MyUH Portal for updates ([www.myuh.hawaii.edu](http://www.myuh.hawaii.edu))*

- April 8 Registration for Summer/Fall 2018 classes begins *(Please refer to MyUH Portal for updates.)*
- May 20 Summer Session I begins (May 21 - June 29 Session)
- May 27 **Memorial Day (Federal & State Holiday)**<sup>3</sup>
- Jun 11 **King Kamehameha I Day (State Holiday)**<sup>3</sup>
- Jul 02 Summer Session II begins (July 02 - Aug 10 Session)
- Jul 04 **Independence Day (Federal & State Holiday)**<sup>3</sup>
- Aug 12 FACULTY DEADLINE to submit grades for Summer 2019 via MyUH Portal by 4:00 p.m.
- Aug 16 **Statehood Day (State Holiday)**<sup>3</sup>

## Notes for Fall, Spring and Summer Academic Calendars:

- Please refer to the Honolulu CC website [www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu) for updated information.
- Students may access grades via MyUH Portal
- Weekend classes will meet before Monday holidays/recesses and following Friday holidays/recesses. Exception: no classes will meet the weekend following Spring Recess.

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

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

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



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## COMMENCEMENT



The *Commencement* exercises of Honolulu Community College is an annual ritual that marks the bittersweet culmination of a students' academic journey, while also signifying the new beginning they will embark upon after graduation.





## GENERAL INFORMATION

ABOUT THE COLLEGE

EDUCATIONAL FACILITIES

CAMPUS SAFETY & SECURITY

GRADUATION & PERSISTENCE

PARKING & TRANSPORTATION



GENERAL INFORMATION

## ABOUT THE COLLEGE

### History of the College

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



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

### Accreditation

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

### Philosophy and Mission

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

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

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

With these purposes to uphold, Honolulu CC is committed to a comprehensive offering of career and technical and liberal arts programs as well as continuing education courses. The college offers an open-

door admissions and equal opportunity for all students regardless of their prior educational experience, quality teaching, affirmative action for non-traditional students, and responsiveness to the community's needs for up-to-date technical training.

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

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

## Honolulu Community College Mission

Honolulu Community College provides accessible educational opportunities through an engaging learning environment that values academic excellence and personal growth of all students, with a kuleana (responsibility) to Native Hawaiians and our community, through career, liberal arts, technology, transfer, and professional training programs.

### Core values

- Student-Centered and Student Focused – offering a supportive, high quality learning environment that guides students through their college pathway to become contributing members and leaders of our community.
- Community and Industry Partnerships – fostering educational partnerships with state-registered apprenticeship programs, local industries, and other organizations to create diverse academic and training opportunities.
- Indigenous Serving – supporting the Native Hawaiian community and its language, history, and culture.
- Sustainability – creating a culture of social responsibility around the conservation of resources and creating a foundation for environmental stewardship.
- Diversity and Equity – maintaining an equitable multicultural environment where all aspects of diversity are appreciated and respected.

## Ko Ke Kulanui Kaiāulu 'o Honolulu 'Ōlelo Kumu

'O ka hana kumu o ko Ke Kulanui Kaiāulu 'o Honolulu e ho'oholo i ka ho'ona'uao 'ana i nā haumāna like 'ole āpau ma nā hana a'o pono he nui, me nā hana e holomua ai i nā mea kumu mana'o pono, ka paipai 'ana i ka ho'oulu pono i nā haumāna āpau, me ke kuleana e lawelawe i nā haumāna 'ōiwi Hawai'i a e lawelawe i nā kākā o ke kaiāulu e huli ana i ke ola ame ka na'auao no ka pono o nā lāhui kākā a puni ka honua, ma nā papa hana hana no'eau, ke kākā'o 'ana i nā haumāna e makemake ai e hele i ke kulanui ame nā papa hana 'oihana pākōlea like 'ole.

### Nā 'Oia'i'o Pili Kino Pono'i

No ka pono o nā haumāna— no ke kākā'o 'ana i nā haumāna e hele ana i ke kulanui kaiāulu nei, e mālama i kahi kulanui kaiāulu maika'i a'e noka ho'oulu 'ana i ua mau haumāna nei e lilo i kupa pono a alaka'i pono no ka pono o ka lehulehu.

No nā pilina kaiāulu ame nā pilina 'oihana like 'ole— no ka ho'opaipai 'ana i nā pilina na'auao me nā papa hana 'oihana i ho'āpono 'ia e ka Moku'āina 'o Hawai'i, nā 'oihana kūloko o Hawai'i ame nā hui 'ē a'e e ho'okumu i nā hana ho'ona'auao like 'ole ame nā papa hana ho'oma'ama'a he nui.

No ka lawelawe 'ana i nā haumāna 'ōiwi Hawai'i— no ke kākā'o 'ana i nā kākā 'ōiwi Hawai'i ame ka ho'oulu 'ana i ke ola o ka 'ōlelo Hawai'i, ke kuamo'o pono'i o Hawai'i, ame nā 'ike ame nā hana o ko Hawai'i pae 'āina.

No nā hana mālama pono 'ana i ko ka honua— no ke kākā'o 'ana mai i nā hana pono e pili ana i ka mālama 'ana i nā mea ulu, ame ka ho'okahua 'ana i nā hana pono i waena o kekahi i kekahi, ame nā mea maoli ko ke ao nei.

No ka pono o nā lāhui kākā a puni ka honua— no ka mālama 'ana kekahi i kekahi me ke kaulike, ka mahalo 'ana, ame ke aloha.

## Institutional Learning Outcomes

Honolulu Community College defines the following six core competencies as its Institutional Learning Outcomes:

- Critical Thinking – Effectively analyze arguments, assumptions, and problems and draw conclusions.
- Information Literacy – Form strategies to locate, evaluate, and apply information, and know the ethical and legal issues surrounding information and information technology.
- Effective Communication – Actively express and exchange ideas through listening, speaking, reading, writing, and other modes of interpersonal expression.
- Quantitative Reasoning – Effectively analyze numerical data, solve quantitative problems, and apply mathematical concepts.
- Career Preparation – Demonstrate knowledge and skills to successfully move to a baccalaureate education or selected vocation.
- Community Awareness and Social Responsibility – Demonstrate and apply an understanding of moral and ethical issues that pertain to the environment, social justice, and cultural diversity.

### EDUCATIONAL FACILITIES

The Main Campus of Honolulu Community College occupies over 20 acres and has been almost totally rebuilt since 1970. Shops and laboratories equipped with appropriate tools and supplies are maintained for instructional programs in over twenty career and technical areas, and modern classrooms and laboratories have been built for liberal arts courses.

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

**TRADE-INDUSTRIAL COMPLEX:** A trade-industrial complex provides up-to-date facilities for training in many trade areas. Students working toward associate degrees use the complex during the day in Carpentry, Refrigeration and Air Conditioning, and Welding. Apprentices and journeymen in thirty different trades are trained in the trade-industrial complex and in shops and classrooms throughout the campus during evening hours and on weekends.

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

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

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





## CAMPUS SAFETY AND SECURITY

**WEBSITE:** [www.honolulu.hawaii.edu/security](http://www.honolulu.hawaii.edu/security)

**THE CAMPUS SAFETY AND SECURITY REPORT** is provided in compliance with the Campus Security Act of 1990 and available on-line at [www.honolulu.hawaii.edu/security](http://www.honolulu.hawaii.edu/security). This annual security report contains: crime statistics; policies regarding security and access to campus facilities, procedures for reporting crimes and other emergencies; information on sexual assault and rape awareness programs, procedures to follow when a sex offense occurs, disciplinary action procedures, and available counseling assistance; policies on the use, possession and sale of alcoholic beverages and illegal drugs; and a description of programs that promote campus safety. Upon request, a copy of the report is available from the Office of the Dean of Students. Security policies and procedures are designed to ensure that every possible precautionary measure is taken to protect persons and property. However, you need to be aware that preventive efforts on your part can effectively reduce your chances of becoming a victim.

**SECURITY ESCORT SERVICES** within the main campus site are provided for faculty, staff or students needing such services. Call Campus Security at 284-1270.

**CAMPUS SECURITY POLICY TO ADDRESS THE CAMPUS SEX CRIMES PREVENTION ACT OF 2000:** In compliance with the Campus Sex Crimes Prevention Act (CSCPA) of the Campus Security Department for the University of Hawai'i - Honolulu Community College is providing the following link to the Hawai'i Criminal Justice Data Center where information regarding registered sex offenders in the State of Hawai'i can be found.

[www.sexoffenders.ehawaii.gov/sexoffender/search.html](http://www.sexoffenders.ehawaii.gov/sexoffender/search.html)

**ADDITIONAL SAFETY POLICIES:** The use of skateboards, roller skates, and in-line skates is prohibited on Campus. Mopeds, scooters, and motorized bicycles cannot be operated on the Campus Mall.

## GRADUATION AND PERSISTENCE RATES

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.

### UNIVERSITY OF HAWAII

#### GRADUATION AND PERSISTENCE RATES, FALL COHORTS FIRST-TIME, FULL-TIME, DEGREE OR CERTIFICATE-SEEKING UNDERGRADUATES

	Fall 2011 Cohort			Fall 2014 Cohort							
	Mānoa	Hilo	West O'ahu	UHCC Avg	Hawai'i	Honolulu	Kapi'olani	Kaua'i	Leeward	Maui	Windward
<b>GRADUATION RATE - 150% of normal time to completion</b> .....	60%	41%	39%	19%	21%	17%	20%	15%	20%	23%	14%
<b>Gender</b>											
Men .....	57%	39%	25%	17%	28%	14%	14%	16%	18%	23%	10%
Women .....	62%	43%	50%	21%	15%	24%	25%	14%	21%	23%	17%
<b>IPEDS Race/Ethnicity</b>											
Nonresident Alien .....	74%	43%	#	34%	38%	#	35%	#	58%	#	#
Hispanic/Latino .....	51%	46%	#	14%	21%	12%	13%	11%	14%	12%	12%
American Indian or Alaska Native .....	#	#	#	#	#	#	#	#	#	#	#
Asian .....	73%	53%	38%	26%	36%	21%	20%	19%	28%	41%	16%
Black or African American .....	28%	#	#	15%	#	#	10%	#	18%	#	#
Native Hawaiian or Other Pacific Islander .....	42%	35%	#	15%	16%	18%	13%	14%	20%	7%	13%
White .....	44%	30%	#	16%	10%	12%	8%	14%	26%	18%	19%
Two or more races .....	58%	39%	30%	15%	19%	15%	14%	15%	14%	15%	14%
Race and ethnicity unknown .....	#	#	#	#	#	#	#	#	#	#	#
<b>Federal Grant/Loan Recipient</b>											
Recipient of a Federal Pell Grant .....	57%	42%	#	18%	17%	16%	17%	16%	19%	21%	13%
Recipient of a subsidized Stafford Loan who did not receive a Pell Grant .....	52%	37%	#	11%	#	11%	8%	#	6%	28%	7%
Student who did not receive either a Pell Grant or a subsidized Stafford Loan .....	63%	41%	31%	21%	30%	18%	22%	15%	21%	26%	17%
<b>PERSISTENCE RATE - Still enrolled after 150% of normal time to completion</b> ..	5%	4%	11%	17%	14%	16%	21%	19%	16%	18%	14%
<b>TRANSFER OUT RATE</b> .....	N/A	N/A	N/A	16%	10%	20%	18%	18%	16%	12%	20%

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

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

Institutional Research and Analysis Office, University of Hawai'i, February 2018

## PARKING AND TRANSPORTATION

### Bus Pass Program

**WEBSITE:** [www.honolulu.hawaii.edu/upass/](http://www.honolulu.hawaii.edu/upass/)

Honolulu CC is conveniently located where many bus routes cross. For current bus information call 848-5555 or visit [www.thebus.org](http://www.thebus.org). TheBus University Bus Pass Program or U-Pass is a reduced rate bus pass tailored to the needs of Hawai'i's college students. The U-Pass may be purchased at the Honolulu CC Cashier's Office in Building 6 with a valid UH System ID Card. For more information on U-Pass, visit [www.thebus.org/Fare/U-Pass\\_HCC.asp](http://www.thebus.org/Fare/U-Pass_HCC.asp).

### Parking

**WEBSITE:** [www.honolulu.hawaii.edu/parking](http://www.honolulu.hawaii.edu/parking)

Students who park vehicles on the Honolulu CC campus during the Fall and Spring Semesters are required to display parking permits. (Permits are not required during the Summer Sessions.) Specific dates, procedures, and information on the student parking lottery are included in the Honolulu CC Registration Guide ([www.honolulu.hawaii.edu/registration](http://www.honolulu.hawaii.edu/registration)). Parking Lot locations may be found on the campus map inside the back cover of this Catalog or at [www.honolulu.hawaii.edu/map](http://www.honolulu.hawaii.edu/map). Parking regulations will be provided at registration upon request from the Cashier's Office and are also posted at [www.honolulu.hawaii.edu/parking](http://www.honolulu.hawaii.edu/parking).



*Parking permits are purchased at the Cashier's Office.*

#### PURCHASING PARKING PERMITS:

Students may purchase permits at the Honolulu CC Cashier's Office on the first floor of Building 6 from 8:00 a.m.- 4:00 p.m. on the dates specified in the Honolulu CC Registration Guide ([www.honolulu.hawaii.edu/registration](http://www.honolulu.hawaii.edu/registration)).

1. When buying permits students must:
  - a) Have paid their tuition and fees IN FULL or enrolled in a Payment Plan;
  - b) Present Driver's license;
  - c) Present Vehicle registration;
  - d) Present Proof of Insurance coverage; and,
  - e) For disability parking, present official and valid State of Hawai'i Disability Parking ID Card.
2. Students may purchase permits for the following: (cash, check, or debit card)
  - a) Student Permits ..... \$20
  - b) Motorcycle Permits (Lots 2, 3) ..... \$1.50
  - c) Evening Permits (3:00 p.m.-10:00 p.m.)  
and Saturday Permit ..... \$7

Please note that parking permit fees are non-refundable.

#### PERMIT INFORMATION:

1. **STUDENT PARKING SIGN UP (LOTS 1, 3, 7 & 8):**  
Permits will be sold to students through a sign up system. To qualify, a student must have registered and have successfully completed the Student Parking Sign Up form available at [www.honolulu.hawaii.edu/parking](http://www.honolulu.hawaii.edu/parking). (Refer to the Honolulu CC Registration Guide for dates and deadlines.) Students will receive immediate confirmation via email after signing up.

2. **STUDENTS ATTENDING EVENING/SATURDAY CLASSES (Lots 1, 2, 3, 3A, 4 & 7):**  
are encouraged to purchase Evening/Saturday Parking Permits and park in student-designated lots. Off-campus parking surrounding the campus is on poorly lit and isolated streets; therefore, parking on campus is strongly recommended.
3. **MOTORCYCLE PARKING PERMITS (Lots 2 & 3)** are required for motorcycle parking on campus. Parking is restricted to designated areas in LOTS 2 and 3.
4. **DISABILITY PARKING (Lots 1 & 3):** Use of disability parking stalls requires that students purchase a student parking permit. Students must present their Disability Parking IDs, completed Disability Parking Request Forms (available from the Student ACCESS or the Cashier's office), and Parking Application Forms to the Cashier's Office at the time of purchase. Student Disability Parking expires when the Disability Parking ID expires or when the semester ends, whichever comes first. For more information on disability services, visit [www.honolulu.hawaii.edu/disability](http://www.honolulu.hawaii.edu/disability) or call 844-2392 (voice/text).  
If disability parking stalls are occupied, parking is permitted in any marked parking stall on campus.
5. For more PARKING information, please refer to the website [www.honolulu.hawaii.edu/parking](http://www.honolulu.hawaii.edu/parking).



HOOLAULEA, CAREER FAIR & SUSTAINABILITY SHOWCASE





## SERVICES FOR STUDENTS

ACADEMIC COUNSELING

BOOKSTORE

C.A.R.E

CAREER SERVICES

CHILD CARE

COMPUTER LAB

FOOD SERVICE

HAWAIIAN CENTER

HEALTH OFFICE

HOUSING

LIBRARY

STAR

STUDENT ACCESS

STUDENT LIFE

TESTING AND TUTORING

TRIO-STUDENT SUPPORT SERVICES

WELLNESS CENTER

WRITING CENTER



SERVICES FOR STUDENTS

## ACADEMIC COUNSELING

**WEBSITE:** [www.honolulu.hawaii.edu/counseling](http://www.honolulu.hawaii.edu/counseling)  
**EMAIL:** [honcouns@hawaii.edu](mailto:honcouns@hawaii.edu)  
**PHONE:** (808) 845-9162  
**FAX:** (808) 356-0962  
**HOURS:** Please visit our website for more information:  
[honolulu.hawaii.edu/counseling](http://honolulu.hawaii.edu/counseling)

Academic Counseling is available to assist students in assessing their educational needs, career interests, academic qualifications, and selection of an appropriate degree program. Information on program requirements, program status and eligibility, course placement, course sequencing, course selection, registration, transfer, credit by exam, and graduation is also provided. Counselors also assist with financial aid academic certification, counseling related to academic success, course waiver/substitution, STAR Graduation Pathway set-up and review, and transcript evaluation.

To schedule an appointment with an Academic Counselor please use the UHCC MySuccess tab located in My UH Portal.



## New Student - Registration

**WEBSITE:** [www.honolulu.hawaii.edu/welcome](http://www.honolulu.hawaii.edu/welcome)

Prior to attending a registration session, online New Student Orientation must be completed at [www.honolulu.hawaii.edu/welcome](http://www.honolulu.hawaii.edu/welcome). At a New Student Registration session, students receive academic advising about program requirements, college offerings, student support services, academic tools, and information on academic regulations. Assistance is given for course selection. It is highly recommended that students attend a New Student Registration session early for best course availability.

## Prospective Student Information

**WEBSITE:** [honolulu.hawaii.edu/admissions](http://honolulu.hawaii.edu/admissions)  
**EMAIL:** [honcc@hawaii.edu](mailto:honcc@hawaii.edu)

Counseling is available to help prospective students select an appropriate degree program. Academic Counselors will assist students in assessing their educational needs, career interests, and academic qualifications. Information is shared regarding program requirements, services, and help students decide which degree program to undertake at Honolulu Community College.

**INFORMED CONSENT/CONFIDENTIALITY:** Informed Consent and Confidentiality expectations can be viewed at [www.honolulu.hawaii.edu/counseling/information](http://www.honolulu.hawaii.edu/counseling/information)

Schedule an appointment with the Admissions Specialist by calling 808 845- 9162 prior to meeting with an Academic Counselor.

## BOOKSTORE

**WEBSITE:** [www.bookstore.hawaii.edu/hcc](http://www.bookstore.hawaii.edu/hcc)  
**PHONE:** 845-9105

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

## COLLEGE ACHIEVEMENT AND RETENTION EXPERIENCE (C.A.R.E.)

**WEBSITE:** <https://www.honolulu.hawaii.edu/care>  
**EMAIL:** [honcare@hawaii.edu](mailto:honcare@hawaii.edu)  
**PHONE:** Donald Frost at 845-9284, Ina Miller-Cabasug at 844-2353  
**HOURS:** Monday - Friday from 8:00am - 4:30pm  
**LOCATION:** Building 7 room 325

The College Achievement and Retention Experience (C.A.R.E.) program provides outreach to keep students attending Honolulu Community College. When students are admitted to Honolulu CC or have yet to register, we call them to offer information about how Honolulu CC can best meet their needs by connecting

them to resources. For students who are struggling academically, the C.A.R.E. program strives to aid them in achieving their educational and career goals through academic coaching, improving study skills, and creating a personalized success plan. No matter the barriers keeping students from success, the C.A.R.E. program wants to help by providing the most personalized and effective service possible.

## CAREER SERVICES

**WEBSITE:** [www.honolulu.hawaii.edu/career](http://www.honolulu.hawaii.edu/career)

**PHONE:** 845-9204 for information or to schedule appointment

**HOURS:** Monday-Friday, 8:00 a.m.-4:30 p.m.

The Career Services Center provides a variety of programs and resources to assist students and graduates. Whether seeking a full-time or part-time job, the staff is available to provide guidance through the on and off campus job search process. Register at [www.sece.its.hawaii.edu/sece](http://www.sece.its.hawaii.edu/sece) for On-Campus, Federal Work Study, or Off-Campus employment.

Students may also find assistance in career counseling, career assessments, career exploration, resume and cover letter writing, interview preparation, career fairs, and career readiness presentations.



## CHILD CARE

**WEBSITE:** [www.honolulu.hawaii.edu/keiki](http://www.honolulu.hawaii.edu/keiki)

**PHONE:** 845-9466

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

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

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

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

**AGES: INFANTS** 3–20 months

**TODDLERS** 20–36 months

**PRESCHOOL** 3–5 years

**FEES:** See *TUITION & FEES*.

**THE FACILITY** is located in Building 11, adjacent to Building 2. The Children's Center Office is in Building 2, Room 212. Classroom hours are below.

**HOURS: INFANT PROGRAM** 7:30 a.m. to 3:30 p.m., or 8:00 a.m. to 4:00 p.m. Monday–Thursday  
7:30 a.m. to 2:00 p.m. Friday

**TODDLER PROGRAM** 7:30 a.m. to 3:30 p.m., or 8:00 a.m. to 4:00 p.m. Monday–Thursday  
7:30 a.m. to 2:00 p.m. Friday

**PRESCHOOL PROGRAM** 7:30 a.m. to 4:00 p.m. Monday–Thursday  
7:30 a.m. to 2:00 p.m. Friday

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



## COMPUTER LAB FACILITIES

**WEBSITE:** <http://www.honolulu.hawaii.edu/computerlab>

With the growing importance of computer based technology in all areas of life and work, the college provides a variety of Computer Labs and Computer Classrooms for various subject areas and programs. These include Computer Labs for Information and Computer Science as well as computer-assisted drafting and design (CADD) (Building 2, 6th Floor), Math (Building 7, 4th Floor), Writing Center (Building 7, 5th Floor), and Computer Labs in the Student Success Center (Building 7, 3rd Floor), Hawaiian Center, and departments of Communication Arts and Natural Science.

The Campus Open Computer Lab in Building 2, Room 405 offers Windows and Macintosh systems, printers and scanners for student use. Paper packets for printing are also available for purchase at the Honolulu CC Bookstore. For more information visit [www.its.honolulu.hawaii.edu](http://www.its.honolulu.hawaii.edu) or phone 845-9293.



## FOOD SERVICE

During the Academic year the Cafeteria serves breakfast, snacks, lunch and dinner Monday - Saturday (daily schedule and type of meals are subject to change). During scheduled semester breaks and Summer, the Cafeteria serves breakfast and lunch (daily schedule and type of meals are subject to change).

The College also provides the HUB, a gourmet coffee vendor fronting the Library (Building 7) open Monday- Friday during the Academic year (daily schedule is subject to change), vending machines for soft drinks and snacks (Buildings 5 and 7), and the Bookstore sells soft drinks and non-perishable snacks.

## HAWAIIAN CENTER

### Hulili Ke Kukui (The Blazing Light of Knowledge)

**WEBSITE:** [www.honolulu.hawaii.edu/hawaiian](http://www.honolulu.hawaii.edu/hawaiian)

**PHONE:** 844-2345

**EMAIL:** [hulilik@hawaii.edu](mailto:hulilik@hawaii.edu)

Kaleialoha Lum-Ho, Hawaiian Center Coordinator  
(845-9176; [lumho@hawaii.edu](mailto:lumho@hawaii.edu))

Kahale Saito, Native Hawaiian Counselor (845-9112; [fsaito@hawaii.edu](mailto:fsaito@hawaii.edu))



The Hulili Ke Kukui Hawaiian Center is committed to actively preserve and perpetuate Hawaiian culture and values. The Hawaiian Center offers an array of comprehensive services that strengthens the college's educational programs and enable students of Hawaiian ancestry to succeed in their academic, career and individual endeavors. The Center is open to ALL students and faculty and services include:

- Study Space
- Peer Mentoring
- Computer Lab & Printing
- Mālama 'Āina Days
- Cultural Enrichment Workshops
- Guests Speakers
- Native Hawaiian Counselor
- Scholarship Application Assistance

### Po'i Nā Nalu Native Hawaiian Career & Technical Education Program

**WEBSITE:** <https://www.honolulu.hawaii.edu/hawaiian/poinanalu>

**EMAIL:** [nanalu@hawaii.edu](mailto:nanalu@hawaii.edu)

Greg Kashigi, Program Manager (844-2322; [gkashigi@hawaii.edu](mailto:gkashigi@hawaii.edu))

Debbie Arellano, Academic Support Coordinator (844-2323; [debralyn@hawaii.edu](mailto:debralyn@hawaii.edu))

Kathleen Ballesteros, Educational Specialist (844-2347; [ks@hawaii.edu](mailto:ks@hawaii.edu))



Po'i Nā Nalu (Where the Wave Breaks) is the Native Hawaiian Career and Technical Education Program (NHCTEP) at Honolulu Community College. The program is sponsored by Alu Like, INC and funded through a Carl Perkins Grant from the US Department of Education. The goal of the program is to prepare Native Hawaiian students with options for careers in the global economy through the completion of a vigorous and culturally appropriate career and technical education degree program. Resulting degrees and certificates serve as preparation for employment in high demand, high skill or high wage careers in Hawai'i's sectors of the global economy.

The Program is eligible to students who are:

1. Native Hawaiian
2. Enrolled in a Career & Technical Education or STEM program at Honolulu Community College  
(Honolulu Community College must be your home campus)
3. In good academic standing (min cum GPA of 2.0)

Participating students can access a variety of support services including:

- College & Career Development Workshops
- Cultural Enrichment Workshops
- Financial Literacy Workshops
- Field trips to four-year campuses, cultural sites and career fields
- Tutoring and Peer Mentoring
- Academic Advising
- Loan out program (text books, laptops, electronics, etc., for ACTIVE students only)
- Makawalu College Transfer Conference to visit UH Mānoa, UH West O'ahu and other O'ahu Four-Year Campuses (for ACTIVE students only)
- Kau Wela Summer Bridge (FREE core classes - for ACTIVE students only)
- Paid internships (for ACTIVE students only)
- Paid Membership Fees
- Class certification/licensure support (for ACTIVE students only)

If you meet the eligibility requirements and you are interested in applying for Po'i Nā Nalu, please stop by the Hawaiian Center and our staff will assist you.

## Ho'āla Hou: Renewing a Pathway to Student Success

**WEBSITE:** <https://www.honolulu.hawaii.edu/hawaiian/hoalahou>

**PHONE:** 845-9489

**CONTACT:** Paul Kalani Ka'awa Flores, Jr., Program Manager (845-9489; pflores@hawaii.edu)  
Abraham Ke'ala Alama, Retention Specialist (845-9447; aalama@hawaii.edu)  
Hau'oli Elarco, Native Hawaiian Culture and Place-Based Coordinator (845-9431; jelarco@hawaii.edu)  
TBD, Multimedia Specialist (845-9449; ptanaka6@hawaii.edu)

"Ho'āla Hou" is a Title III funded program at Honolulu Community College that proposes to increase access, enrollment and successful completion of academic credentials of Native Hawaiian students. The first goal of the program is to establish an enrollment pathway to Honolulu Community College for Native Hawaiian students and create a sense of place at the college for Native Hawaiians that is culturally significant and relevant. This will be done through a series of four activities which include: (1) Developing and implementing a culturally appropriate outreach and recruitment plan focused on increasing access and enrollment to the college by Native Hawaiians, (2) Creating a team of peer mentors to outreach to the community and establish community based partnerships, (3) Erecting a hālau (community gathering space) through traditional community building practices, and (4) Creating a digital cultural and historical bilingual (Hawaiian and English) tour of the campus and native plant species.

The second goal is to create a culture and place-based training program for faculty, staff, and administrators aimed at infusing Hawaiian culture, traditions and values in teaching, learning and service in order to support student success and completion. This will be done through a series of three activities which include: (1) Creating a culture and place-based training program based on the Hawaiian resource management system of ahupua'a and 'Ike 'Āina, (2) Establishing a cohort of mentors to sustain what is learned through the training program, and (3) Using technology to deliver the training materials for future use.

## HEALTH OFFICE

**WEBSITE:** [www.honolulu.hawaii.edu/health](http://www.honolulu.hawaii.edu/health)

**EMAIL:** [hcchlth@hawaii.edu](mailto:hcchlth@hawaii.edu)

**PHONE:** 845-9282 voice/text

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

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

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

Current information about activities and programs, medical insurance plans, and other health related matters may be found at the Health Office (phone 845-9282 voice/text, email: [hcchlth@hawaii.edu](mailto:hcchlth@hawaii.edu), website: [www.honolulu.hawaii.edu/health](http://www.honolulu.hawaii.edu/health)).

## HOUSING INFORMATION

**WEBSITE:** [www.housing.hawaii.edu/och](http://www.housing.hawaii.edu/och)

Honolulu Community College has no housing facilities and the College does not supervise, recommend, or assume responsibility for any housing facility. Options may be available within the University of Hawai'i System.

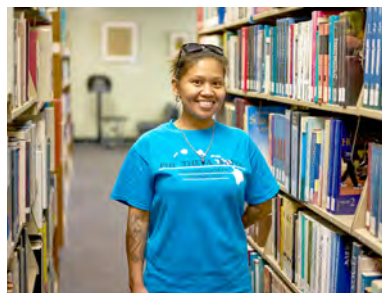
## LIBRARY

**WEBSITE:** [www.honolulu.hawaii.edu/library](http://www.honolulu.hawaii.edu/library)

The Library supports the mission of Honolulu Community College by assisting students, faculty, and staff in obtaining and using information resources effectively to enable and promote student learning. Librarians provide course specific instruction for finding print & electronic resources.

The Library is a place for study & collaboration, and provides access to:

- Books and ebooks
- Magazines, newspapers, and articles from online databases
- Online images and streaming videos
- Online research guides
- Course reserve materials
- Computers
- Photocopiers
- Wireless



For more information about the Library, visit building 7, 1st floor or the Library's website at: [www.honolulu.hawaii.edu/library](http://www.honolulu.hawaii.edu/library) or phone 845-9199.

## STAR

**WEBSITE:** [www.star.hawaii.edu](http://www.star.hawaii.edu)

(Login with MyUH Portal username and password)

**EMAIL:** [honcouns@hawaii.edu](mailto:honcouns@hawaii.edu)

**PHONE:** 845-9129

STAR is the official arbiter of degrees for the University of Hawai'i System.

STAR provides students access to their academic record. STAR is an academic planning tool designed to help students navigate through college and their progress toward academic degree program completion. STAR highlights include:

- **ACADEMIC ESSENTIALS:** Displays degree requirements and shows how students are progressing toward degree completion.

- **TRANSCRIPT:** Displays academic record per semester, grades, grade point average and transfer courses.
- **WHAT IF JOURNEY:** Provides information on how a student's current record satisfies course requirements for another degree in the University of Hawai'i system.
- **SCHOLARSHIP:** Provides a link to UH Foundation Scholarship information.
- **GRADUATION PATHWAY:** Helps students prepare for registration and plan courses to take each semester until they graduate. Provides proposed graduation date.

For more information please visit [www.honolulu.hawaii.edu/star](http://www.honolulu.hawaii.edu/star)



## STUDENT ACCESS

**WEBSITE:** [www.honolulu.hawaii.edu/disability](http://www.honolulu.hawaii.edu/disability)

**PHONE:** 844-2392 (voice/text) or 845-9272 (voice/text)

In accordance with Section 84.4 of the Federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, no qualified individual with a disability shall, on the basis of their disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

Through Student ACCESS, Honolulu CC provides coordinated services for students with documented disabilities. The following support services may be arranged on an individual basis:

- Application, admissions, financial aid, and registration assistance;
- Career and academic counseling;
- Campus orientation;
- Auxiliary equipment in the classroom such as portable tables, adjustable height drafting tables, adjustable chairs and electronic equipment such as digital recorders.
- Academic accommodations such as classroom materials in alternate formats, notetaker services, readers, scribes, distraction-reduced testing environments, sign language interpreters, and/or other academic support services as appropriate.

Text Teletype devices are available in:

Academic Counseling.....	845-9228	Non-credit Registration Office....	845-9296
Admissions .....	845-9270	Operations and Maintenance.....	845-9142
Apprenticeship.....	845-9245	Security .....	845-9273
Business Office.....	845-9142	Student ACCESS.....	845-9272
Health Office.....	845-9282		844-2392
Human Resources .....	845-9181	Switchboard .....	845-9211

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

A campus accessibility map showing locations of ramps, rest rooms, elevator and disability parking stalls is available from Student ACCESS and at the Disability Access website ([www.honolulu.hawaii.edu/disability](http://www.honolulu.hawaii.edu/disability)).

- Students with official disability parking placard and ID card may purchase semester parking through the Cashier's Office.

For information regarding minimum essential mental, physical and behavior skills necessary for participation in and completing all core aspects of any Career and Technical Education curriculum, see Technical Standards for each program at <http://www.honolulu.hawaii.edu/cte>.

Students requesting special services must provide appropriate documentation and contact Student ACCESS as early as possible to allow sufficient time for services to be put in place. For further information contact Student ACCESS, located in Building 7, Room 302, phone 844-2392 (voice/text) or 845-9272 (voice/text). Documentation guidelines are also posted online at [www.honolulu.hawaii.edu/disability](http://www.honolulu.hawaii.edu/disability).

## STUDENT LIFE AND DEVELOPMENT

**WEBSITE:** [programs.honolulu.hawaii.edu/studentlife/](http://programs.honolulu.hawaii.edu/studentlife/)

**LOCATION:** Building 2, 1st floor

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



### Campus Center

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

### Media/Publications

The Student Media Board is responsible for the formulation of policies, bylaws and procedures applicable to student publications in print and online media, as funded by the Publication Fee.

Students are encouraged to submit articles, stories, and photos. Participating in student media is a great means for students to voice themselves, build their resumes and gain experience in the world of journalism. Students who are interested need no experience; however, they need to be motivated and willing to work with deadlines.



### Student Government

All fee paying students are regular members of the Student Government of Honolulu Community College. (See also Tuition and Fees).

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

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

### Student Activities Board

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

## TESTING AND TUTORING (TNT)

**WEBSITE:** [www.honolulu.hawaii.edu/testingandtutoring](http://www.honolulu.hawaii.edu/testingandtutoring)

The mission of the Testing and Tutoring (TNT) is to provide students with the academic support to become responsible and self-directed learners. Testing and Tutoring offers an array of campus-wide academic support services to assist students with their coursework and related activities. Testing and Tutoring delivers testing services (UH Community College System placement testing, distance education testing, on-campus make-up testing, non-UH testing, etc.); offers non-credit courses in placement test preparation in various modes (in-person, computerized, and/or combination of in-person and online instruction); coordinates service learning activities; offers instruction in college study skills; and provides tutorial services. For more information about CSC, visit Building 7, 3rd floor, or the website.





## TRIO-STUDENT SUPPORT SERVICES

**WEBSITE:** [www.honolulu.hawaii.edu/trio](http://www.honolulu.hawaii.edu/trio)

**PHONE:** 844-2366

**LOCATION:** Building 7, Rm. 309

TRIO-SSS strives to provide a range of academic support, career guidance, transfer planning, and professional development opportunities to qualifying community college students who are first-generation in college, have a financial need, and/or disability and demonstrate strong academic potential. Students receive guided individualized assessment and planning, small group tutoring, mentoring, cultural and educational workshops, club and community service activities, and other academic support. For more information visit the TRIO-SSS website or call 808-844-2366.



## WELLNESS CENTER

**Business Hours:** 8:00 - 4:00 pm

**APPOINTMENT HOURS:** 9:00 - 2:00 pm

**CONTACT:** Kimberley Gallant, LCSW (Licensed Clinical Social Worker)

**PHONE:** 845-9180

**EMAIL:** [gallantk@hawaii.edu](mailto:gallantk@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/wellnesscenter](http://www.honolulu.hawaii.edu/wellnesscenter)

The Wellness Center Office provides confidential personal/crisis counseling and community referral services to registered students. Counseling services are strength based and solution focused to help students manage personal life issues and navigate their college experience. The office also provides outreach and educational services to the campus community in the context of mental health and violence prevention initiatives. Services include: classroom presentations, enrichment groups/activities, online mental health screenings and College SOS programming. Services are free and confidential. Scheduling of appointments is strongly encouraged. To schedule an appointment, please call 845-9180 or email [hccwell@hawaii.edu](mailto:hccwell@hawaii.edu).



## THE WRITING CENTER

**WEBSITE:** [www.honolulu.hawaii.edu/writingcenter](http://www.honolulu.hawaii.edu/writingcenter)

**PHONE:** 845-9415

**LOCATION:** Building 7, Room 520

The Writing Center helps students become better writers and succeed in college. Writing Center coaches are trained to help improve any writing assignment and assist with all aspects of the writing process – brainstorming, outlining, thesis development, revision strategies, citations, and essay structure. The Writing Center also provides strategies to improve comprehension of challenging reading material. Appointments are available at no cost and include one-on-one conferences with tutors, and online and e-tutoring for Distance Learning students or students who are not able to be on campus. Schedule appointments online at [www.honolulu.hawaii.edu/writingcenter](http://www.honolulu.hawaii.edu/writingcenter) or call 808-845-9415.









# PAYING FOR COLLEGE

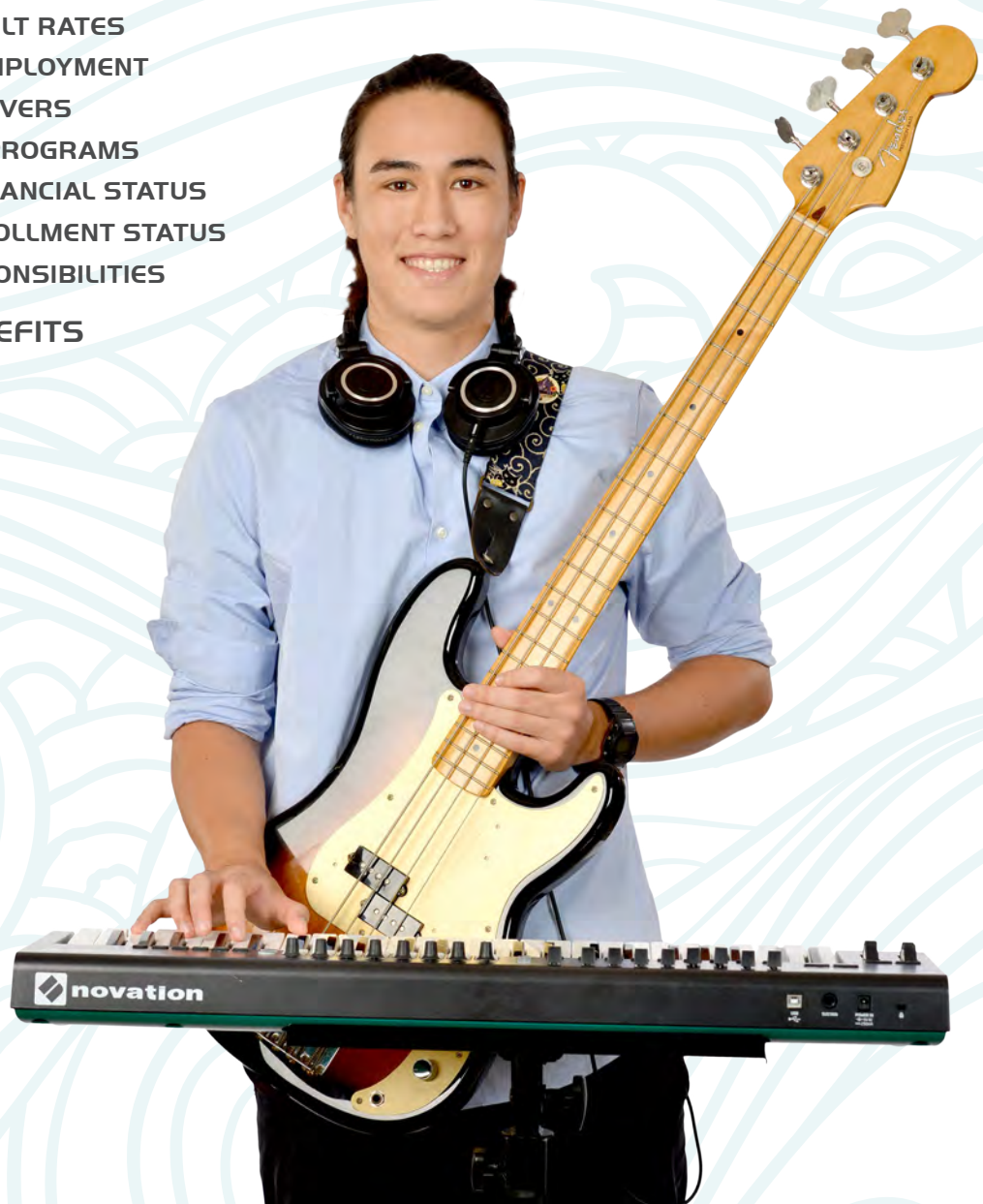
## TUITION

- TUITION & FEES
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- TAX CREDIT INFORMATION
- REFUNDS

## FINANCIAL AID

- HOW TO APPLY
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## VETERAN'S BENEFITS



PAYING FOR COLLEGE

## TUITION

**WEBSITE:** [www.hawaii.edu/offices/app/tuition/](http://www.hawaii.edu/offices/app/tuition/)

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

### Tuition and Fees (Per Semester)

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

#### Resident Tuition (per semester)

Tuition .....	\$128.50 /credit
Activity Fee .....	\$ 0.50-\$5
Publication Fee .....	\$ 5
Student Life Fee .....	\$ 5

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

Tuition .....	\$342.50/credit
Activity Fee .....	\$ 0.50-\$5
Publication Fee .....	\$ 5
Student Life Fee .....	\$ 5

#### Summer 2018 Tuition Schedule

(Please refer to the following website: [www.hawaii.edu/offices/app/tuition/](http://www.hawaii.edu/offices/app/tuition/))

Residents .....	\$248/credit
Non-residents .....	\$357/credit

#### Off Campus Education Program Tuition Schedule

Residents .....	\$250 /credit
Non-residents .....	\$357/credit

#### Payment Plan

**WEBSITE:** [www.honolulu.hawaii.edu/node/202](http://www.honolulu.hawaii.edu/node/202)

Students who have registered and cannot pay in full by the designated deadlines and have an unpaid balance of \$300.00 or more may have the option to enroll in the Payment Plan. Students in the Plan are assessed \$30.00 per semester and are expected to pay all financial charges incurred. For more Payment Plan information, please refer to the website at [www.honolulu.hawaii.edu/node/202](http://www.honolulu.hawaii.edu/node/202).

#### Non-Credit Course Tuition and Fees

Apprentice & Journey Worker ... \$0.50 per clock hour

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

#### Non-Resident Application Fee

For non-residents, there is an application evaluation fee of \$25.00.



**Other Fees:**

<b>Books, Tools, and Other Supplies</b>	Costs vary program to program and are noted in the <i>DEGREES</i> or <i>PROGRAM DESCRIPTION</i> sections of this catalog.	
<b>College Catalog</b>	The College Catalog may be purchased at the College Bookstore. Postage and handling charges will be assessed. The Catalog is available for review at the Records Office and online at <a href="http://www.honolulu.hawaii.edu/catalog">www.honolulu.hawaii.edu/catalog</a> .	
<b>Child Care Fees *</b>	<p>For information about current fees and payment schedule, call 845-9466.</p> <p>There is a \$150 comprehensive fee to hold a child's space in the program after Notification of Acceptance. A semester fee payable in four installments is charged. Children may not be allowed to continue if fees are not paid according to the payment schedule.</p> <p>* Financial Aid may be used for child care expenses. Contact the Financial Aid Office at 845-9116.</p>	
<b>Credit by Examination</b>	<p>The charge is equivalent to 50% of the tuition of the course. (Based on the prevailing tuition and fee schedule.)</p> <p>Portfolio Based Assessment is charged 60% of the tuition of the course.</p>	
<b>Dishonored Checks</b>	\$25.00 service charge for checks made out to Honolulu Community College and returned for any cause.	
<b>Educational Record Copy</b>	\$2.00 per copy (Includes Fee Statement copy)	
<b>Financial Obligations to the College</b>	(See Student Services, Student Regulations.)	
<b>Graduation Fee</b>	(See Degrees and Certificates, Graduation Information.)	
<b>Registration Fees:</b>		
• <b>Late Registration Fee</b>	\$30.00 for Fall and Spring Semesters	
• <b>Change of Registration (Add/Drop Fee)</b>	<p>\$5.00 fee for each Change of Registration Form used to add/ drop a course(s) in person. (The fee does not apply when replacing a canceled class. There is no fee for online transactions. If adding a course(s), the tuition balance in addition to the change fee will be assessed, if applicable. See Schedule of Tuition.)</p>	
<b>Student Activity Fee</b> (Not assessed for Summer Session)	<p>1–9 credits . . . . . \$0.50 per credit</p> <p>10 credits and above . . . \$5.00 (flat rate)</p>	
<b>Student Life Fee</b>	\$5.00 per student per semester (Not assessed for Summer Session)	
<b>Student Publication Fee</b>	\$5.00 per student per semester (Not assessed for Summer Session)	
<b>Transcript Fee</b>	<p><b>\$5.00 per transcript</b></p> <p><b>\$15.00 per copy</b></p>	<p>For transcripts sent outside the University of Hawai'i System, for student copies, or for UH non-admission purposes.</p> <p>For 24-hour rush processing</p> <p>(Additional postage fees are charged for transcripts sent outside the United States.)</p>

## Tuition Waivers

### Faculty/Staff Tuition Waiver

Faculty and staff may be eligible for tuition waivers. Employees must be employed on a half time basis or more to be eligible for tuition waivers at any campus for a maximum of six credits per semester.

#### PROCEDURES FOR WAIVER APPLICATION AND REGISTRATION:

1. Complete the University of Hawai'i (UH) Faculty/Staff Tuition Waiver Form and a Request for Tuition Waiver Form available online at [programs.honolulu.hawaii.edu/intranet/node/386](http://programs.honolulu.hawaii.edu/intranet/node/386).
2. Obtain form approval from supervisor, and eligibility authorization from Human Resources.
3. Submit forms to the Business Office to receive the waiver.
4. New Students: submit an application to Admissions.  
Continuing Students: register online at [www.myuh.hawaii.edu](http://www.myuh.hawaii.edu).

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

5. Effective for the Fall 2009 term, tuition waivers for eligible faculty, staff, spouse, and/or domestic partner, must be received on-line or by the Business Office no later than the last day of the 50% refund period for which the waiver is being used.

### Senior Citizens Visitor Program

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

### Other Tuition Waivers (See *FINANCIAL AID*.)

## Tax Credit Information

For all University of Hawai'i Students, Parents, Faculty and Staff

**WEBSITE:** [www.fmo.hawaii.edu/bursar/1098t.html](http://www.fmo.hawaii.edu/bursar/1098t.html)

The Taxpayer Relief Act (TRA97) passed by Congress in 1997 established new deductions for interest on student loans and educational IRAs, and also provided two higher education tax credits:

- The **HOPE Scholarship Credit** allows a maximum credit of up to \$1,800 for eligible expenses for the first two years of post-secondary education.
- The **Lifetime Learning Credit** allows a maximum credit of up to \$2,000 for eligible expenses paid during the calendar year for students in undergraduate, graduate and professional degree programs and students enrolled in coursework to acquire or improve job skills.

**What does this mean for UH students?** All students, except for non-resident aliens, who are billed for qualified education expenses in 2016 will receive a 1098-T tax form, which will help determine eligibility for the two tax credits. The 1098-T tax form will be mailed to the PERMANENT address on file for each student by January 31, 2017. Students **MUST** submit a Change of Address Form (available at [www.honolulu.hawaii.edu/records](http://www.honolulu.hawaii.edu/records)) to the Honolulu CC Records Office if their Permanent Address has changed.

**Where can I find more information?** For more information about the tax credits, visit [www.fmo.hawaii.edu/bursar/1098t.html](http://www.fmo.hawaii.edu/bursar/1098t.html) or contact a tax advisor.

Note: The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers or ITINs to report qualified tuition and related expenses billed to students and scholarship and grant payments made to students to the IRS each year.



## Refunds *(See Academic Calendar for Refund Schedule)*

### **TUITION AND SPECIAL COURSE FEES REFUND POLICY – REGULAR ACADEMIC SEMESTER:**

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



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

1. 100% refund if Complete Withdrawal is made prior to the first day of the term.
2. No refunds of less than \$1.00.

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

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

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

Introduction to College English (ICE) Transfer and Refund Policy: A request to transfer to another course or to completely withdraw from a course must be submitted by the fifth working day after the first class meeting. Thereafter, refunds will not be permitted.

All other Continuing Education Courses: 100% Refund for requests made three business days prior to the first day of instruction.

## FINANCIAL AID

**WEBSITE:** [www.honolulu.hawaii.edu/finaid](http://www.honolulu.hawaii.edu/finaid)

**PHONE:** (808) 845-9116

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

## How to Apply

There are two ways to complete a Free Application for Federal Student Aid (FAFSA) – online or a paper application.



*All students may apply for scholarships at Honolulu CC.*

### Online Application – [www.fafsa.gov](http://www.fafsa.gov)

- This is the recommended way to complete a financial aid application because it is safe, fast, and easy.
- Students (and their parents, if applicable) must have an FSA ID (Federal Student Aid ID). If students (and their parents) do not have one, an FSA ID can be created at [www.fafsa.gov](http://www.fafsa.gov). The FSA ID will be used to sign the application electronically. If the student (and/or their parents) are unable to enter their FSA ID, a signature page must be printed and mailed with the required signatures.
- Read the instructions carefully.
- Honolulu CC's Federal School Code is 001612

### or Paper Application

- Request a paper application by calling 1-800-4-FED-AID, or download a PDF Paper Application at [www.fafsa.gov](http://www.fafsa.gov) (click on 'FAFSA Filing Options').
- Use a BLACK ink pen and fill in ovals completely.
- Print clearly in CAPITAL letters, skip a box between words, and do not include cents (round to the nearest dollar).
- Complete ALL required sections and do not leave blanks.
- Students (and their parents if needed) must be sure to sign the application.
- Mail the FAFSA to the Federal Processor at:

Federal Student Aid Programs  
P.O. Box 7654  
London, KY 40742-7654

## When to Apply

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

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

### Selection, Notification, and Payment

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



Students will be notified of their financial aid offer through email. Detailed instructions will be given regarding the review of all the information in the financial aid award.

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

## Who is Eligible

To be eligible for federal student aid at Honolulu CC, students must:

- Be accepted for admission (or currently enrolled) in an eligible degree or certificate program at Honolulu Community College;
- Have earned either a high school diploma, GED certificate, or equivalent;
- Be a U.S. citizen or an eligible non-citizen;
- Be registered with Selective Service (if a male between the ages of 18-25);
- Submit all required documents as needed to process financial aid application;
- Meet the *SATISFACTORY ACADEMIC PROGRESS POLICY*; and,
- Not be in default on a Federal educational loan or owe a refund on a Federal grant.

## Federal Financial Aid

The majority of aid awarded by Honolulu CC is Federal and based on demonstrated financial need. Eligibility requirements are determined by Federal rules and include the following:

Applicant must

- Be a U.S. citizen or an eligible non-citizen (permanent resident);
- Be enrolled in a degree granting program (must be a classified student at Honolulu CC);
- Be making satisfactory academic progress toward your degree;
- Not be in default on a loan or owe a refund on a Federal grant;
- Have demonstrated financial need;
- Have obtained a high school diploma, GED, or equivalent; and,
- Be registered with Selective Service \*, if required.

All financial aid programs are subject to change.

\* Note: Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Subsidized Direct Loans, Federal Unsubsidized Direct Loans, Federal Parent Loans for Undergraduate Students, and Federal Work Study. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959. The group of males affected includes citizens and eligible non-citizens eligible except citizens of the Federated States of Micronesia, the Marshall Islands, or the permanent residents of Palau. For further information contact the Financial Aid Office at (808) 845-9116.

## Satisfactory Academic Progress Policy

Prior to the awarding of any financial aid, students enrolled at Honolulu CC must be making satisfactory progress in accordance with U.S. Department of Education regulations. The student's academic progress will be evaluated at the point when their application is reviewed in an academic year. The policy is applicable to all Honolulu CC students applying for any type of federal, state, or private financial aid resources administered and managed by Honolulu CC; including student loans from private lenders which are guaranteed or insured by the federal government. Appeals to the policy may be submitted in writing to the Financial Aid Administrator.

## Eligibility Requirements for Academic Progress

1. All financial aid recipients must have a declared major at Honolulu CC and enroll in credits towards the completion of that degree/certificate.
2. Students are expected to maintain a cumulative grade point average (GPA) of at least 2.0.
3. Students must complete at least 67% of all credits attempted (calculation includes ALL terms reflected on transcript); whether financial aid was received or not.
  - a. All terms of attendance and all transfer credits apply; whether financial aid was received or not.
  - b. The following grades will be considered as credits enrolled but not successfully completed: F, W, N, I, I/F, I/N, and NC. An incomplete grade will be calculated as no credit until it reverts to a letter grade and is posted to the student's academic record. Please note that the student must submit a letter to the Financial Aid Office when a grade changes as the Financial Aid Office is not automatically informed of grade changes.
  - c. Audited classes and credit by exam are not eligible for financial aid and will not be counted towards credits attempted/completion.

EXAMPLE: Since he started attending Honolulu CC, John has attempted 60 credit hours. He only completed (passed) 50 credits because he withdrew from a few classes and failed one. Based on the following calculation, John has earned more than 67% of the credits he attempted, therefore has fulfilled the Honolulu CC Satisfactory Academic Progress Policy requirements.

$$\frac{\text{John's Credits Completed}}{\text{John's Credits Attempted}} = \frac{50}{60} = 83\%$$

## TIME FRAME

1. Students must complete their degree program within 150% of the credits required for their degree program.  
Example: John's degree program requires 60 credits to graduate; therefore, he must complete his degree program within a total of 90 credits (60 credits x 150% = 90 credits).
2. Students who change majors must have all of their credits and transfer credits re-evaluated towards their new major to determine their remaining financial aid eligibility.
3. Students who have earned a degree at Honolulu CC and are seeking another degree must submit a petition stating their reason to pursue another degree. Approval of the subsequent degree program will be determined after reviewing the petition.  
NOTE: Students who are seeking an AA degree who have already earned an AA, BA, or BS degree are not eligible for financial aid.
4. Transfer credits accepted from another institution will be used to calculate the remaining credits required for completion of the degree or certificate.
5. Students' entire academic history will be taken into account, including periods of enrollment when financial aid was not received.
6. Generally, students will not receive payment for repeating a course that was successfully completed (A, B, C, D or CR). If the student is required to repeat a course that was previously completed successfully, students may submit a petition stating the reason for the repeated course along with documentation showing the requirement.

## Financial Aid Suspension

Students' financial aid at Honolulu CC will be suspended and they will not be eligible for financial aid in subsequent terms in the following cases:

1. Students fail to achieve a cumulative GPA of at least 2.0
2. Students fail to complete at least 67% of all classes attempted.
3. Suspended students not enrolled at Honolulu CC in the following semester will have their suspension stand until they have met the requirements for reinstatement.

### APPEAL OF FINANCIAL AID SUSPENSION

Students who do not meet the minimum satisfactory academic progress requirements will be suspended from receiving aid. If suspended from receiving financial aid, the student can appeal the suspension.

In order to appeal a financial aid suspension, student must complete an appeal form. The appeal form will be reviewed by a financial aid officer and a determination made as to whether or not the student will be able to meet the satisfactory academic progress requirements within the time frame allowed by Federal regulations. If the appeal is approved, the student must meet with an academic counselor to create an academic plan.

### ACADEMIC PLAN

An academic plan is a plan the students will create that will allow them to meet the satisfactory academic progress requirements within the allowed time frame specified by Federal regulations. Students who do not successfully meet the conditions of their approved academic plan will again be placed on financial aid suspension until they meet the criteria for reinstatement of their eligibility for aid.

### REINSTATEMENT

To reinstate eligibility, students must meet all three of the following conditions:

1. Have a minimum cumulative GPA of at least 2.0;
2. Complete at least 67% of all credits attempted (Includes all credits reflected on the transcript); and,
3. Be able to graduate within the 150% time frame allowed by Federal regulations.

Upon successful completion of the required credits and GPA, students must notify the Honolulu CC Financial Aid Office in writing that they wish to be reinstated. The student will be notified in writing whether or not they have been reinstated.

Note: Requests for reinstatement will be processed when time permits and students will be responsible for their own tuition and fees payments according to the registration payment deadlines.

## How Financial Need is Determined

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

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

The “expected family contribution” is determined by the financial aid application completed by the student and the student’s family. This amount is based on income and assets, expenses, number of family members, etc. as reported on the FAFSA.

The standard “cost of education” is an average of typical student expenses within the academic year.

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

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

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

## Types of Aid

### Grants

**FEDERAL PELL GRANTS** do not need to be repaid (unless students do not meet Satisfactory Academic Progress requirements) and are available to students who have not received a Bachelor’s Degree.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)** do not need to be repaid (unless students do not meet Satisfactory Academic Progress requirements) and are available to students with exceptional financial need who are enrolled at least half-time. Priority is given to Federal Pell Grant recipients.

**HONOLULU COMMUNITY COLLEGE OPPORTUNITY GRANTS** are available to students who are enrolled at least half-time, demonstrate financial need, and meet satisfactory academic progress requirements. Applicants must apply for financial aid using the Free Application for Federal Student Aid (FAFSA). Award amounts are dependent on the students' enrollment level, need, and availability of funds.

## Student Loans

**FEDERAL DIRECT LOAN PROGRAM** is a long-term loan program that must be repaid with a fixed interest rate. The interest rate for Federal student loans varies each year and is determined by the Federal Government. The interest rate of the loan is determined by the first disbursement and will be the interest rate for the life of the loan. For the current interest rate and origination fee for the Federal Direct Loan program, please visit <https://studentaid.ed.gov/sa/types/loans/interest-rates>. History of a student's loan history and information about the loan servicer can be found online via the National Student Loan Data System at <https://www.nslds.ed.gov>.

These loans are borrowed from the Federal government. There are three types of Direct Loans:

1. **FEDERAL SUBSIDIZED DIRECT LOANS** have an interest subsidy by the U.S. Department of Education while the student is enrolled in school at least half-time and during approved deferment periods; therefore, interest does not accrue during these periods. The annual loan amount will depend on the student's academic level, amount of need as determined by completing the FAFSA, and existing subsidized loan balances. The interest and repayment will begin to accrue after the student leaves school or drops below half-time enrollment. Loan repayments are arranged with the loan servicer.

### Maximum Time Frame for Subsidized Loans

There is a maximum period of time (measured in academic years) that you can receive Federal Direct Subsidized Loans. In general, you may not receive subsidized loans for more than 150% of the student's published length to complete their degree program. If a student changes programs, the time used for the previous program may count against the new program. To prevent reaching the maximum eligibility period, be sure to work with an advisor to have an academic plan. For more information regarding the timeframe, please visit <https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action>.

2. **FEDERAL UNSUBSIDIZED DIRECT LOANS** do not have an interest subsidy; therefore, interest begins to accrue once the loan is disbursed. The annual loan amount will depend on the student's academic level, dependency status, cost of attendance, and existing Federal Direct Loan balances. Students have the option to pay the interest while they are in school; however, if the student decides not to pay the interest while they are in school, the unpaid interest will accrue and be added to the principal of the loan. Repayment of the loan will begin after the student leaves school or drops below half-time enrollment. Loan repayments are arranged with the loan servicer.
3. **FEDERAL DIRECT PLUS LOANS** are available to parents of dependent students who are enrolled at least half-time status and are based on credit history. The interest is not subsidized; therefore, interest begins to accrue once the loan is disbursed. The annual loan amount will depend on the student's estimated cost of attendance determined by the school minus any other aid and scholarships that the student is expected to receive. Repayment for Federal Direct PLUS Loans begins once the loan is fully disbursed; however, the parent borrower may contact their loan servicer to request for a deferment if the student is enrolled at least half-time. During this deferment period, although repayment of the loan is not required, parents have the option to pay the interest or have the interest accrue on the loan and be added to the principal of the loan. Loan repayments are arranged with the loan servicer.

**STATE HIGHER EDUCATION LOANS (SHEL)** are available to Hawai'i residents and must be repaid with a fixed interest rate of 5%. Repayment and interest begins nine months after the student drops below half-time status and deferment options are available for students who are not able to pay the minimum monthly payment. Loan amounts are based on demonstrated financial need and availability of funds.

## Student Employment

**FEDERAL WORK-STUDY (FWS)** provides part-time employment on- and off-campus to students who are enrolled at least half-time. Students are limited to a maximum of 20 hours per week during the academic terms. Awards are based upon the students' need and availability of funds.



### Tuition Waivers *(Pending Board of Regents action)*

**NATIVE HAWAIIAN TUITION WAIVERS** were established to support Native Hawaiian students seeking a degree in higher education. This waiver is awarded to Native Hawaiian students who demonstrate financial need, maintain satisfactory academic progress and, are enrolled in at least half-time status. To be considered for this waiver, a student must complete a Free Application for Federal Student Aid (FAFSA) and submit additional documentation as requested. Recipients of this tuition waiver will be required to meet specific conditions as part of receiving the waiver.



*Students are thanked and recognized for their many contributions to the campus.*

### Student Loan Default Rates

Information regarding student loan default rates is available at the Honolulu CC Financial Aid Office.

## Scholarship Programs

Honolulu Community College scholarships are awarded on the basis of merit, academic performance, and/or financial need. The University of Hawai'i Common Scholarship Application must be completed to be considered for any of the Honolulu CC scholarships. For a complete list of scholarships available to Honolulu CC students, go to [www.honolulu.hawaii.edu/finaid](http://www.honolulu.hawaii.edu/finaid).

## Changes in Financial Status

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

## Changes in Enrollment Status

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

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

## Rights and Responsibilities

The student has the right to know:

- The cost of attending Honolulu CC and the policy on refunds to students who drop out;
- What financial assistance is available;
- Procedures and deadlines for submitting applications for each available financial aid program;
- How Honolulu CC selects financial aid recipients;
- How need is determined;
- How much of the student's need has been met;
- How and when the student will be paid;
- The interest rate on any loans offered to the student and the conditions of repayment;
- If offered Federal Work-Study, what kind of job is offered, what hours must be worked, duties, rate of pay, and method of payment;

- How an aid package is reconsidered if a student believes a mistake has been made or if enrollment or financial circumstances have changed; and,
- How Honolulu CC determines satisfactory academic progress.

The student is responsible for:

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

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

## VETERANS ADMINISTRATION BENEFITS

**WEBSITE:** [www.honolulu.hawaii.edu/veterans](http://www.honolulu.hawaii.edu/veterans)

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

The College offers students a wide range of services and activities throughout the academic year and summer months. Students are encouraged to seek individual or group counseling, career and vocational exploration, and other related student support services. See the Veterans Academic Counselor for more information and for VA enrollment certification.

# REGULATIONS & POLICIES

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REGULATIONS & POLICIES



## ACADEMIC REGULATIONS

### Classification of Students in Credit Programs

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

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

**SPECIAL STUDENT:** A student who is enrolled for credit as an Early Admittee.

### Educational Level

**FRESHMAN:** A student who has earned fewer than 30 credits towards an Associate Degree, or Certificate of Achievement.

**SOPHOMORE:** A student who has earned 30 credits or more towards an Associate Degree or Certificate of Achievement.

### Full Time and Part Time Students:

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

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

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

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



## Admissions

**WEBSITE:** [www.honolulu.hawaii.edu/admissions](http://www.honolulu.hawaii.edu/admissions)

### Eligibility

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

(International Students, please see *ADMISSION OF INTERNATIONAL STUDENTS*.)

### Application Deadlines

Please refer to the Admissions website for deadline information.

### How to Apply

To be admitted to Honolulu Community College, complete the University of Hawai'i System Application Form online at [www.honolulu.hawaii.edu/admissions](http://www.honolulu.hawaii.edu/admissions).

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

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

Students who are military personnel (or dependent) or members of the Hawai'i National Guard, should submit a copy of military orders along with application for admission.

International students, please see *ADMISSION OF INTERNATIONAL STUDENTS* for further information.

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

Applicants will be notified by e-mail and mail of their acceptance. Further information on registration, placement testing, and counseling services will be included with acceptance notifications by e-mail and mail.

### Placement Test

HonCC uses a variety of ways to check student's skill levels in English and Math, students will be placed in the right level of classes. In addition to the placement test, there may be alternative placement methods available. Please contact the Academic Counseling Office or The Testing Office, for additional information.

**Who Is Required To Take The Placement Test?** The following students are required to complete the placement tests for reading, writing, and mathematics, or provide evidence that they have a valid placement test score that can be provided to Honolulu CC by another college:

- a. All new credit students
- b. All other students who enroll in a course that requires English and/or mathematics proficiency as a prerequisite.

(Exceptions: Students transferring from another accredited college to Honolulu Community College who have met the English and/or Math requirements for their intended program with a grade of "C" or better in a degree applicable English composition course or mathematics course; or who have completed an English composition course that qualifies them entry to English 100 or higher with a grade of "C", or higher in a mathematics course that qualifies them entry to Math 100, or have completed a designated developmental English and/or mathematics course covered in a College approved articulation agreement are exempted from those parts of this policy related to those specific courses.)

**STUDENT PLACEMENT TESTING:** Students may call 845-9217 for current testing dates and times. No appointment is necessary. Tests are given in Building 7-313. The placement test is computerized, not timed, and is free of charge for the first attempt. Students receive their test results immediately along with additional information on course registration. For more information on Placement Testing visit [www.honolulu.hawaii.edu/testing](http://www.honolulu.hawaii.edu/testing).

**HONOLULU CC PLACEMENT POLICY REGARDING ESSENTIAL CLASSES:** Students who place below ENG 22 and/or MATH 24 based on ACT Compass placement test scores, are required to enroll in Essential classes in their first semester at Honolulu CC.

**ABOUT TEST SCORES:**

1. Placement test scores are valid for 2 years.
2. Once scores expire, the test must be taken again to enroll in English or math courses for the first time.
3. If a placement test is retaken before placement test scores expire, the higher score will be recognized.

**RETAKING THE PLACEMENT TEST:**

1. It is highly recommended that some preparation be done before the placement test is retaken.
2. Students may retake the placement tests at any time.
3. If students have an active test score in the student information system, they will be charged a \$25.00 fee for each retesting *session*, regardless of how many tests they retake during any one session.

## Acceptance Information

Once a student has been accepted, the student must:

1. Submit proof of negative tuberculin (TB) test or chest x-ray report and Measles, Mumps and Rubella (MMR) immunization before the first day of the semester. For more information on Honolulu CC health regulations, see *HEALTH REQUIREMENTS* for Registration.
2. Complete the English and Math placement test. (See *PLACEMENT TEST POLICY* for more information.)
3. Create a username and password to access MyUH student account.
4. Returning or Transfer students should meet with an Academic Counselor for assistance with selecting courses and/or registering for classes. New Students should contact the Academic Counseling Office to sign up for a New Student Registration Session.
5. Pay all applicable tuition and fees by the posted deadline.

Information on these steps will be included with the student's acceptance letter.

Students are accepted into a program or major of their choice. However, in a few cases students may not be able to enroll in the beginning courses in the program because:

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

Check "Starting Dates for Programs" below to see which programs accept students into both Fall and Spring semesters. If the program is filled, students will be unable to enroll in their program's beginning courses and are advised to take required related courses during their first semester. After one semester, students usually will be able to take beginning courses in their program; however, in a few programs the waiting period may extend to a full academic year or more.

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

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

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

## Starting Dates for Programs

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

Program	Fall	Spring
<i>Administration of Justice (AJ)</i>	•	•
<i>Aeronautics Maintenance (AERO)</i>	•	
<i>Applied Trades (APTR)</i>	•	•
<i>Architectural, Engineering &amp; CAD Technologies (AEC)</i>	•	
<i>Auto Body Repair &amp; Painting (ABRP)</i>	o	o
<i>Automotive Technology (AMT)</i>	•	•
<i>Carpentry (CARP)</i>	•	
<i>Communication Arts (CA)</i>	•	
<i>Computing, Electronics, &amp; Networking (CENT)</i>	•	•
<i>Cosmetology (COSM)</i>	•	•
<i>Diesel Mechanics Technology (DISL)</i>	l	
<i>Electrical Installation &amp; Maintenance Technology (EIMT)</i>	•	

Program	Fall	Spring
<i>Fashion Technology (FT)</i>		•
<i>Fire &amp; Environmental Emergency Response (FIRE)</i>	•	•
<i>Hawaiian Studies (HWST)</i>	•	•
<i>Human Services (HSER)</i>	•	•
<i>Liberal Arts (LBRT)</i>	•	•
<i>Natural Sciences (NS)</i>	•	•
<i>Occupational &amp; Environmental Safety Management (OESM)</i>	•	•
<i>Refrigeration &amp; Air Conditioning (RAC)</i>	•	
<i>Sheetmetal &amp; Plastics (SMP)</i>	o	o
<i>Small Vessel Fabrication &amp; Repair (MARR)</i>	•	
<i>Welding (WELD)</i>	•	

- Program entry semester(s)
- l Program entry every even year
- o Check with Academic Counseling regarding program status

## Residency Regulations for Tuition Purposes

**WEBSITE:** [www.honolulu.hawaii.edu/residency](http://www.honolulu.hawaii.edu/residency)

Students, other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawai'i according to the University of Hawai'i Rules and Regulations in effect at the time they register, must pay non-resident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status. A non-resident application fee of \$25 is required at the time of application.

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

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

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

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

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

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

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

1. The twelve months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see indicia above) is made to make Hawai'i one's permanent residence. For Permanent Residents (green card holders) the twelve months begins on the date on which the Permanent Residency status was granted by Immigration.
2. Residency in Hawai'i and residency in another place cannot be held simultaneously.
3. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. Continued presence in Hawai'i during vacation periods and occasional periods of interruption of the course of study does not itself overcome this presumption.
4. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
5. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

These considerations do not exhaust all of the factors that affect the determination of residency. For more information, consult the "Rules and Regulations Governing Determination of Residency as Applied to Tuition Payments and Admission at All Institutions Under the Jurisdiction of the Board of Regents of the University of Hawai'i."

### **Non-Resident Students**

Once classified as a non-resident, a student continues in this status at the College until submitting satisfactory evidence to the Records Office that proves otherwise. Non-resident students who enter any campus of the University of Hawai'i may not be allowed to change his/her residency status from non-resident to resident during any period in which he/she:

1. Enrolled for 6 credits or more at any higher education institution(s) in Hawai'i;
2. Was absent from Hawai'i for more than 30 days per year during school vacation periods;
3. Received student financial assistance based on residency in another state; or
4. Was a dependent of nonresident parent(s) or legal guardian.

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

### **Statutory Exemptions**

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

1. Members of the Hawai'i National Guard or Hawai'i-based Reserves. (A non-resident application fee of \$25 is required at the time of application.)
2. United States military personnel and their authorized dependents (as defined by the Armed Services) during the period such personnel are stationed in Hawai'i on active duty.
3. Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules).
4. East-West Center student grantees pursuing baccalaureate or advanced degrees.
5. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778. (A non-resident application fee of \$25 is required at the time of application.)



Persons who are citizens of any Pacific Island or Asian district, Commonwealth, Territory, or Insular Jurisdiction, State, or Nation which does not provide public institutions of higher learning are eligible to pay 150% of the resident tuition rate. These currently include the following:

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

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

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

## Admission of International Students

International applicants must comply with all regulations of the United States Citizenship and Immigration Services as well as with applicable policy of the Board of Regents of the University of Hawai'i and the policies of Honolulu Community College. For the purpose of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently, are designated as non-immigrants. Honolulu Community College is authorized under Federal law to enroll non-immigrant students.

International students must meet the General Admissions Requirements as well as the following special admissions requirements by June 15 for Fall semester and November 1 for Spring semester. All required forms can be downloaded from our website at [www.honolulu.hawaii.edu/admissions](http://www.honolulu.hawaii.edu/admissions).

1. Have official test results of the Test of English as a Foreign Language (TOEFL) or EIKEN test score sent directly to the College. Scores must be from a test taken within the last two years. Acceptable scores for admission are 500 and above on the paper-based test, 173 and above on the computer-based test, and 61 and above on the iBT test. The EIKEN score requirement is a 2A or better.

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

- a. Applicants whose native language is English.
  - b. Applicants who have completed either three years of high school education or 30 semester credits of college level work (30 transfer semester credits for the Associate in Arts degree program) from an accredited college or university in the United States, Australia, Britain, Canada or New Zealand.
  - c. Applicants transferring from accredited colleges and universities in the United States, Australia, Britain, Canada or New Zealand, who have completed the equivalent of freshman level English (English 100) with a grade of "C" or better.
  - d. Applicants who have attended American, British or Canadian "international schools" in foreign countries for three years may qualify for exemption upon request.
2. Submit a System Application Form for Admission.
  3. Submit a Supplemental Information Form for International Students.
  4. Submit a required health clearance documentation (see additional instructions under Health Requirements for Admissions on the next page under Foreign non-immigrant students).

5. Submit evidence of ability to pay all expenses either personally or through a sponsor.
6. Submit their high school transcripts (and college transcripts if applicable) directly to the College. A complete and certified English translation of secondary school and college records should be submitted along with official transcripts.
7. Submit evidence of enrollment in a health and accident insurance plan prior to registration. Enrollment in such a plan must be for the duration of the student's stay in Hawai'i. Choice of plans is left to the discretion of the student.

The Student Health Office has descriptive literature on several plans, and students may choose one that meets their needs. Health and accident insurance is mandatory.

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

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

All international students must carry an academic credit load of at least twelve (12) credits per semester. These 12 credits must be required in the student's program. Students will be allotted an appropriate amount of time to complete their degree requirements based on the number of credits in their degree program. International students must be enrolled in a degree program, they are not eligible for certificate programs as an F-1 student.

### Early Admission

Applicants under 18 years of age are encouraged to provide evidence of a high school diploma or equivalent as recognized by the Hawai'i State Department of Education, including successful completion of the GED. Applicants under the age of 18, without the equivalent of a high school diploma/GED may be considered for admission as an Early Admit Student. Early Admit students may enroll as unclassified students and take Honolulu CC courses approved by their Honolulu CC Counselor. Early Admit students must reapply each semester and admission is limited to Honolulu Community College courses. For more information on application procedures, please contact the Admissions Office at 845-9129.



### Running Start Program

The Running Start academic program allows public high school juniors and seniors to attend college classes while earning both high school and college credits. Students apply through their high school counselors. For additional information contact their High School Counselor or the Honolulu CC Running Start Counselor at 845-9278.



### Jump Start Program

The goal of this program is to provide high school seniors early access to career/technical education opportunities on a community college campus. Students will be enrolled at Honolulu Community College full-time and take coursework that meets the requirements for a two-year Career and Technical college degree as well as their high school diploma. Student's apply at their high school during their junior year. More details are available at: [www.uhcc.hawaii.edu/jumpstart](http://www.uhcc.hawaii.edu/jumpstart).



## Early College High School - (ECHS)

Early College High School (ECHS) allows public high school students in grades 9-12 an opportunity to obtain high school and college credits simultaneously. College courses are offered at designated high school campuses. This opportunity is available to students who fit specific income and demographic criteria as determined by the high school campus. Eligibility and space are limited for these courses. For additional information about course availability and requirements, please contact a high school counselor or the Honolulu Community College Outreach Office at (808) 844-2309.

## Health Requirements

In compliance with public health regulations, students must show evidence that they are free of active Tuberculosis (TB), and Measles Mumps Rubella (MMR). Proof of TB clearance and evidence of two MMR shots must be submitted prior to registration.

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

**MEASLES MUMPS RUBELLA (MMR) CLEARANCE:** MMR Clearance is a requirement of all students attending the College. Students must submit proof of two MMR vaccinations (given one month apart and after 1/1/68) or blood (IgG) testing proving immunity. Students exempt from submitting proof of MMR Clearance are students born before 1957. All others, including Distance Education, International, and military Off-Campus Education Program students must submit MMR Clearance. UH concurrent or transfer students found to not have MMR Clearance documented in the UH Student Information System will be asked to submit MMR Clearance. Photocopies of the following may be submitted as evidence to the Admissions Office:

- Pupil's Health Record (State of Hawai'i Department of Education Form 14);
- Immunization record from M.D.'s medical file;
- Yellow Public Health Immunization Record;
- Military Vaccine Administration Record (DD2766C) or Immunization Record Form (SF601); or,
- IgG blood test reports proving immunity.

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

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

**HONOLULU CC EMERGENCY CONTACT:** Students are requested to complete the Honolulu CC Emergency Contact Form at the time of enrollment. Emergency contact information is entered into the UH System's Student Information System and accessed only by authorized personnel for registration or emergency purposes. All other medical or disability information is kept confidential. Students with serious health or disabling conditions are invited to make an appointment with the Health Nurse or Student ACCESS for disability accommodations. Emergency contact information should be updated at the Health Office or MyUH Academic Services/Personal Information upon re-entering Honolulu CC or as otherwise needed.



## Registration, Withdrawals, and Other Changes

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

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

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

The Honolulu CC Registration Guide is the official source of information to help students register for credit classes and is available online ([www.honolulu.hawaii.edu/registration](http://www.honolulu.hawaii.edu/registration)) and for pick up at the Records Office each semester.

The College Catalog should be consulted for academic planning.

### Late Registration

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

### Auditing Courses

Auditors must complete all admission and registration requirements and procedures, including payment of tuition and fees. Students are permitted to audit certain classes with the written consent of the instructor. Auditors generally are not allowed in laboratory science, mathematics, elementary and intermediate modern languages, English composition, and speech courses, or in classes where they might take the place of credit students. Some career technical classes may not be open for auditing due to liability, health and safety issues.

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



## Class Attendance

**No-show Policy:** Enrolled students must attend at least one of the first two classes of the semester. It is the students' responsibility to notify the instructor of anticipated or unavoidable absences. The instructor has the option and authority to drop students who are absent for the first two periods if there is another student waiting to enter the class. Students should not assume they will be dropped if they do not attend the first two days of class.

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

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

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

## Change of Registration: Adds and Drops

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

Classes may be added only during the published dates; thereafter, instructor approval is required. For deadlines to officially add or drop classes, see the *ACADEMIC CALENDAR*. If a student stops attending class or never attends class and does not officially drop by the deadline, the instructor may assign an "F" grade.

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

## Cancellation of Registration and Cancellation of Classes

Students may be dropped from classes for the following reasons:

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

Classes may be canceled for the following reasons:

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

## Complete Withdrawal From College

Students who wish to withdraw completely from all courses within the UH System have the option to drop all courses online or fill out a Complete Withdrawal Form available at their home institution's Records Office. For deadlines to officially withdraw, see the *ACADEMIC CALENDAR*. If a student stops attending class or never attends class and does not officially withdraw by the deadline, the instructor may assign an "F" grade.

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

The refund policy for withdrawals is explained under *TUITION AND FEES—REFUNDS*.

## Change of Major

**ENTERING STUDENTS:** All new, returning, and transfer students who want to change their major and have the change effective for their first semester must see an Academic Counselor and complete the required "Change of Major" form. It is the student's responsibility to submit the completed form to the Records Office.

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

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

## Change of Personal Data or Address

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

## Credits, Grades, and Examinations

### Credits

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

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



### Credit Load

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

### Course Numbering

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

### Variable Credit Courses

Certain courses, designated by "V" in this catalog and on the Honolulu CC website Class Availability link, are offered for variable credit. The number of credits for which a student enrolls must be approved by the instructor prior to registration.

### Transferability of Credits

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

Students considering continuing their education at or transferring to other institutions, must not assume that credits earned will be accepted by the receiving institution. An institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the receiving institution to determine what credits, if any, that institution will accept. For information on transferring Honolulu CC credits to another institution see *TRANSFERRING TO ANOTHER COLLEGE OR UNIVERSITY*.

### Transfer Credit Policy

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

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

While transfer coursework is not calculated directly into the Honolulu CC cumulative grade point average (G.P.A.), transfer courses within the UH System with a “D” grade (not D-) or better will transfer. Students transferring from a non-UH System campus may transfer “D” grades as long as the cumulative G.P.A. of all applicable transfer courses from that institution is a 2.0 or higher. This is to ensure that at the point of graduation, students meet the appropriate Honolulu CC graduation standards. All course work applied to the degree requirements must meet the 2.0 G.P.A. graduation requirement, regardless of where the course work is completed.

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

### **TRANSFER CREDITS AND ARTICULATION AGREEMENTS**

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

### **PROCEDURES TO TRANSFER CREDITS**

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

**TRANSCRIPT EVALUATION REQUEST FORM:** Once enrolled in Honolulu CC classes, students must complete a Transcript Evaluation Request Form and submit the form to the Records Office. The Records Office will verify the official transcripts then send the transcripts to the appropriate program counselor for evaluation. Once complete, transferred credits will be available for review via the transcript tab on the STAR Degree Check at [www.honolulu.hawaii.edu/star](http://www.honolulu.hawaii.edu/star). The transfer courses will be posted to students’ Honolulu CC transcripts after completion of coursework at Honolulu CC.

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

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

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

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

### **Prior Learning Credit**

When requested, transfer credits may be granted:

1. If the course has direct equivalence to a Honolulu Community College course, is from a regionally accredited U.S. institution, and meets the transfer credit requirements in effect at the time of approval.
2. If non-credit training has been evaluated by the American Council of Education (ACE) using guidebooks such as:
  - The National Guide to the Educational Credit for Training Programs;
  - The Guide to the Evaluation of Educational Experiences in the Armed Services; and,
  - Guide to Educational Credit by Examination.
3. If Honolulu Community College has a formal agreement with an institution/ organization.
4. Portfolio-based review is one of the newest options for awarding Prior Learning (PL) credits. Using portfolio-based assessments, students prepare documentation and provide evidence of learning from outside the traditional classroom. The documentation and evidence are reviewed by a panel of subject matter experts. These experts, known as the Portfolio Review Committee will use course SLOs



as the basis to compare the portfolio documentation and evidence. Based on this review process, recommendations will be made to award the appropriate number of college credits. Students will be charged 60% of the prevailing tuition and fees for the assessment of the evidence of student learning. More information can be obtained from Academic Counseling or the PLA representative.

### COLLEGE-CREDIT EQUIVALENCY

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

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

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

**COLLEGE TRANSFER CREDITS:** Credit from courses completed with a grade of "D" or better at other regionally accredited Colleges and Universities may be transferred to Honolulu Community College. It is the responsibility of the student to have official transcripts sent directly to the Honolulu CC Records Office along with course descriptions, and Student Learning Outcomes (SLO) when available. Student transcripts will be evaluated in relation to a specific degree or certificate. If students change majors, they may have their transcripts reevaluated. AARTS/SMARTS transcripts sent directly to the Honolulu CC will be evaluated and appropriate credits granted toward a specific degree. Honolulu CC reserves the right to reject recommendations made by the American Council on Education (ACE) guidelines. Transcript evaluations will be processed after students are enrolled for at least one credit for Fall/Spring. Students not currently enrolled for Fall/Spring and using the transcript evaluation for Graduation purposes only, MUST inform the Records office.

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

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

### CREDIT BY EXAMINATION

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

1. The student contacts the Division Chair to determine if Credit by Examination is available for the particular course the student wishes to challenge. Whether or not a course is appropriate for this process is decided by the faculty member who will create and evaluate the examination for that course.
2. The student obtains a request form from the Records Office.

3. The student presents the request to the Division Chair who interviews the student and signs and forwards the request to the appropriate Dean for processing.
4. The student will complete the examination prepared for the course at a time set by the examiner.
5. Upon completion of the examination, the examiner records the result on the student's record. The "CE" grade is assigned if the student earns credit through Credit by Examination. To earn credit, a student must pass the examination with the equivalent of a "C" grade or higher. The "N" grade is assigned if the student fails to earn credit through Credit by Examination.
6. Students will be charged for a course challenged through Credit by Examination at 50% of the prevailing tuition and fee regardless of the outcome of the examination.

## Course Waivers and Substitutions

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

**LIBERAL ARTS PROGRAM:** A student must request a Liberal Arts Course Waiver or Substitution Form through an Academic Counselor.

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

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

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

***Note:** Approval for a Course Waiver/Substitution will not be granted prior to the successful completion of a course.*

## Repeating a Course

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

- Certain courses may be repeated for additional credits. The course description in the Catalog indicates whether or not a course is repeatable for additional credit.
- If a student inappropriately repeats a course for which a "C" or higher is earned, (i.e., in circumstances other than those described above), neither the credits nor grade points will be used to compute the G.P.A.

**SPECIAL PROVISION FOR REPEATING WRITING INTENSIVE (WI) COURSES:** Students who receive a grade of "C" or higher in a course previously not designated as WI are not allowed to repeat the course to satisfy the WI requirement for the A.A. degree.

### **SPECIAL PROVISION FOR REPEATING ENGLISH (EXCEPT LSK 30):**

Students who receive a **D, F, N, or W** the first time they take the course may repeat the course without written approval. Students are strongly encouraged to consult with their Academic Counselor or previous instructor prior to repeating the course.

Students who receives a **D, F, N, or W** the second time may repeat the course by either:

- 1) Obtaining written approval from both the most recent instructor and the receiving instructor;
- OR
- 2) Register for the course during Late Registration on a space-available basis.

## Final Examinations

Final examinations are given during the Evaluation Period, as published in the *ACADEMIC CALENDAR* in this Catalog. Final Exam Times are provided in the Honolulu CC Registration Guide, available online ([www.honolulu.hawaii.edu/registration](http://www.honolulu.hawaii.edu/registration)) and for pick up at the Records Office each semester.

## Grade Reports

Grades are available online at MyUH Portal ([www.myuh.hawaii.edu](http://www.myuh.hawaii.edu)). Students are responsible for reporting any error in grades to the Records Office within ten days following the end of the semester.

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

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

### LETTER GRADING SYSTEM

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

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

### CREDIT-NO GRADE GRADING SYSTEM

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

**DEFINITIONS:**

- **CR Grade:** The **CR** grade is assigned to denote passing work (equivalent to a grade of “C” or higher) for courses taken on a credit/ no-credit basis. **CR** grades do not affect the grade point average.
- **CE Grade:** The **CE** grade is assigned to denote a grade of C or higher for a course taken via the Credit by Examination option. **CE** grades do not affect the grade point average.
- **L Grade:** The **L** grade is assigned for those courses a student has received permission to audit. (See also *AUDITING COURSES*.)
- **RD** or Record Delayed: **RD** means that the grade has not been received by the deadline to enter grades into Banner.

**Important Note:**

**Federal regulations stipulate that any recipient of Federal Title IV funds or Veteran’s Administration benefits who withdraws or disappears will be subject to a calculation which will determine the amount of Title IV funding or Veteran’s benefits that the student and the College are responsible for returning to the federal government.**

**This means that some grade assignments may affect the status of a student’s financial aid or Veteran’s benefits, requiring that some portion of that aid be returned. These include the I grade, the N grade, the F grade, and the W grade.**

- **I** or Incomplete Grade: The **I** grade may be assigned when a student has completed most of the work in a course. The decision as to whether or not an **I** grade will be assigned is solely that of the instructor. The specific deadlines for completion of make-up work are also determined by the instructor, with the stipulation that the final deadline must not be later than the final deadline published in the Academic Calendar. A student who is assigned an **I** grade must contact the instructor and make arrangements for completing and submitting make-up work well before the final deadline determined by the instructor.

The assignment of an **I** grade will also include a level of accomplishment grade which will be assigned if the missing work is not completed. For example, if an **I/C** grade is assigned, and the student takes no further action before the deadline, the **I** grade will be automatically changed to a **C** grade. In no case will an **I/W** grade be assigned. An **I/F** or **I/N** grade will also include the date of last attendance as provided by the instructor.

- **N** Grade: The **N** grade is assigned to denote that a student did not pass a course taken on a credit/ no-credit basis. The **N** grade is also assigned when a student fails to earn credit after challenging a course through Credit by Examination. **N** grades do not affect the grade point average.

Additionally, the **N** grade is used by some instructors to indicate that a student has not completed the requirements of the course, or has not reached a level of accomplishment within a specified time period that will allow for an evaluation. The decision as to whether or not an **N** grade will be assigned is solely that of the instructor. Students who wish to request an **N** grade must consult with the instructor to see if the assignment is possible.

- **W** or Withdraw Grade: The **W** grade is assigned when a student formally withdraws from a course by the last date to withdraw as stated in the Academic Calendar. (See *CHANGE OF REGISTRATION: ADDS AND DROPS*.)



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

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

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

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

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

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

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

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

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

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

#### Academic Probation and Suspension

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

**ACADEMIC PROBATION:** A student will be placed on academic probation at the end of any Fall, Spring, or Accelerated Term if their cumulative grade point average is below 2.00. Students on Academic Probation may continue at the College if they maintain a current term grade point average of 2.00 or higher for all credits graded.

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

**PETITION FOR READMISSION FOLLOWING A BREAK OF ENROLLMENT:** A student who has been suspended from Honolulu CC must sit out one semester. A suspended student may return to Honolulu CC by completing a petition with an Academic Counselor. Appeal forms are available from the Admissions and Academic Counseling Office.

After readmission, the student will be placed on probation until the minimum academic standard of a 2.00 grade point average (GPA) is achieved to clear the probation status.

**DISMISSAL:** During the first semester after readmission from suspension, a student who fails to earn a current grade point average of at least 2.00 in all credits graded will be dismissed. Written notification of dismissal will be sent to each dismissed student. Instructions regarding Readmission After Dismissal will be included in the written Notification of Dismissal. Regulations governing academic dismissal will be applied at the end of each Fall and Spring semester. Dismissed students cannot attend Honolulu Community College for at least one semester/term before applying for readmission. A student who has been dismissed from Honolulu CC and who has not been enrolled for one or more Fall, Spring or Accelerated Term, may petition for Readmission Following Dismissal by completing a petition with an Academic Counselor. Please file a "Petition for Readmission Following Academic Dismissal" form available at the Admissions or Academic Counseling Office (Building 5 or 6, First Floor).

### Scholastic Honors

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

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

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

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

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

### Transcript Requests

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

## Family Educational Rights and Privacy of Students

### Notification of Rights Under FERPA

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

It is the policy of Honolulu Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the Rules and Regulations governing the Act, which protect the privacy rights of students.

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Honolulu Community College receives a request for access. 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. The Honolulu Community College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Honolulu Community College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Honolulu Community College to amend a record should write the Honolulu Community College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the Honolulu Community College decides not to amend the record as requested, the Honolulu Community College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the Honolulu Community College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Honolulu Community College discloses education records without a student's prior written consent under the FERPA exception for disclosure to Honolulu Community College officials with legitimate educational interests. A Honolulu Community College official is a person employed by [Honolulu Community College] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A Honolulu Community College official also may include a volunteer or contractor outside of [Honolulu Community College] who performs an institutional service or function for which the Honolulu Community College would otherwise use its own employees and who is under the direct control of the Honolulu Community College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A Honolulu Community College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for (Honolulu Community College).

- Parents and spouses of students are advised that information contained in education records, with the exception of directory information, will not be disclosed to them without the prior written consent of the student.
- Students are advised that institutional policy and procedures required under FERPA have been published as Administrative Procedure AP 7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of Administrative Procedure AP 7.022 may be obtained from the Office of the Vice Chancellor for Students.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by (Honolulu Community College) to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

#### DIRECTORY INFORMATION:

The University has designated the following information from a student's education record as "directory information":

Name of student;  
Major field of study;  
Class (i.e., freshman, sophomore, etc.);

Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance);

Past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance);

Weight and height of members of athletic teams;

Dates of attendance;

Previous institution(s) attended;

Full or part-time status;

Degree(s) conferred (including dates);

Honors and awards (including dean's list).

At its discretion and in conformance with applicable state law, the University may disclose directory information to the public without obtaining a student's prior consent, so long as certain conditions regarding general notification of disclosure of directory information have been followed. Specific directory information about an individual student will not be released to the public if the student has affirmatively informed the University that he or she does not want any or all of those types of information about himself or herself designated as directory information. The procedures for an individual student to "opt" out of disclosure is set forth in UH administrative policy A7.022

Note: Submission of this FERPA nondisclosure of directory information request does not automatically remove students from the UH Online Directory of email addresses, which is accessible only to those with a valid UH email address.

To remove yourself from the UH Online Directory:

Login to MyUH

Select the My Profile Tab

Look for UH Online Directory, Options for Students, select Opt-out

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

The Honolulu Community College may provide the UH Foundation with lists of students with the following information: name, Honolulu Community College/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.

#### FERPA Annual Notice Addendum:

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records -- including your Social Security Number, grades, or other private information-- may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education" such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.



## STUDENT REGULATIONS

### General Rights and Responsibilities

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



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

### Student Conduct Code

**WEBSITE:** [www.honolulu.hawaii.edu/node/163](http://www.honolulu.hawaii.edu/node/163)

It is a privilege to be a member of the Honolulu Community College community. This privilege provides the student with the opportunity to learn and participate in the many programs that are offered on campus. Along with that privilege, the individual is expected to be responsible in relationships with others and to respect the special interests of the institution. These special interests are fully set forth in the UH System's Student Conduct Code. Information, advice, or a copy of the code may be obtained from the Office of the Dean of Student Services, Building 6, 2nd floor.

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

### Academic Integrity

The integrity of a university depends upon academic honesty, which consists of independent learning and research. Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below), which violate the Student Conduct Code and may result in suspension or expulsion from the University.

**Cheating** includes, but is not limited to:

- giving or receiving unauthorized assistance during an examination;
- obtaining unauthorized information about an examination before it is given;
- using inappropriate or unallowable sources of information during an examination;
- falsifying data in experiments and other research;
- altering the record of any grade;
- altering answers after an examination has been submitted;
- falsifying any official University record; or,
- misrepresenting the facts in order to obtain exemptions from course requirements.

**Plagiarism** includes, but is not limited to:

- submitting, in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual;
- neglecting to identify as a quotation another's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source;
- submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or,
- drylabbing, which includes obtaining and using experimental data and laboratory write-ups from other sections of the course or from previous terms, or fabricating data to fit the desired or expected results.

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

## Disciplinary Action

The faculty member must notify the student of the alleged academic misconduct and discuss the incident in question. The faculty member may take academic action against the student as the faculty member deems appropriate. These actions may be appealed through the Academic Grievance Procedure. In instances in which the faculty member believes that additional action (i.e., disciplinary sanctions and a UH Mānoa record) should be established, the case should be forwarded to the Office of the Dean of Student Services.

## Financial Obligations to the University

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

To clear a financial obligation hold online, students must contact the office that placed the hold to have the hold removed from their account. A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai'i," promulgated by the Board of Regents, is on file at the Business Office.

## Student Participation in Assessment

Honolulu Community College is committed to the measurement of student achievement and the array of services that affect student learning. This assessment process addresses the issues of quality in our programs and services and ensures that students are learning what they need to learn. The assessment program at Honolulu CC has five specific and interrelated goals. They are:

- Improve student academic achievement;
- Improve teaching strategies;
- Improve support services (physical resources, financial aid, admissions, student life, counseling, etc.);
- Document successes and identify opportunities for program improvement, and,
- Provide evidence of institutional effectiveness to the Honolulu CC campus, the University of Hawai'i system, accrediting bodies, and the community.

In order to achieve these goals, students at Honolulu CC will be asked to participate in a variety of assessment activities ranging from the assessment of classroom learning to the assessment of college resources, services, and policies. The information gained from these assessments will be used to make decisions that are essential to maintaining standards and ensuring continuous improvement in quality at Honolulu CC.

## POLICIES & PROCEDURES

### Academic Grievance

[www.honolulu.hawaii.edu/node/46](http://www.honolulu.hawaii.edu/node/46)

A student who believes that a faculty member has failed to meet specific responsibilities may register a grievance. Students and faculty are encouraged to resolve their differences through consultation and mediation. Where these efforts are ineffective, the policy sets forth the process that is available to the student grievant.



### Academic Rights and Freedoms of Students

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

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

### Nondiscrimination and Affirmative Action

[www.hawaii.edu/policy/docs/temp/ep1.202.pdf](http://www.hawaii.edu/policy/docs/temp/ep1.202.pdf)

[www.hawaii.edu/offices/eeo/docs/ap9.920.pdf](http://www.hawaii.edu/offices/eeo/docs/ap9.920.pdf)

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

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

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

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

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

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, age, religion, color, ancestry, national origin, disability, marital status, veteran's status or arrest and court record may file a complaint with the following:

Monique Tingkang  
Honolulu Community College EEO/AA Coordinator  
808-844-2398; monique4@hawaii.edu

Wayne Sunahara  
Honolulu Community College Section 504 Coordinator  
808-845-9264; waynens@hawaii.edu

Mary Perreira  
Office of the Vice President for Community Colleges  
Director of EEO/AA  
808-956-4650; eeoc@hawaii.edu

The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office. Students may also file complaints of discrimination with the Office for Civil Rights, Seattle Office, US Department of Education, 915 Second Avenue, Room 3310, Seattle, WA 98174-1099. Phone: (206) 607-1600, Email: OCR.Seattle@ed.gov

## Other College Policies and Procedures

The links below can be used by students, faculty, staff and for individuals inquiring about Honolulu Community College's policies and procedures.

[RP 12.203 - Right to Investigate and Disseminate](https://www.hawaii.edu/policy/docs/temp/rp12.203.pdf) (<https://www.hawaii.edu/policy/docs/temp/rp12.203.pdf>)

[UHCCP #5.211 - Statement on Professional Ethics](http://www.uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.211_Statement_on_Professional_Ethics_(Faculty).pdf) ([http://www.uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP\\_5.211\\_Statement\\_on\\_Professional\\_Ethics\\_\(Faculty\).pdf](http://www.uhcc.hawaii.edu/OVPCC/policies/docs/UHCCP_5.211_Statement_on_Professional_Ethics_(Faculty).pdf))

[EP 5.211 - Policy For Responding to Allegations of Research and Scholarly Misconduct](https://www.hawaii.edu/policy/archives/ep/e5/e5211.pdf) (<https://www.hawaii.edu/policy/archives/ep/e5/e5211.pdf>)

[EP 9.201 - Faculty and Staff Renewal and Vitality Directive](http://hawaii.edu/policy/index.php?action=viewPolicy&policySection=ep&policyChapter=9&policyNumber=201&menuView=closed) (<http://hawaii.edu/policy/index.php?action=viewPolicy&policySection=ep&policyChapter=9&policyNumber=201&menuView=closed>)

## Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and activities that receive federal financial assistance. The conduct prohibited under Title IX includes all forms of sex discrimination: the failure to provide equal opportunity in any program or service, discrimination based on pregnancy, sex harassment, gender-based harassment (including intimidation or hostility based on sex-stereotyping), and sexual violence such as sexual assault, sexual coercion, and rape.

Honolulu Community College recognizes the inherent dignity of all individuals and hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity. Any harassment of students or employees on the basis of sex, gender, and/or sexual orientation is prohibited and will not be tolerated.

Sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, domestic and dating violence, and stalking are violations of the University of Hawai'i's sexual misconduct policy, Interim EP1.204 ([www.hawaii.edu/policy/docs/temp/ep1.204.pdf](http://www.hawaii.edu/policy/docs/temp/ep1.204.pdf)). A number of federal laws and regulations, including Title IX, the Violence Against Women Act, and the Clery Act mandate how institutions respond to such allegations. Many types of sexual misconduct also constitute violations of Hawai'i law.

If you have been a victim of sexual misconduct, Honolulu Community College encourages you to seek support promptly. Students who would like to talk to someone confidentially regarding sex or gender-based discrimination may contact or make an appointment with the Wellness Center for counseling. Please contact the center at 808-845-9180 or [hccwell@hawaii.edu](mailto:hccwell@hawaii.edu) to make an appointment, or walk-ins are accepted. If the office is closed please follow procedure and communicate with the Dean of Students



Office at (808) 845-9236. For more resources and a comprehensive list of services available, please see the following links: [http:// www.hawaii.edu/titleix/confidential/](http://www.hawaii.edu/titleix/confidential/) or [www.honolulu.hawaii.edu/title9](http://www.honolulu.hawaii.edu/title9).

Individuals who would like to report an incident of sex or genderbased discrimination may contact the Title IX Coordinator and Deputy Title IX Coordinators who oversee Honolulu Community College's centralized review, investigation, and resolution process for reports of sexual misconduct at [honccitix@hawaii.edu](mailto:honccitix@hawaii.edu) or:

Derek Inafuku  
Title IX Coordinator  
Building 6, 2nd Floor  
874 Dillingham Blvd.  
Honolulu, HI 96817  
Phone: (808) 845-9123  
Email: [dinafuku@hawaii.edu](mailto:dinafuku@hawaii.edu)

Lara Sugimoto  
Deputy Title IX Coordinator for Students  
Building 6, 2nd Floor  
874 Dillingham Blvd.  
Honolulu, HI 96817  
Phone: (808) 845-9235  
Email: [lara@hawaii.edu](mailto:lara@hawaii.edu)

Monique Tingkang  
Deputy Title IX Coordinator for Employees  
Building 6, 2nd Floor  
874 Dillingham Blvd.  
Honolulu, HI 96817  
Phone: (808) 844-2398  
Email: [monique4@hawaii.edu](mailto:monique4@hawaii.edu)

Wayne Sunahara  
Deputy Title IX Coordinator for Students  
Building 7, Room 326  
874 Dillingham Blvd.  
Honolulu, HI 96817  
Phone: (808) 845-9264  
Email: [waynens@hawaii.edu](mailto:waynens@hawaii.edu)

## Illicit Drugs and Alcohol

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

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

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

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

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

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

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

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

## UH Tobacco Products Policy

[www.honolulu.hawaii.edu/node/733](http://www.honolulu.hawaii.edu/node/733)

Effective October 31, 2014, the University of Hawai'i System implemented a new Tobacco Products Policy in an effort to improve the working and learning environment of the university and protect faculty, staff, students and visitors from secondhand smoke exposure while on University of Hawai'i campuses.

According to the policy, smoking is prohibited in the following areas:

- a) All interior space owned, rented, or leased by the university;
- b) In building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais;
- c) Within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air-conditioned;
- d) Within 50 feet of designated pick-up and drop-off points for campus and public bus transportation;
- e) Within the gates of the university's outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and,
- f) Any area that has been designated by the person having control of the area as a non-smoking area and marked with a no smoking sign.

## Lethal Weapons

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

## Personal Property

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

## Copyright Policy

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

## DEGREES & CERTIFICATES

### GRADUATION INFORMATION

### REVERSE TRANSFER & AUTOMATIC NOTIFICATION OF CREDENTIALS

### CERTIFICATES & COMPETENCIES

### CAREER & TECHNICAL DEGREES

ASSOCIATE IN SCIENCE (AS)

ASSOCIATE IN APPLIED SCIENCE (AAS)

ASSOCIATE IN TECHNICAL STUDIES (ATS)

COMPETENCIES FOR THE ARTS (AS, AAS, & ATS DEGREES)

### LIBERAL ARTS DEGREE

ASSOCIATE IN ARTS (AA)

HAWAIIAN STUDIES

NATURAL SCIENCES

ACADEMIC SUBJECT CERTIFICATES (ASC)

PRE-PROFESSIONAL COURSES



DEGREES & CERTIFICATES

## GRADUATION INFORMATION

### Eligibility for Graduation

Graduation requirements are based on approved program requirements.

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

- Courses which are trade specific, i.e., the course title or the course description indicates that the course is specifically for students in the major (e.g., CHEM 105C for Cosmetology Majors),
- Courses which satisfy program requirements and have the alpha associated with the major (e.g., WELD 52 for the Welding program, but not WELD 19).



To graduate with a degree (AA, AS, AAS, ATS) from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college. For the Applied Trades Degree, any twelve (12) credits that may be applied to the AAS degree and earned at Honolulu Community College, including credits converted from a Honolulu Community College Apprenticeship Program, will satisfy this requirement. Exceptions to the policy, to reduce the number of required credits, may be made on a case-by-case basis by the Vice Chancellor for Academic Affairs, or designee, in consultation with the appropriate campus personnel, at the degree-granting college.

### Graduation Options

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

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

**Students who change their major while enrolled** may graduate according to:

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

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

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

### Time Within Which Work Must Be Completed

The normal expectation is that students will complete their academic work in a 10-year period. Credits earned more than 10 years ago in courses which have materially changed content or standards will not fulfill graduation requirements.

### Graduation and Diploma Procedures

**WEBSITE:** [www.honolulu.hawaii.edu/node/168](http://www.honolulu.hawaii.edu/node/168)

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

Candidates for all Certificates and Associate degrees must file an application for graduation with the Records Office to participate in the graduation ceremony.

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



A \$15 fee that covers the printing cost of the diploma and its cover, is payable at the time the student submits an application (diploma may be ordered in English or Hawaiian Language). An additional fee of \$15 is assessed for students requesting a second diploma and diploma cover.

For students not wishing to participate in the graduation ceremony, the \$15 fee is applied only for the cost of the diploma and its cover.

If the student does not graduate in the semester they apply for, the \$15 fee will be applied to the semester he or she graduates. However, another Application for Graduation must be filed with the Records Office by the announced deadline if the student plans to participate in the graduation ceremony.

More detailed information about the Graduation Application process can be found on the website.

## Commencement Ceremony

The Commencement ceremony celebrates students' graduation. Commencement is conducted once a year at the conclusion of the Spring semester, however graduates from the previous Fall semester also participate in this ceremony.

To participate in the ceremony, students will need to submit an application for graduation by the deadline stated each year. Students who have applied for Spring or Fall Graduation will be invited to participate in the ceremony and will be included in the Commencement Program. Participants will be required to purchase caps and gowns for graduation. There is no additional charge for the graduate or their guests to attend the Commencement ceremony.

Any questions or concerns regarding the Commencement Ceremony should be directed to Student Life and Development.

## REVERSE TRANSFER AND AUTOMATIC NOTIFICATION OF CREDENTIALS

Students who have successfully completed all program requirements for a degree or certificate will be made aware of the earning of the degree or certificate. Once verified, the earned degree or certificate will be noted on the academic record unless requested not to do so by the student. The notation will be at no cost to the student.



# UH Community Colleges Academic Credentials

## I. CERTIFICATES & COMPETENCIES

### Certificate of Participation (CP)

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

### Certificate of Professional Development (CPD)

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

### Certificate of Competence (CO)

A college credential for students who have successfully completed designated short-term credit or non-credit courses which provide them with job upgrading or entry-level skills. Credit course sequences shall be at least 4 and less than 24 credit hours. To be eligible for the CO, students must maintain a grade point average (GPA) of 2.0 ("C") or higher. See additional academic requirements in *PROGRAM DESCRIPTIONS*.

### Academic Subject Certificate (ASC)

A college credential for students who have successfully completed a specific sequence of credit courses from the Associate in Arts (AA) Degree curriculum. The sequence must fit within the structure of the AA degree, may not extend the credits required for the AA degree, and shall be at least 12 credit hours. To be eligible for the ASC, students must maintain a GPA of 2.0 ("C") or higher. See additional academic requirements in *PROGRAM DESCRIPTIONS*.

### Certificate Of Achievement (CA)

A college credential for students who have successfully completed designated medium-term career and technical 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). Appropriate to the CTE program, the CA may include General Education courses that meet industry requirements. The issuance of a CA requires that the student's work has been evaluated and stated outcomes have been met. The issuance of a CA requires that the student must earn a cumulative 2.0 GPA or better for all courses required in the certificate.

- **Residency:** To graduate with a CA degree from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college. Exceptions to the policy, to reduce the number of required credits, may be made on a case-by-case basis by the Vice Chancellor for Academic Affairs, or designee, in consultation with the appropriate campus personnel, at the degree-granting college.

### Advanced Professional Certificate (APC)

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

## II. CAREER & TECHNICAL EDUCATION DEGREES

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

### Associate In Science (AS) Degree

A two-year Career and Technical-Professional degree consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment, entirely at the baccalaureate level. To be eligible for the AS, students must maintain a cumulative GPA of 2.0 ("C") or higher. See additional academic requirements in *PROGRAM DESCRIPTIONS*.



### Associate In Applied Science (AAS) Degree

A two-year Career and Technical-Professional degree consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program. AAS programs include some baccalaureate level course offerings. To be eligible for the AAS, students must maintain a cumulative GPA of 2.0 ("C") or higher. See additional academic requirements in *PROGRAM DESCRIPTIONS*.



### Associate In Technical Studies (ATS) Degree

A two-year Career and Technical-Professional degree consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree must be customized by using courses from two or more existing approved programs and is intended to target emerging career areas which cross traditional boundaries. The ATS degree must have educational objectives that are clearly defined and recognized by business, industry, and employers who have needs for specialized training for a limited number of employees. This degree must have advanced approval, and cannot be requested based upon previously completed coursework. To be eligible for the ATS, students must maintain a cumulative GPA of 2.0 ("C") or higher. See additional academic requirements in *PROGRAM DESCRIPTIONS*.

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

### Competencies for the AS, AAS, and ATS Degrees

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

- Demonstrate competence in a selected program of study;
- Demonstrate basic proficiency in English and Math;
- Demonstrate, by course completion, communication and quantitative or logical reasoning skills useful in the career field; and,
- Demonstrate, by course completion, understanding of the major areas of knowledge: the natural sciences, the social sciences, and the humanities and fine arts.

Additional Program and Course Student Learning Outcomes (SLOs) are described in the Honolulu Community College online catalog at [www.honolulu.hawaii.edu/catalog](http://www.honolulu.hawaii.edu/catalog).

## Requirements for the AS, AAS, and ATS Degrees

- Credits earned in ELI courses; and all ESL courses except ESL 23, may not be used to fulfill degree requirements.
- English and Math graduation proficiency requirement: Written competence will be demonstrated by either completion of ENG 100 or higher or another approved course in the Communications category. Computational competence will be demonstrated by placement in MATH 100 and completion of MATH 100 or another approved course in the Quantitative or Logical Reasoning category. Students in programs requiring MATH 150 must complete MATH 50 with a "C" or higher as a prerequisite.
- Courses required by major program (see Programs and Courses sections).
- Electives as needed to meet total credit hour requirements.
- To graduate with a degree (AS, AAS, ATS) from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college. For the Applied Trades Degree, any twelve (12) credits that may be applied to the AAS degree and earned at Honolulu Community College, including credits converted from a Honolulu Community College Apprenticeship Program, will satisfy this requirement. Exceptions to the policy, to reduce the number of required credits, may be made on a case-by-case basis by the Vice Chancellor for Academic Affairs, or designee, in consultation with the appropriate campus personnel, at the degree-granting college.

**Note:** Some courses taken to fulfill the AS, AAS, ATS General Education requirements at Honolulu Community College may not be applicable toward degrees at other institutions including University of Hawai'i Campuses. Detailed information regarding course transferability from Honolulu Community College to other UH System Campuses is available from the UH Course Transfer Database at [www.hawaii.edu/transferdatabase](http://www.hawaii.edu/transferdatabase). Students pursuing an Associate in Science (AS) or an Associate in Applied Science (AAS) degree with the intent to transfer and pursue a baccalaureate degree, should meet with an Academic Counselor.

## AS, AAS, AND ATS DEGREES MINIMUM GENERAL EDUCATION REQUIREMENTS: 15 CREDITS

Courses must be completed in each of the following five areas. In addition, courses may not be used to fulfill requirements in more than one category.

### I. Communications:

Students placing into ENG 100 or higher have the option to complete ENG 100 or any of the following approved courses in the Communications category:

ENG 100, 100 (with 100S), 100 (with 100T), 209, 210  
JOUR 205

### II. Quantitative or Logical Reasoning:

Students placing into MATH 100 or higher have the option to complete MATH 100 or any of the following approved courses in the Quantitative or Logical Reasoning category:

MATH 100, 103, 115, 135, 140, 150, 150P 203, 241, PHIL 110, PHIL 111

Recommended Preparation: Math prerequisites should be completed within the last two (2) years.

### III. Humanities and Fine Arts:

AMST 150, 201, 202  
ANTH 135 (cross-listed as SSCI 125), 150, 200  
ART 101, 107D, 111, 112, 113, 123, 213  
ASAN 100, 241 (cross-listed as HIST 241), 242 (cross-listed as HIST 242), 201, 202  
CA 100  
EALL 271 (cross-listed as ENG 271), 272 (cross-listed as ENG 272)  
ENG 250, 251, 252, 253, 254, 255, 256, 257C, 257E, 257F, 257H, 257M, 257N, 257O, 257P, 257S, 257X, 257Y, 268 (cross listed as JOUR 268), 271 (cross-listed as EALL 271), 272 (cross-listed as EALL 272)  
FT 216

HIST	151, 152, 231, 232, 241 ( <i>cross-listed as ASAN 241</i> ), 242 ( <i>cross-listed as ASAN 242</i> ), 246, 250, 281, 288, 296M, 297B
HWST	107, 270, 282, 285
JOUR	207, 268 ( <i>cross listed as ENG 268</i> )
MUS	106, 107, 121D, 121Z, 122D, 122Z, 253
PHIL	100, 101, 102, 109, 120, 255
REL	150, 151, 201, 210
SSCI	125 ( <i>cross-listed as ANTH 135</i> )
SP	151, 251, 290

#### IV. Natural Sciences:

For hyphenated courses, each part equals one course, e.g., CHEM 100 is one course and CHEM 100L is one course.

AEC	277
AG	100
ASTR	110/110L
ATMO	101, 101L
BIOC	141, 142
BIOL	100, 103/103L, 123, 124/124L, 171/171L, 172/172L
BOT	101/101L, 130/130L
CHEM	100/100L, 105, 105C, 105E, 151/151L, 161/161L, 162/162L, 272/272L
FSHN	185
GEOG	101/101L
GG	101/101L, 103
HWST	281/281L
KLS	195
MICR	130, 140L
OCN	102, 180, 201, 201L
PHYL	141/141L, 142/142L
PHYS	100/100L, 103, 104, 105, 105P, 122 ( <i>cross-listed as SCI 122</i> ), 151/151L, 152/152L, 170/170L,, 272/272L, 274
PSY	230
SCI	101, 122 ( <i>cross-listed as PHYS 122</i> ), SCI 295V
ZOOL	101, 200/200L

#### V. Social Sciences:

AEC	237
ANTH	150, 200
ASAN	250 ( <i>cross-listed as POLS 250</i> )
BOT	105 ( <i>cross-listed as HWST 105</i> )
CA	101
ECON	120, 130, 131
FAMR	100, 133, 141, 230, 244, 296
FT	200
GEOG	102, 122
HWST	105 ( <i>cross-listed as BOT 105</i> )
JOUR	150
LING	102
POLS	109, 120, 130, 250 ( <i>cross-listed as ASAN 250</i> )
PSY	100, 180, 212, 220, 225, 240, 250, 260, 270
SOC	100, 212, 214, 218, 231, 251
SOSE	270
SW	200
WS	151, 230

### III. LIBERAL ARTS DEGREE

#### Associate in Arts (AA) Degree Program

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

Sixty (60) semester credits of courses numbered at the 100 and 200 levels are required for the degree. Requirements include a General Education core of 31 credits:

Graduation Proficiency:

- Written competence will be demonstrated by either completion of ENG 100 or higher or another approved course in the written Communication category.
- Computational competence will be demonstrated by placement in MATH 100 and completion of MATH 100 or another approved course in the Quantitative Reasoning category.

12 credits of Foundation courses in three areas:

1. Written Communication;
2. Quantitative Reasoning; and
3. Global and Multicultural Perspectives; and,

19 credits of Diversification courses in three areas:

1. Arts, Humanities, and Literatures;
2. Natural Sciences; and,
3. Social Sciences.

Students are required to take Focus courses to enhance their knowledge and skills in:

1. Writing;
2. Understanding the cultural diversity in Hawai'i, the Pacific and Asia; and,
3. Analyzing and deliberating on ethical problems.

In addition, students are required to take 3 credits of Speech to improve their speaking and communication skills.



#### Program Learning Outcomes (PLOs)

The University College Divisions of Honolulu Community College are committed to providing the first two years of a traditional baccalaureate education by offering high-quality general education in liberal arts and sciences.

The student will be able to:

1. Communicate effectively by means of listening, speaking, reading, and writing in varied situations and understanding basic quantitative information (mathematical skills).
2. Apply quantitative reasoning skills to solve problems, evaluate arguments and chains of reasoning, and interpret information.
3. Demonstrate an understanding of the life processes, individual development, thinking process, and behavior as well as an understanding of the natural environment of the planet and learn to utilize natural resources without damaging the environment.
4. Demonstrate a comprehension and skill with research methods and scientific inquiry.
5. Display knowledge of different groups and organizations in societies and respect for varied cultural values.
6. Demonstrate a greater ethical understanding and reasoning ability about contemporary ethical issues.
7. Identify and articulate in a reasoned manner the roots and causal basis of contemporary issues.
8. Demonstrate a knowledge of one or more art forms and the role that the arts play in history and culture.



## Transferring to Another College or University

**TRANSFERRING WITH AN AA DEGREE TO UH-MĀNOA, UH-HILO, OR UH-WEST O'ĀHU:** Students who earn an Associate in Arts (AA) degree from Honolulu CC are accepted as having completed the General Education requirements at UH-Mānoa, UH-Hilo, and UH-West O'āhu (UH Executive Policy E5.209, effective Fall 1994).

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

Students should consult with a Liberal Arts Academic Counselor, for example, Pre-Business or Pre-Education, for assistance in planning which courses will fulfill graduation requirements for the transfer institution's Bachelor's degree program. Counselors can assist students in selecting a major with courses that have already been taken that are transferable.

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

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

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

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

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

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

## Honolulu Community College AA Degree Prerequisites and Requirements:

**PROGRAM PREREQUISITE:** ENG 100 + ENG 100S or ESL 23 or ENG 100 + 100T or ESL 13 & 14 OR Placement in ENG 100 or higher;  
Placement in MATH 100 or higher.

### General Requirements for the AA Degree:

1. Minimum required credits: 60
2. To be eligible for the AA, students must maintain a cumulative GPA of 2.0 ("C") or higher. (The AA GPA is based on all courses numbered 100 or higher.) See additional academic requirements in *PROGRAM DESCRIPTIONS*.
3. All courses must be numbered 100 or above.
4. Two courses taken as Writing Intensive (W), and passed with a grade of "C" or higher. Students are encouraged to take a third Writing Intensive course, preferably in a different subject area, while at Honolulu CC. ENG 100 with a grade of "C" or higher is a prerequisite for Writing Intensive courses.
5. At least one course in the following two Focus areas: (1) Hawaiian, Asian, and Pacific Issues; (2) Ethical Issues.
6. At least one course must be taken in Speech.
7. To graduate with an AA degree from a University of Hawai'i Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major from that college. Exceptions to the policy, to reduce the number of required credits, may be made on a case-by-case basis by the Vice Chancellor for Academic Affairs, or designee, in consultation with the appropriate campus personnel, at the degree-granting college.

### Cost of Textbooks/Supplies:

The cost for books is estimated to be approximately \$200-\$250 per semester for full-time Liberal Arts majors.

### Course Requirements for the AA Degree:

Liberal Arts students are strongly encouraged to complete the Foundation Requirements of ENG 100 and Quantitative Reasoning early in their academic program. It is also important for students to stay “on track” with course selections appropriate for the major they plan to enter following their AA degree at Honolulu CC. Students may check with a Liberal Arts Counselor, when necessary, to be sure they are taking courses for the intended transfer program.

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*Note:* Enrollment in most transfer level courses requires placement in ENG 100 + 100S or ESL 23.

*Note:* Electives are any courses numbered 100 or higher and make up the balance of credits needed to fulfill the 60 credit total required for the Associate in Arts degree. Students will save time and effort by selecting electives that satisfy program prerequisites for the intended Bachelor's degree. Students may see a Counselor for assistance in selecting Elective credits appropriate for their major.

*Note:* Not all classes are offered every semester or every year. Students should check Class Availability online and/or speak with a Counselor when selecting courses.

### 1. FOUNDATIONS REQUIREMENT FOR THE AA DEGREE: 12 CREDITS

Foundation courses include courses in Written Communication, Quantitative Reasoning, and Global-Multicultural Perspectives. Because these courses are intended to give students skills and perspectives that are fundamental to undertaking higher education, students are encouraged to take their Written Communication, Quantitative Reasoning, and Global-Multicultural Perspectives courses in their first year. Foundation courses approved to date are listed below.

*Note:* Courses taken to fulfill the Foundations Requirement may not be used to fulfill requirements in other categories (i.e., Diversification or Focus Requirements).

- **Written Communication (FW) Requirement: 3 Credits.**

Courses designated as FW introduce students to the rhetorical, conceptual, and stylistic demands of writing at the college level. The courses provides instruction in composing processes, search strategies, and composing from sources. It also provides students with experience in the library and on the Internet as well as enhancing skills in accessing and using various types of primary and secondary materials.

ENG 100 or ENG 100 + 100S or ENG 100 + 100T

- **Quantitative Reasoning (FQ) Requirement: 3 Credits.**

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

To ensure there is adequate time for students who entered the UH System prior to Fall 2018 to complete their FS requirements, FS and FS-FQ courses will be offered at UH Community Colleges through Summer 2020. Students who entered the UH System **prior to Fall 2018** may select courses from the **FS or FS-FQ** categories. Students entering the UH System **in Fall 2018 and beyond** may select courses from the **FS-FQ or FQ** categories. Students should contact their designated School/College Academic Advisor for more information.

Students placing into MATH 100 or higher are required to complete one of the following approved courses in the Quantitative Reasoning category:

MATH 100, 103, 115, 135, 140, 203, 241, PHIL 111

Recommended Preparation: Math prerequisites should be completed within the last two (2) years.

- **Global & Multicultural Perspectives (FG) Requirement: 2 Courses, 6 Credits, from two groups.**

Courses designated as FG provide thematic treatments of global processes and cross-cultural

interactions from a variety of perspectives. Students gain a sense of human development from prehistory to modern times through consideration of narratives and artifacts from diverse cultures. At least one component of each of the two courses covers the indigenous cultures of Hawai'i, the Pacific, and Asia.

Group FGA: ANTH 151; HIST 151  
 Group FGB: AMST 150; HIST 152, GEOG 102  
 Group FGC: MUS 107; REL 150

## 2. DIVERSIFICATION REQUIREMENT FOR THE AA DEGREE: 19 CREDITS.

The diversification requirement is intended to assure that every student has a broad exposure to different domains of academic knowledge while, at the same time, allowing flexibility for students with different goals and interests. Diversification courses approved to date are listed below.

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

### a. Arts (DA), Humanities (DH), & Literatures (DL) Requirement: 6 Credits, from two different groups.

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

<u>Mainly Theory:</u>		<u>Mainly Practice:</u>	
ART	101	ART	107D, 111, 112, 113, 123, 213
MUS	106	JOUR	207
		MUS	121D, 121Z, 122D, 122Z, 253
		SP	151, 251, 290

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

#### Group 2: Humanities (DH)

AMST	201, 202
ANTH	135 (cross-listed as SSCI 125), 150, 200
ASAN	100, 241 (cross-listed as HIST 241), 242 (cross-listed as HIST 242), 201, 202
HIST	231, 232, 241 (cross-listed as ASAN 241), 242 (cross-listed as ASAN 242), 246, 250, 281, 288, 296M, 297B
HWST	107, 282, 285
PHIL	100, 101, 102, 109, 120, 255
REL	151, 201, 210
SSCI	125 (cross-listed as ANTH 135)

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

EALL	271 (cross-listed as ENG 271), 272 (cross-listed as ENG 272)
ENG	250, 251, 252, 253, 254, 255, 256, 257C, 257E, 257F, 257M, 257N, 257O, 257P, 257S, 257X, 257Y, 268 (cross listed as JOUR 268), 271 (cross-listed as EALL 271), 272 (cross-listed as EALL 272)
HWST	270
JOUR	268 (cross listed as ENG 268),

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

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

AG	100
BIOL	100, 103/103L, 123, 124/124L, 171/171L, 172/172L
BOT	101/101L, 130/130L
FSHN	185
MICR	130, 140L
OCN	102
PHYL	141/141L, 142/142L
PSY	230
SCI	101, 295V (DY)
ZOOL	101 (lab incl.), 200/200L

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

ASTR	110/110L
ATMO	101/101L
BIOC	141, 142
CHEM	100/100L (DY), 105 (DY lab incl.), 105C, 105E (lab incl.), 151/151L, 161/161L, 162/162L, 272/272L
GEOG	101/101L
GG	101/101L, 103
HWST	281/281L
OCN	180, 201/201L (DY)
PHYS	100/100L, (DY), 105 (DY lab incl.), 122 (lab incl., cross-listed as SCI 122), 151/151L, 152/152L, 170/170L, 272/272L, 274
SCI	122 (DY lab incl., cross-listed as PHYS 122), 295V (DY)

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

ANTH	150, 200,
ASAN	250 (cross-listed as POLS 250)
BOT	105 (cross-listed as HWST 105)
ECON	120, 130, 131
FAMR	230
GEOG	122
HWST	105 (cross-listed as BOT 105)
JOUR	150
LING	102
POLS	109, 120, 130, 250 (cross-listed as ASAN 250)
PSY	100, 180, 212, 220, 225, 240, 250, 260, 270
SOC	100, 212, 214, 218, 231, 251
SP	181
WS	151, 230

**3. FOCUS REQUIREMENTS FOR THE AA DEGREE:**

The three Focus Requirements for Honolulu CC's AA degree identify three skills and discourses essential to General Education: writing; Hawaiian, Asian, and Pacific issues; and, ethical analysis and deliberation.

Courses fulfilling focus requirements may come from across the curriculum. Any course in the AA degree curriculum may be given these designations, except for Foundation courses (FW, FQ, and FG courses). Specific course sections are approved for Focus Designations by a faculty committee of the General Education Board and are identified on the Honolulu CC website ([www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu)) Class Availability link by WI-, H-, and HCC-E- before the course titles. (i.e. ENG 250 WI-American Literature)

For a list of Focus courses offered each semester, see the Honolulu CC Registration Guide ([www.honolulu.hawaii.edu/registration](http://www.honolulu.hawaii.edu/registration)).

- **Writing Intensive (WI): 2 Courses Required.** Courses designated WI- before the course title are designed to provide students with opportunities to develop writing skills in a variety of subject areas. Since Writing Intensive courses provide a range of writing experiences, students are encouraged to select courses in different subject areas. This allows students to meet this Focus requirement while also fulfilling Diversification requirements. Students planning to transfer to UH-Mānoa (which requires two of five Writing Intensive courses at the 300 or 400 level) are encouraged to take a third Writing Intensive course while at Honolulu CC. Courses designated WI- fulfill the WI-focus requirement at any UH campus.
- **Hawaiian, Asian, and Pacific Issues (H): 1 Course Required.** Courses designated H- before the course title are designed to increase a student's understanding of Hawaiian, Asian, and Pacific issues and to foster multicultural understanding and respect. Courses designated H- fulfill the H-focus requirement at any UH campus.
- **Contemporary Ethical Issues (E): 1 Course Required.** Courses designated HCC-E- before the course title are designed to give students tools for the development of responsible deliberation and ethical judgment. Courses designated HCC-E- fulfill the E-focus requirement at Honolulu CC, but not at UH Mānoa. UH-Mānoa requires a 300-level E-focus course for graduation.

#### 4. SPEECH REQUIREMENTS FOR THE AA DEGREE: 3 CREDITS

The Speech requirement is intended to provide for the development of clear and effective oral communication skills. Speech courses approved to date are listed below.

SP 151, 251,

### Liberal Arts: Degree Programs

#### Hawaiian Studies

The Hawaiian Studies Associate in Arts will provide pathways, support, and recognition for students who are pursuing an AA at Honolulu Community College which is a two-year liberal arts degree that provides students with, 1) skills and perspectives fundamental to undertaking higher education; and, 2) a broad exposure to different domains of academic knowledge. This program will also ensure that students will enter a baccalaureate Hawaiian Studies program with the skills and knowledge required to promote success in the Hawaiian Studies major. The AA in Hawaiian Studies has comparable foundation, and diversification requirements to the Honolulu CC AA in Liberal Arts. It includes an expanded set of graduation requirements that, 1) provides students with a foundational introduction to the study of Hawaiian knowledge, cultural understanding, and values through exposure to origins, language, environment, craft, history, politics and culture; and, 2) supports the development and training of students toward the use of Hawaiian based knowledge and methods in the workforce and other areas of inquiry such as science, humanities, the arts, social sciences, and other professional endeavors.

For more information on requirements, see Hawaiian Studies in the *LIBERAL ARTS DEPARTMENTS* section.



#### Natural Sciences

The Natural Science Associate of Science is a two-year liberal arts degree program that will prepare students to transfer to baccalaureate STEM (Science, Technology, Engineering and Math) programs with recognized and supported pathways. With concentrations in Biological Sciences, Physical Sciences, and Engineering students have the opportunity to apply fundamental concepts and techniques in their chosen field of study, such as biology, chemistry, geology, engineering, etc. Upon successful completion of the program, students are able to analyze data using the most current technology, apply mathematical, physical and chemical concepts and techniques to scientific issues, and communicate scientific ideas and principles.

For more information on requirements, see Natural Sciences in the *LIBERAL ARTS DEPARTMENTS* section.





## Liberal Arts: Academic Subject Certificates (ASC)

### Asian Studies

Honolulu Community College offers students the opportunity to study the language, culture, history, politics, economics, and religion of Asia in an interdisciplinary program leading to an Academic Subject Certificate in Asian Studies. This academic credential is designed to provide students with an extension of the AA degree and when included on student transcripts, can be the first step toward employment in a variety of professional and academic fields related directly or indirectly to Asia.

To receive this credential, the student must complete 30 credits of Asian Studies-related coursework. In addition, a student must show competency in an Asian language equivalent to or better than having finished the first year of a college language course (i.e. JPN 102). A student can show competency through a transcript showing the student has finished the first year of an Asian Language course with a "C" or higher, or a certificate or letter showing the results of a placement test at a recognized university or college language testing facility. Native speakers of an Asian language can show competency by certifying their native speaker status. A grade of "C" or higher must be earned for all courses required in the certificate.

For more information on requirements, see Asian Studies in the *LIBERAL ARTS DEPARTMENTS* section.



### Communication

Honolulu Community College offers its students the opportunity to study Communication in a program leading to an Academic Subject Certificate in Communication. This academic credential is included on student transcripts and can be the first step toward employment in a variety of professional and academic fields related directly or indirectly to Communication.

To receive this credential, the student must complete courses in Communication, Journalism, Public Relations and Speech. A grade of "B" or higher must be earned in COM 201, and a grade of "C" or higher must be earned for all other courses required in the certificate.

For more information on requirements, see Communication in the *LIBERAL ARTS DEPARTMENTS* section.

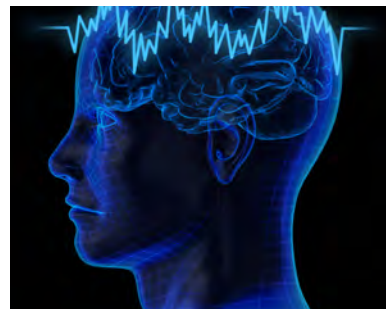


### Psychology

Honolulu Community College offers its students the opportunity to study Psychology in a program leading to an Academic Subject Certificate in Psychology. This academic credential is included on student transcripts and can be the first step toward employment in a variety of professional and academic fields related directly or indirectly to Psychology.

To receive this credential, the student must complete Survey of Psychology, Survey of Research Methods, Statistical Techniques, and one course each from three of four areas: Experimental, Psychobiology, Developmental, and Social or Personality. In addition, students must complete one elective course in Psychology. A grade of "C" or higher must be earned for all courses required in the certificate.

For more information on requirements, see Psychology in the *LIBERAL ARTS DEPARTMENTS* section.



## Liberal Arts: Exploratory Majors

Exploratory Majors are designed to use the students' interests as a starting point and to help provide structure and narrow choices for student success. At UHCCs, Exploratory Majors are designed primarily for Liberal Arts students who are unclear as to what they want to do, but have some idea of the general area they want to study. Exploratory Majors will have a defined set of courses that are applicable to the students' terminal or transfer degrees. Within a well-defined set timeframe, students are counseled into a specific major or concentration.

### Business

#### *Semester 1*

ENG 100 or ENG 100 (with 100S or 100T)  
ECON 130 or 131  
MATH 103  
SP 151 or 251  
Elective

#### *Semester 2*

ACC 201  
ENG 209  
PSY100 or SOC 100  
ICS 101  
Elective

### Health Sciences

#### *Semester 1*

ENG 100 or ENG 100 (with 100S or 100T)  
MATH 100  
PHY 141  
PHY 141L  
MICR 130

#### *Semester 2*

CHEM 100  
CHEM 100L  
PHYL 142  
PHYL 142L  
PSY100 or SOC 100

### Social Sciences

#### *Semester 1*

ENG 100 or ENG 100 (with 100S or 100T)  
MATH 100  
POLS 130  
PSY 100  
Elective

#### *Semester 2*

SOC 100  
ANTH 151  
GEOG 102  
Elective  
Elective

The Exploratory Major is not a degree that students can graduate with. At the end of completing 30 credits (100 level or higher), students are required to meet with a Liberal Arts counselor to discuss selecting a major.



WELCOME BACK EVENT





## PROGRAM DESCRIPTIONS

### CAREER & TECHNICAL EDUCATION

ADMINISTRATION OF JUSTICE  
AERONAUTICS MAINTENANCE TECHNOLOGY  
APPLIED TRADES  
ARCHITECTURAL, ENGINEERING & CAD TECHNOLOGIES  
AUTO BODY REPAIR & PAINTING  
AUTOMOTIVE TECHNOLOGY  
CARPENTRY TECHNOLOGY  
COMMUNICATION ARTS  
COMPUTING, ELECTRONICS, & NETWORKING TECHNOLOGY  
COSMETOLOGY  
DIESEL MECHANICS TECHNOLOGY  
EARLY CHILDHOOD EDUCATION  
ELECTRICAL INSTALLATION & MAINTENANCE TECHNOLOGY  
FASHION TECHNOLOGY  
FIRE & ENVIRONMENTAL EMERGENCY RESPONSE  
HUMAN SERVICES  
MUSIC & ENTERTAINMENT LEARNING EXPERIENCE  
OCCUPATIONAL & ENVIRONMENTAL SAFETY MANAGEMENT  
REFRIGERATION & AIR CONDITIONING TECHNOLOGY  
SHEET METAL & PLASTICS TECHNOLOGY  
SMALL VESSEL FABRICATION & REPAIR  
WELDING TECHNOLOGY

### LIBERAL ARTS

LIBERAL ARTS DEPARTMENTS  
HUMANITIES  
INFORMATION & COMPUTER SCIENCE  
KŪLANA HAWAI'I (HAWAIIAN PROGRAMS)  
LANGUAGE ARTS  
MATHEMATICS  
NATURAL SCIENCES  
SOCIAL SCIENCES  
LIBERAL ARTS DEGREE PROGRAMS  
HAWAIIAN STUDIES (HWST) AA  
NATURAL SCIENCE (NS) AS  
LIBERAL ARTS ACADEMIC SUBJECT  
CERTIFICATES  
ASIAN STUDIES (ASAN) ASC  
COMMUNICATION (COM) ASC  
PSYCHOLOGY (PSY) ASC



## CAREER & TECHNICAL EDUCATION PROGRAMS

### CTE Statement of Philosophy

Honolulu Community College believes in unlimited human potential. The General Education component in all programs is a part of the process that supports individuals by encouraging development in thought, communication, ethical deliberation, creativity, feeling, empathy, adaptability, and awareness by providing foundation skills necessary for successful living in a ever-changing, global environment. In addition, General Education is a key to solving the problems of surviving and thriving for individuals, communities and nations because it provides a common basis of understanding that fosters collaboration and helps create a human community. The Honolulu Community College General Education curriculum has comprehensive learning outcomes and ensures that students are able to meet those outcomes. These outcomes include the development of:

- a) Understanding of the basic content and methodology of major areas of knowledge, including humanities and fine arts, natural sciences, and social sciences.
- b) Skills necessary to be a productive individual and lifelong learner, which include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the acquisition of knowledge through a variety of means.
- c) Qualities necessary to be an ethical human being and effective citizen. These include an appreciation of ethical principles, civility and interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and the willingness to assume civic, political and social responsibilities locally, nationally, and globally.

### AJ - ADMINISTRATION OF JUSTICE

**LIAISON:** Oscar Diaz (847-9370, oscar@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/aj](http://www.honolulu.hawaii.edu/aj)

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

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

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

- *Basic Recruit Training (e.g., Corrections)* graduating with a minimum of 250 hours training – 6 credits.
- *Basic Recruit Training (e.g., DPS - Law Enforcement)* graduating with a minimum of 500 hours training – 9 credits.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the AJ program, students will be able to:

- Use critical observation skills.
- Communicate with a diverse population in a culturally sensitive manner.
- Assess and respond appropriately to potential conflict situations.
- Write clear and accurate reports.
- Maintain a drug free lifestyle.
- Work independently and interdependently to accomplish shared professional outcomes.
- Develop Administration of Justice career plans.
- Practice within the legal/ethical parameters of the Justice profession.





**PROGRAM REQUIREMENTS:****Program Prerequisite:**

Placement in ENG 100

**Associate in  
Applied Science  
Degree Credits****First Semester**

AJ 101	Introduction to Administration of Justice	3
	Administration of Justice Elective	6
	General Education Requirement *	3
ICS 100	Computing Literacy and Applications	3
		15

**Second Semester**

AJ 138	Criminal Justice System Reports and Communications	3
AJ 200	Principles of Hawai'i Justice System	3
	Administration of Justice Elective	3
	General Education Requirement *	3
	Elective **	3
		15

**Third Semester**

AJ 221	Introduction to Criminal Law	3
	Administration of Justice Electives	3
	General Education Requirement *	3
	Electives **	6
		15

**Fourth Semester**

AJ 224	Rules of Evidence	3
	Administration of Justice Elective	3
	General Education Requirements *	6
	Elective **	3
		15

**Minimum Credits Required**

60

\* A minimum of 15 General Education credits are required. General Education requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

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

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

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks is approximately \$400 per semester.

**ADVISORY COMMITTEE:**

Gary Helfand, University of Hawaii West Oahu

Michael J. Hoffman, State of Hawaii Department of Public Safety

Karl Kim, National Disaster Preparedness Training Center

Cary Okimoto, Honolulu Police Department

Max Otani, State of Hawaii Department of Public Safety



## AERO - AERONAUTICS MAINTENANCE TECHNOLOGY

**LIAISON:** Evelyn Green (831-6839, [evgreene@hawaii.edu](mailto:evgreene@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/aero](http://www.honolulu.hawaii.edu/aero)

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

**FACULTY:** Evelyn Greene, , Brian Quinto,  
Mike Willett

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

- Provide students with the opportunity to gain the documented knowledge and experience to qualify for certification as aircraft mechanics as required by the Code of Federal Regulations Title 14 Part 65 and in the manner prescribed by CFR Title 14 Part 147, as approved by the Honolulu Flight Standards District Office.
- Enable students to attain their personal educational goals by becoming highly qualified aviation maintenance technicians, meeting the needs of the aviation industry and thereby promoting safety in aviation.
- Provide specialized training as necessary for prospective aircraft technicians and industry.

**PROGRAM DESCRIPTION:** The Aeronautics Maintenance Department is an approved aviation maintenance technician training facility operating under Federal Aviation Administration Air Agency Certificate No. DI9T087R with Airframe, Powerplant, and combined Airframe and Powerplant ratings. It is the only such school in the Pacific Basin. Students enrolling in the Aeronautics program have three choices as outlined below.

- **CERTIFICATE OF ACHIEVEMENT IN AVIATION MAINTENANCE TECHNICIAN CERTIFICATION PROGRAM:** This program consists of the General Maintenance curriculum of 500 hours, the Airframe Maintenance curriculum of 750 hours, and the Powerplant Maintenance curriculum of 750 hours which meets the FAR Part 147 minimum required total of 1900 hours of theory and laboratory instruction in four (4) semesters and an additional semester of General Education courses. A Certificate of Achievement will be awarded to students completing the Aviation Maintenance Technician Certification program.
- **ASSOCIATE IN SCIENCE DEGREE IN AERONAUTICS MAINTENANCE TECHNOLOGY** is awarded to students who complete the additional General Education requirements as well as the General, Airframe, and Powerplant Maintenance curricula as outlined under the Certificate program.
- **TRANSFER OPTION TO PREPARE FOR THE COMPLETION OF THE AVIATION SYSTEMS MANAGEMENT DEGREE** in a 4-year program. Contact Brian Isaacson for details.

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

Classes may be offered as both a day program and a night program. Students enrolling in either program will be committed to that program and will not be allowed to switch to the other without prior approval from the Aeronautics Maintenance Technology Department. Check the Honolulu CC website ([www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu)) Class Availability link for day or night program availability.

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

As part of the preparation for working in the industry, during the last airframe class, students will be expected to taxi an aircraft and communicate with ground control under the direction of a commercial flight school flight instructor at a flight school of their choice for an approximate cost of \$80.



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

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

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the AERO program, students will be able to:

- Satisfactorily pass the Federal Aviation Administration (FAA) knowledge, oral, practical and written examinations in General, Airframe, and Powerplant subjects.
- Obtain FAA general mechanic, airframe and powerplant certifications.
- Demonstrate a working knowledge and mechanical ability to inspect, maintain, service and repair aircraft electrical, engine (piston and turbine), airframe structure, flight control, hydraulic, pneumatic, fuel, navigation and instrument systems and other aircraft components specified by Federal Aviation Regulation Part 147.
- Identify, install, inspect, fabricate and repair aircraft sheet metal and synthetic material structures.
- Maintain and repair any part in any aircraft system of any rotorcraft, light aircraft, air carrier aircraft, glider, or balloon within the regulatory limits imposed by the FAA certification, without error, to ensure the safety of the flying public.
- Display proper behavior reflecting satisfactory work habits and ethics to fulfill program requirements and confidence to prepare for employment.

**PROGRAM REQUIREMENTS:**

**Program Prerequisites:**

*Placement in ENG 100, "C" or higher in MATH 25, OR Placement in MATH 103 \**

**Recommended Preparation before enrolling in the AERO 130-137 series:**

*ICS 100*

**First Semester**

<i>AERO 130</i>	<i>General Aircraft Maintenance I</i>
<i>AERO 131</i>	<i>Advanced Gen. Aircraft Maintenance II</i>

Certificate of  
Achievement  
Credits

Associate in  
Science  
Degree Credits

7	7
7	7
14	14

**Second Semester**

<i>AERO 132</i>	<i>Powerplant Maintenance I</i>
<i>AERO 133</i>	<i>Airframe Maintenance I</i>

7	7
7	7
14	14

**Third Semester**

<i>AERO 134</i>	<i>Powerplant Maintenance II</i>
<i>AERO 135</i>	<i>Airframe Maintenance II</i>

7	7
7	7
14	14

**Fourth Semester**

<i>AERO 136</i>	<i>Powerplant Maintenance III</i>
<i>AERO 137</i>	<i>Airframe Maintenance III</i>

7	7
7	7
14	14

**Fifth Semester**

<i>ENG 100</i>	<i>Composition I</i>
<i>SP 151</i>	<i>Personal and Public Speech</i>

3
3

MATH 103, 135, 140, 241, 242, 243, or 244 (See COURSE DESCRIPTIONS)	3-4
PHYS 100-100L, 151-151L, 170-170L, or 272-272L (See COURSE DESCRIPTIONS)	4-5
General Education Requirement – Social Science **	3
	16-18
Minimum Credits Required	56 72

\* If the MATH program prerequisite is met by Placement Test scores, students will need to complete MATH 103 or appropriate substitute in order to meet the requirements for the AS degree.

\*\* General Education Requirements for the AS program are listed under *DEGREES AND CERTIFICATES*.

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

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

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks, uniforms, and a required tool kit is approximately \$2500.



#### ADVISORY COMMITTEE:

Thomas Anusewicz, Oke'e Aviation  
 Bryan Asari, Manager Support Shop, Hawaiian Airlines  
 Hank Bruckner, General Aviation Officer, State of HI, DOT  
 Frank Fenlon, Jr. Hawaiian Airlines, Maintenance Programs Engr.  
 George Hanzawa, George's Aviation Services  
 Ron Lenhart, Aloha Air Cargo  
 Rodney Luckenotte, Manager Base Maintenance, Hawaiian Airlines  
 Porter Mackenzie, Station Mgr., Go! Airlines  
 Scott Mayural, Life Flight Hawai'i  
 Dennis McClain, Manager, Maintenance and Engineering, Hawaiian Airlines  
 Wendell R. Nelson, Aviation Consultant  
 Pat Rosa, Aloha Air Cargo  
 Lorrin Sardinha, Sr. Director of Maintenance, Hawaiian Airlines  
 Richard Schumann, President, Makani Kai Helicopters  
 Raja Segaran, Trans Air/Interisland Airways  
 Edgar K. Silva, Manager, Aircraft Maintenance  
 George Tanoue, Island Air  
 Beau Tatsumura, Aloha Air Cargo  
 Lia Young, President, Goldwings Supply, Inc.



## APTR - APPLIED TRADES

**LIAISON:** James Niino (845-9245, jniino@hawaii.edu) Except PHNSY  
Guy Shibayama (845-9245, guys@hawaii.edu) Except PHNSY  
Jeannie Shaw (845-9492, 295-6893 jeanshaw@hawaii.edu) PHNSY  
Diane Caulfield (845-9413, dcaulfie@hawaii.edu) NAVFAC

**PROGRAM MISSION:** The Applied Trades (APTR) program's mission is to provide students who are in state or federally approved apprenticeship programs an opportunity to earn a Certificate of Achievement and/or Associate in Applied Science (AAS) degree.

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

**PEARL HARBOR NAVAL SHIPYARD COOPERATIVE EDUCATION TRAINING:**

The PHNSY-IMF Apprenticeship Training Program is administered through a contract between Honolulu Community College and the Pearl Harbor Naval Shipyard – Intermediate Maintenance Facility (PHNSY IMF). These guidelines are very specific and must be adhered to in order for the students to be eligible for conversion to career conditional appointments (permanent positions).

The PHNSY Apprenticeship Program incorporates a Learning Community model in which the faculty and Trade Theory instructors collaborate to achieve the Program Learning Outcomes (PLOs) listed below. Cooperative Education enables students to apply classroom/lab experiences to actual work performance.

**WEBSITE:** [www.honolulu.hawaii.edu/aptr](http://www.honolulu.hawaii.edu/aptr)

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the APTR Apprentice Training Program, students will be able to:

- Demonstrate communication skills (read critically, write effectively, speak with clarity, and listen actively).
- Use Mathematics (algebra, geometry and trigonometry) to solve work-related problems.
- Demonstrate positive work habits and ethical behavior.
- Demonstrate knowledge of Physics (fluids, mechanical, electrical and thermal).
- Demonstrate drafting and plan reading skills.
- Analyze and evaluate information: Identify factors, analyze implications, and solve problems.
- Use technology effectively (word processing, spreadsheets, software, and equipment).
- Apply knowledge and skills gained in the classroom to perform work duties on the waterfront.

The PHNSY Cooperative Education training sequence includes a minimum of 780 hours of approved PHNSY Trade Theory and General Experience Training (26 credits), Cooperative Education - WORK 194V (10 credits), a minimum of 750 hours of work experience, and 24 credits of general education and technical support courses. PHNSY Trade Theory and General Experience Training are converted to credits upon completion of certification (30 training hours = 1 credit). This curriculum qualifies participants for conversion to career-conditional appointment (full-time permanent employment) and also satisfies the requirements of the Honolulu Community College Associate in Applied Science Degree in Applied Trades.

**PROGRAM REQUIREMENTS: PEARL HARBOR NAVAL SHIPYARD (PHNSY)**

**Program Prerequisites:**

Placement in ENG 100

Placement in Math 24/50

**Associate in  
Applied Science  
Degree Credits**

Apprenticeship Training (PHNSY Training Sequence)	26
ENG 100 Composition I	3
SP 251 Principles of Effective Public Speaking	3
IEDD 101 Basic Drafting and Blueprint Reading	3
AMST 202 American Experience: Culture and the Arts	3
MATH 50P Technical Mathematics	3

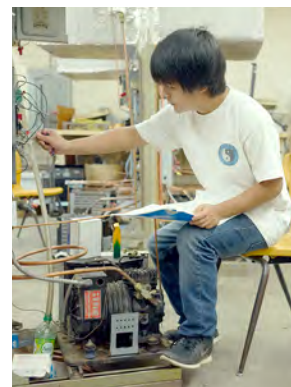


MATH 150P	Technical College Mathematics	3
PHYS 105P	Physics for the Applied Trades	3
*General Education Requirement - Social Science		3
WORK 194	Cooperative Education (Federal Work Cycle)	10-12

Minimum Credits Required	60-62
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\*\* General Education Requirements for the AAS degree are listed under DEGREES AND CERTIFICATES

**COST OF TEXTBOOKS/SUPPLIES FOR PHNSY APTR PROGRAM:** General education texts average \$25–\$200 each. Supplies average \$25–\$180.



**ADVISOR:**

Jeannie Shaw - Education Coordinator Pearl Harbor Apprenticeship Program, Honolulu Community College

**STATE OF HAWAII AND FEDERALLY APPROVED APPRENTICESHIP PROGRAMS (EXCEPT PHNSY):**

Persons who have completed all the “work process hours” and “related instruction” necessary for journey worker status in their respective trades will receive up to 45 credits for this training. These credits will apply toward the “Major courses” requirements of the Honolulu Community College Associate in Applied Science degree and Certificate of Achievement in Applied Trades. Credits will be granted for apprenticeship hours as follows:

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

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

A minimum of 15 general education credits which are distributed among specific groups of courses including Communications, Quantitative and Logical Reasoning, and three other course clusters are also required.

Persons completing apprenticeship programs of less than four years in duration will need to take additional recommended courses to meet the minimum 60 credit requirement for this degree.

**WEBSITE:** [www.honolulu.hawaii.edu/apprenticeship](http://www.honolulu.hawaii.edu/apprenticeship)

**PROGRAM REQUIREMENTS: APPRENTICESHIP (EXCEPT PHNSY)**

	Certificate of Achievement Credits	Associate in Applied Science Degree Credits
1. Major Courses- Apprenticeship Training (Work Process and Related Instruction)	24-45	24-45
2. General Education*		15
a. Communications (3crs.)		
b. Quantitative or Logical Reasoning (3crs.)		
c. Humanities or Fine Arts (3crs.)		
d. Natural Sciences (3crs.)		
e. Social Sciences (3crs.)		
		0-21
3. Additional Recommended Courses*	24-45	60

\*Important: Please see advisor for lists of courses that fulfill these requirements.

**ADVISORS:** James Niino and Guy Shibayama - Apprenticeship Coordinators, Honolulu Community College

**PROGRAM REQUIREMENTS: NAVAL FACILITIES ENGINEERING COMMAND (NAVFAC)**

**CERTIFICATE OF COMPETENCE:** The Applied Trades Certificate of Competence was created at the request of the Department of the Navy Human Resources Service Center Pacific, to meet the employment needs in a variety of maintenance-related occupations. The Certificate is ONLY for students who have been hired through Naval Supply Center.

**NAVFAC PROGRAM REQUIREMENTS:****Program Prerequisites:**

A minimum of 640 hours of supervised work experience

	Certificate of Competence Credits
OESM 101 Introduction to Occupational Safety and Health	3
ICS 100 Computing Literacy and Applications	3
APTR 193V Cooperative Education	4
<b>Minimum Credits Required</b>	<b>10</b>

**ADVISOR:** Diane Caulfield - Cooperative Education Coordinator

## AEC - ARCHITECTURAL, ENGINEERING AND CAD TECHNOLOGIES

**LIAISON:** Michael Jennings (845-9408, [mjenning@hawaii.edu](mailto:mjenning@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/aec](http://www.honolulu.hawaii.edu/aec)

**FACULTY:** Guy Fo, Michael Jennings, Norman Takeya

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

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



**PROGRAM DESCRIPTION:** The Architectural, Engineering and CAD Technologies program is designed to prepare students for immediate employment as architectural or engineering drawing technicians, or construction management interns. It also prepares in-service professionals for employment upgrading. Some students also use the program to prepare for employment in building construction, interior design drawing, kitchen and bath design, solar energy planning, construction estimating, land surveying, and various other fields. If you are interested in using the program as a step on the way to a bachelor's degree in architecture or engineering, please see a Honolulu Academic Counselor.

Incoming students choose either an architectural technology track, or a construction management track. More than 70 percent of the courses are shared by the two tracks, either is appropriate for students with a principal interest in engineering technology, and both include two online courses. 3D printing, field shadowing, portfolio presentations, and other activities are also parts of the program.

The program leads to an Associate in Science degree, and there is a shorter Certificate of Achievement available for students with special non-degree objectives. Both degree and certificate students must earn a grade of "C" or higher in all required AEC and ENG courses.

Students are encouraged to have access to a "newer" desktop or laptop computer with a minimum 17-inch screen to complete assigned drawings and other projects outside of class. There is also a requirement of 40 hours of AEC-related school and community service apart from coursework prior to completion of the program, and new students are required to attend an AEC orientation session.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the AEC program, students will be able to:

- Draw objects of various orientations as may be prescribed, draw sections and elevations of objects, and interpret drawings identify the relationships of objects or object features to demonstrate visualization and graphic representation proficiency and knowledge.
- Identify or describe the typical characteristics and uses of common construction materials, products, and systems, assess their sustainability, document them in drawings, and make appropriate selections based on design project requirements.
- Demonstrate either proficiency in designing and creating the construction documents and a materials estimate for a residential or commercial building, or essential skills necessary for responsibly planning, scheduling, and managing a construction project.
- Demonstrate proficiency in the use of the latest 3D computer modeling software, applicable codes, and industry best practices to create, modify, reconcile, or parse architectural or engineering design and construction documents.
- Model habits and attitudes for success in professional employment, prepare and present a professional resume and portfolio, and demonstrate developed interviewing skills in preparation for employment.
- Demonstrate computation, communication, critical thinking, research, and problem-solving skills as well as a sensitivity and appreciation of diversity and community to perform effectively as a team member in a professional, competitive, and diverse work environment and as a responsible member of the community.



**RECOMMENDED PREPARATION:**

- Recommended high school preparation: CAD Drafting, Geometry, English, Art, Basic Science, and Computer Literacy.
- High School CAD drafting alternative: Equivalent training/office experience
- ENG 100 is a prerequisite (not shown below) for AEC 211 and 213 and ENG 250-257 (A-Z) is a prerequisite (not shown below) for AEC 237 and 239. These English courses need to be satisfied before enrolling in these third semester AEC courses.

**PROGRAM REQUIREMENTS:** *Students may take the following courses in any order that respects course prerequisites and co-requisites.*

**Prerequisite:** *Placement in ENG 100*

**Recommended Prep:** *"C" or higher in a high school CAD drafting course or equivalent CAD training/experience."*

		Certificate of Achievement Credits		Associate in Science Degree Credits	
		Arch Tech Focus	Const Mgmt Focus	Arch Tech Focus	Const Mgmt Focus
<b>Suggested First Semester</b>					
AEC 101	Construction Graphics and Conventions	3	3	3	3
AEC 110	Basic AutoCAD®	4	4	4	4
AEC 111	Introduction to Professional Ethics	1		1	1
AEC 118	Construction Materials	3	3	3	3
ENG 100	Composition I	3	3	3	3
		14	13	14	14
<b>Suggested Second Semester</b>					
AEC 160	Introduction to Construction Drawings	4		4	4
AEC 161	Building Information Modeling Software	3	3	3	3
AEC 163	Construction Law		3		3
AEC 164	Residential Planning and Design	3		3	
AEC 165	Construction Administration		3		3
ENG 250-257(A-Z)	English Literature (Gen. Ed. – Humanities*) (Recommended: ENG 257E)			3	
MATH 150	Technical College Mathematics	3	3	3	3
		13	12	16	16
<b>SUMMER TERM</b>					3
SP 251	Principles of Effective Public Speaking (Gen Ed- Humanities)				3
<b>Suggested Third Semester</b>					
AEC 209	Planning and Scheduling		4		4
AEC 210	Residential Working Drawings			4	
AEC 211	Construction Estimating and Bidding		3	3	3
AEC 213	Construction Codes			3	3
AEC 217	Structural Drawing			3	3
AEC 237	Introduction to the Built Environment (Gen. Ed. – Social Sci.)			3	
AEC 239	Field Shadow Experience			1	
100-Level	General Education Requirement – Social Science * (Recommended: AEC 237)				3
			7	17	16

**Suggested Fourth Semester**

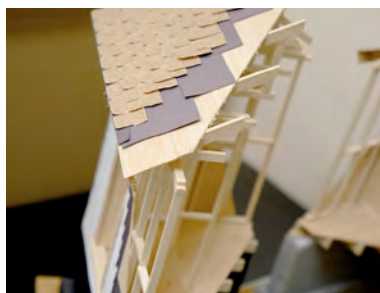
AEC 260	Commercial Working Drawings		4	4
AEC 261	Building Services	3	3	3
AEC 263	Virtual Construction			3
AEC 264	Advanced Modeling and Presentation		3	
AEC 277	Land Surveying I (Gen. Ed. - Nat'l Science)			3
AEC 280	Civil Engineering Drawing		3	3
AEC 289	Preparation for Employment in the AEC Field		2	
100-level	General Education Requirement – Natural Science *		3	
		3	18	16
<b>SUMMER TERM</b>				
AEC 278	Land Surveying II (elective)			(3)
<b>Completion of 40 hours of program-related community service</b>			✓	✓
<b>Minimum Credits Required</b>		27	35	65

\* General Education and Quantitative/Logical Reasoning Requirements for an AS degree are listed under *DEGREES AND CERTIFICATES*.

Note: For grade requirements, see the Program Description on the previous page.

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

**COST OF TEXTBOOKS/SUPPLIES:** The total cost of books for all classes over the two-year program is approximately \$600.

**ADVISORY COMMITTEE:**

Tim Bramsen, Bowers + Kubota Consulting  
 Song K. Choi, Assist. Dean, University of Hawaii College of Engineering  
 Ranelle Ho, SSFM International, Inc.  
 Yoshi Honda, US CAD  
 Jonathan Kam, Hunt-Moss Hawaii  
 Dwight Mitsunaga, AIA, Pacific Architects, Inc.  
 Rick Myers, AIA Group 70 International, Inc.  
 Vaughn Sabino, Alaka'i Mechanical Corp.

## ABRP - AUTO BODY REPAIR AND PAINTING

**LIAISON:** Milton Tadaki (845-9127, [tadaki@hawaii.edu](mailto:tadaki@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/abrp](http://www.honolulu.hawaii.edu/abrp)

**FACULTY:** Milton Tadaki

**PROGRAM MISSION:** The mission of the Auto Body Repair Program (ABRP) is to serve the community as a learning-centered, open door program that provides entry level knowledge and technical skills in order to meet the needs of the individual and demands of the Auto Body Industry.



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

### NOTE:

The current AAS degree in the Auto Body Repair Program (ABRP) at Honolulu Community College (HonCC) will be suspended in the Fall of 2016 while a new Certificate of Achievement (CA) is being offered. This new CA is the result of a collaboration with industry leaders and an independent national evaluation (DACUM-Developing A CUrriculUM and JTA - Job Task Analysis) team. The program's new CA design is intended to meet the goals of the objectives of an extensive research to: 1) Developing a short-term, entry-level training program to meet worker shortage and provide long-term workforce stabilization; 2) Strengthen industry relationships to support student success and career placement; 3) Re-establish Honolulu Community College's Auto Body Repair Program.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the ABRP program, students are prepared to do the following:

- Demonstrate personal and professional health and safety practices required for the Auto Body industry.
- Create positive relationships with customers and co-workers in the work environment that will effectively support the work to be accomplished and promote customer satisfaction.
- Work independently as well as interdependently to demonstrate professionalism and integrity with customers, co-workers, managers and vendors.
- Demonstrate professional work ethics and standards that are expected when working in varied situations in the industry.
- Exercise sound choices and explain reasons when undertaking simple and diverse endeavors.

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

### PROGRAM REQUIREMENTS:

#### Program Prerequisite:

*Respirator use clearance and valid driver's licence*

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
ABRP 101	Foundation to Auto Body Repair	12	12
MATH 150	Technical College Mathematics		3
		12	15
<b>Second Semester</b>			
ABRP 102	Intermediate Auto Body Repair	12	12
	General Education Requirement - Natural Science*		3-4
		12	15-16

### Third Semester - Summer

ABRP 103	Transitioning Class to Industry	4	4
ABRP 73	Collision Prep & Panel Alignment		4
ABRP 75	Door Skin Alignment & Replacement		2
ENG 100	Composition I		3
General Education Requirement – Social Science *			3
		4	16

### Fourth Semester

ABRP 78	Collision Damage Analysis		3
ABRP 79	Structural Straightening Techniques		3
ABRP 80	Panel Replacement		6
General Education Requirement – Humanities & Fine Arts *			3
(Recommended: SP 151 Personal and Public Speech)			3
		0	15

**Minimum Credits Required** 28 61-62

Driver's license must remain valid throughout the time the student is in the program.

\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

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

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



### ADVISORY COMMITTEE:

Ronald Burkhart, Owner, Pearlridge Fender & Body  
 Alex Cho, Owner, A.C. Marketing  
 Scott Furuta, Body and Paint Manager, Vehicle Processing Center, Servco Pacific Inc.  
 Tim Gruber, Owner, Classic Bodyworks  
 Dexter Kakazu, Director, Servco Automotive Vehicle Processing Center  
 Dale Matsumoto, Shop Manager, Auto Body Hawai'i  
 Eddie Murai, Parts Manager, Pacific Honda  
 Jerry Ranion, Instructor, Waipahu High School  
 Eric Takemoto, Shop Manager, Island Fender

## AMT - AUTOMOTIVE TECHNOLOGY

**LIAISON:** Robert Silva (845-9872, [rsilva1@hawaii.edu](mailto:rsilva1@hawaii.edu))  
Bert Shimabukuro (347-4311, [bertys@hawaii.edu](mailto:bertys@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/amt](http://www.honolulu.hawaii.edu/amt)

**ADDRESS:** 445 Kokea St., Honolulu, HI 96817

**FACULTY:** David Meideros  
Ivan Nitta, Bert Shimabukuro, Robert Silva

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

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

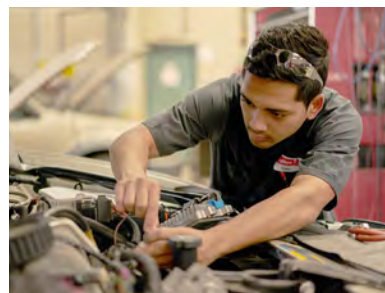
**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the AMT program, students will be able to:

- Gain employment in the automotive industry in any of the eight NATEF areas: engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronics systems, heating and air conditioning, and engine performance.
- Increase their marketability through learning time management and team work skills.
- Gain personal knowledge and experience in vehicle repair.

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

### PROGRAM REQUIREMENTS:

Program Prerequisites:		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
Placement in ENG 100; "C" or higher in MATH 50, OR Placement into MATH 150 or higher: Valid driver's license <sup>1</sup>			
General Education Requirement – Quantitative or Logical Reasoning *			
MATH 150	Technical College Mathematics		3
First Semester			
AMT 20	Introduction to Automotive Mechanics	2	2
AMT 153	Brakes	5	5
AMT 155	Suspension and Steering	5	5
PHYS 100 & 100L; or PHYS 104	Survey of Physics Survey of Physics Lab Physics for Transportation Technology		4
		12	16
Second Semester			
AMT 130	Engines		8
AMT 140	Electrical Systems I		4
WELD 19	Welding for Trades and Industry		3
General Education Requirement – Social Science *			3
			18





### Third Semester

AMT 146	Powertrain and Manual Transmissions	5	5
AMT 151	Automatic Transmissions/Transaxles	7	7
General Education Requirement ENG 100*			3
		12	15

### Fourth Semester

AMT 142	Electrical Systems II		8
AMT 143	Air Conditioning		4
General Education Requirement *			3
			15

### Fifth Semester

AMT 167	Engine Performance		12
AMT 93V	Cooperative Education		1-4
			13-16
<b>Minimum Credits Required</b>		<b>24</b>	<b>80-83</b>

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

\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

Note: Students must meet the minimum proficiency standards in communication and computation established by Honolulu CC to qualify for the AAS degree.

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

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

**COST OF TEXTBOOKS/SUPPLIES:** The cost of tools and supplies for the five-semester program is approximately \$3500.



### ADVISORY COMMITTEE:

Arnell Aurelio, Toyota City  
Bert Azama, Kaimuki High School, Retired  
Keith George, Porsche of Honolulu  
Gary Gibo, Honolulu Ford  
Rick Hernandez, Snap-On Tools  
Mark Isono, Larry's Auto Parts

Clifford Johnson, Windward Dodge  
Roy Ozaki, Roy's Automotive Center  
Francis Parsons, Kamehameha School, Retired  
Jerry Ranion, Waipahu High School, Retired  
Jerry Romano, Windward Dodge  
Neal Tanaka, Toyota Hawai'i

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

## CARP - CARPENTRY TECHNOLOGY

**LIAISON:** Dean Crowell (845-9485, [dcrowell@hawaii.edu](mailto:dcrowell@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/carp](http://www.honolulu.hawaii.edu/carp)

**FACULTY:** George Boeman, Dean Crowell

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



**PROGRAM DESCRIPTION:** Entrance into the carpentry trade is usually obtained through serving a four-year indentured apprenticeship. The Carpentry Department offers a program of instruction which, when successfully completed, provides an excellent background for those desiring to enter the Apprenticeship Program. Industry standards and safety regulations are emphasized.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the CARP program, students will be able to:

- Gain employment in the carpentry industry.
- Practice Quality Workmanship.
- Demonstrate personal and professional health, fitness and safety practices required for the building and construction occupations.
- Interact with customers and coworkers on construction jobs in ways that effectively support the work to be accomplished and promote customer satisfaction.
- Use appropriate materials, tools, equipment and procedures to carry out work on construction projects.

### PROGRAM REQUIREMENTS: ASSOCIATE IN APPLIED SCIENCE

**Program Prerequisite:** Placement in ENG 100, MATH 50, OR Placement into MATH 150 or higher

**Associate in Applied Science Degree Credits**

#### First Semester

CARP 20	Carpentry Basics	3
CARP 26	Carpentry I	9
CARP 30	Blueprint Reading For Carpenters	3
MATH 150	Technical College Mathematics	3
		<hr/>
		18

#### Second Semester

CARP 22	Concrete Form Construction	11
ENG 100	Composition I	3
General Education Requirement *		3
		<hr/>
		17

#### Third Semester

CARP 41	Rough Framing & Exterior Finish	11
General Education Requirement *		3
		<hr/>
		14

#### Fourth Semester

CARP 42	Finishing	11
General Education Requirement *		3
		<hr/>
		14

**Minimum Credits Required** 

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- \* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.
- \*\* Students desiring full-time status are required to register for 12 credits.  
Recommended course: WELD 19, Welding for Trades and Industry.

# **PROGRAM REQUIREMENTS: CERTIFICATES OF ACHIEVEMENT**

Program Prerequisite or Co-requisite: <i>Placement in ENG 100 ; MATH 50 OR Placement into MATH 150 or higher</i>		Certificates of Achievement Credits		
		Concrete Form Construction	Framing	Finishing
<b>First Semester</b>				
CARP 20	Carpentry Basics	3	3	3
CARP 26	Carpentry I	9	9	9
CARP 30	Blueprint Reading for Carpenters	3	3	3
MATH 50 OR MATH 53	Technical Mathematics I Technical-Occupational Mathematics	3-4 18-19	3-4 18-19	3-4 18-19
<b>Second Semester</b>				
CARP 22	Concrete Form Construction	11 11		
<b>Third Semester</b>				
CARP 41	Rough Framing & Exterior Finish		11 11	
<b>Fourth Semester</b>				
CARP 42	Finishing			11 11
<b>Minimum Credits Required</b>		29-30	29-30	29-30

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

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



## **ADVISORY COMMITTEE:**

Leroy Akimoto, Wood Craft Hawai'i  
 Paul Chang, Hawai'i Carpenter Apprentice & Training Office  
 Karen Nakamura, Building Industry Association of Hawai'i  
 Doug Pearson, Castle & Cooke Homes  
 Alan Shintani, Alan Shintani Inc.

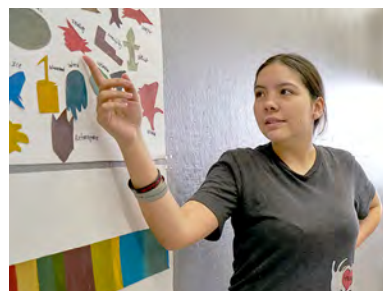
## CA - COMMUNICATION ARTS

**LIAISON:** TBD

**WEBSITE:** [www.honolulu.hawaii.edu/ca](http://www.honolulu.hawaii.edu/ca)

**FACULTY:** TBD

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



**PROGRAM DESCRIPTION:** Communication Arts is a graphic design program that integrates art and technology to communicate ideas and information for a wide range of visual communication needs such as: marketing collateral, advertising design, packaging design, and more, for print and digital media needs. The program provides a curriculum of technical and conceptual problem solving skills to encourage innovation, critical thinking and the application of formal design.

The Communication Arts program prepares students for entry level employment in graphic design, advertising design, desktop and on-line publishing, and includes all aspects of the publishing, printing and related services and industries.

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

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the CA program, students will be able to:

- Produce compositions utilizing the various steps of the design process: investigate client needs, do marketing research, define the design problem, problem solve, develop an idea/concept, thumbnails, layouts, comps and presentation art, prepare final art and produce mechanicals when necessary.
- Use tools, equipment and services to implement ideas for production. Techniques to include use of computer hardware, software, and service bureaus.
- Select appropriate software tools to achieve or maintain effective design solutions.
- Follow instructions to produce, modify, or output files according to client/project supplied criteria.
- Produce graphic design formats appropriate for delivery output while demonstrating the ability to meet deadlines, organize time and maintain schedules.
- Work independently as well as part of a team.

### PROGRAM REQUIREMENTS:

#### Program Prerequisites:

*Placement in ENG 100*

*MATH 24 or Placement in MATH 25 or higher*

Associate  
in Science  
Degree Credits

#### General Education Requirements: \*

CA 100	Survey of Graphic Styles (Group III)	3
CA 101	Power of Advertising (Group V)	3
	Communications (Group I)	3
	Quantitative or Logical Reasoning (Group II)	3
	Natural Sciences (Group IV)	3

Minimum Credits Required 15

#### First Semester

CA 121	Art and Media Preparation I	4
CA 122	Copy Preparation	4
CA 123	Color Theory and Issues	4
CA 125	Beginning Graphic Design	4
		16

### Second Semester

CA 131	Art and Media Preparation II	4
CA 132	Page Composition	4
CA 135	Typographic Design	4
General Education Requirements *		6
		<hr/> 18

### Third Semester

CA 142	Page and Web Layout	4
CA 143	Prepress and Digital Printing	4
CA 145	Graphic Design	4
General Education Requirements *		6
		<hr/> 18

### Fourth Semester

CA 152	The Business of Advertising	4
CA 155	Portfolio Presentation and Review	4
Elective: (Choose one of the following)		1-4
CA 134	Digital Photography (4)	
CA 146	Advertising Design (4)	
CA 150	Special Projects (4)	
CA 193V	Cooperative Education (1-4)	
General Education Requirement *		3
		<hr/> 12-15

**Minimum Credits Required** 

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\* General Education requirements for the AS degree are listed under *DEGREES AND CERTIFICATES* and must be numbered 100 or higher.

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



### ADVISORY COMMITTEE:

Jim Meyers, Trade Publishing  
 Ric Noyle, Ric Noyle Photography  
 Richard Puetz, HMSA  
 Lee Schaller, Lee Schaller Marketing  
 Jason Suapaia, 1013



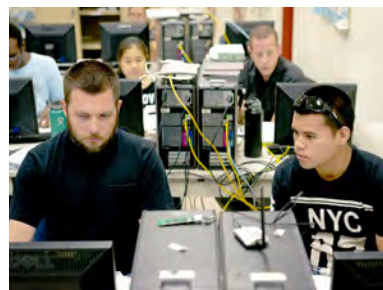
## CENT - COMPUTING, ELECTRONICS, AND NETWORKING TECHNOLOGY

**LIAISON:** Aaron Tanaka (845-9109, [tanaka@hawaii.edu](mailto:tanaka@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/cent](http://www.honolulu.hawaii.edu/cent)

**FACULTY:** Sally Dunan, Aaron Tanaka, Bradley Ramos

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



**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the CENT program, students will be able to:

- Apply current industry standards, protocols, and techniques; and keep up with evolving technology to maintain professional proficiency.
- Identify, analyze and improvise solutions to resolve problems using a systematic method.
- Use appropriate industry tools and testing equipment to analyze, troubleshoot, and install systems.
- Install, configure, operate, and maintain systems.
- Apply current standards for safety and security.
- Communicate clearly and effectively through written reports and oral presentations.
- Work effectively, independently, and interdependently, in diverse situations involving stress, teams, co-workers, customers, vendors, organizational partners and supervisors.
- Demonstrate professionalism and integrity in supporting the mission of the organization.

**PROGRAM ARTICULATIONS:** The Honolulu Community College CENT program has established an articulation with the University of Hawai'i at West O'ahu that includes the option of a Bachelor of Applied Science in CENT or the option of a Bachelor of Applied Science in Information Security and Assurance (ISA). There is also an articulation leading to a Bachelor of Arts in System Administration with Hawai'i Pacific University. Students who complete either the Associate of Science degree or the Advanced Professional Certificate in CENT may apply to transfer to these institutions to complete a baccalaureate degree in these programs. Students may be concurrently enrolled in the Bachelor of Applied Science programs at UH West O'ahu and the CENT AS or APC program at Honolulu CC. The CENT program counselor at Honolulu CC and the counselors at these institutions can provide more detailed information about courses specifically required or recommended for these programs.

**INFORMATION ASSURANCE COURSEWARE CERTIFICATION:** The Committee on National Security Systems and the National Security Agency have certified that both the University of Hawai'i - West O'ahu and Honolulu Community College offer a set of courseware that has been reviewed by national level Information Assurance Subject Matter Experts and determined to meet National Training Standards for Information Systems Security Professionals NSTISSI 4011, and CNSS 4012 for academic years 2013-2018. Honolulu Community College has also been designated as a Center of Academic Excellence - 2 Year for training in Information Assurance.

**ASSOCIATE IN SCIENCE DEGREE:** The Associate in Science (AS) Degree in the Computing, Electronics, and Networking Technology program is a five semester course of study that prepares the student for entry-level employment in the field of Information and Communications Technology. Core classes are designed to give students a firm foundation in the basics of computers, networking, system administration and information security. The AS Degree also provides options for a Certificate of Achievement in Networking and Telecommunications and a Certificate of Achievement Information Assurance.

Elective courses allow students to further specialize in a field of study. Students will have the opportunity to participate in an internship or cooperative education experience before completing the program. Certain CENT courses also prepare the student to take the following Information and Communications Technology industry certification exams: Computer Technician A+, Cisco Certified Network Associate, Microsoft Certified Professional, Security+, Linux+, and VMware Certified Professional. The CENT program is a Cisco Academy, a CompTIA Training Center, a Microsoft Regional Academy, and a VMware Academy.

**PROGRAM REQUIREMENTS: ASSOCIATE IN SCIENCE DEGREE****Program Prerequisites:**

Placement in ENG 100

"C" or higher in MATH 25 OR Placement in MATH 103 or MATH 135 or Higher

ICS 100 or ICS 101

**Suggested  
Semester\***

1

2

**Associate  
in Science  
Degree Credits****General Education Requirements**

Communications (CTE Group I and FW):

ENG 100 Composition I

✓

3

Quantitative Reasoning (CTE Group 2 and FQ):

MATH 103 College Algebra  
or MATH 135 Precalculus: Elementary Functions  
or Higher

✓

3-4

Humanities: \*\*

AS: Any course numbered 100 or above designated to meet Humanities and  
Fine Arts requirement for the AS.

BAS: HIST 151 World History to 1500

3-4

Natural Sciences:

PHYS 105 Principles of Technology

✓

4

Social Sciences: \*\*

AS: Any course numbered 100 or above designated to meet the Social Sciences  
requirement for the AS.BAS: ECON 130 Principles of Economics I: Microeconomics (3)  
or ECON 131 Principles of Economics II: Microeconomics (3)

3

**CENT Core Courses**

CENT 110 Introduction to Information Systems

✓

3

CENT 132 ICT Support

✓

4

CENT 140 Computer Networking I

✓

4

CENT 228 System Administration & TCP/IP Networking with Unix/Linux (4)  
or CENT 253 System Administration with Unix/Linux I (4)

4

CENT 231 Telecommunications

4

CENT 240 Computer Networking II

4

CENT 270 Network Operating Systems I

4

CENT 275 Security Essentials

3

CENT 280 Database Systems I

3

ICS 111 Introduction to Computer Science I (using Java)

✓

3-4

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

9-10

CENT 285 Introduction to Internet Applications/Web Applications (3)

CENT 290V CENT Internship  
or CENT 293V Cooperative Education (3)Any CENT or ISA course numbered 300 or above that is not otherwise used to meet  
a program requirement (3)

ICS 211 Introduction to Computer Science II (using Java) (3)

ACC 201 Introduction to Financial Accounting (3)

A course in C Programming: EE 160 Programming for  
Engineers (4) or EE 150 intro to Computer Programming  
Methods (3) or ICS 212 Programming Structure (3)**Other Program Requirements**ENG 209 Business and Managerial Writing  
or ENG 210 Writing Term Papers  
or ENG 200 Composition II  
(Recommended for AS: ENG 209)

3

**Minimum Credits Required**

64-68

- \* Suggested courses for the first or second semester are designated with a "♥". Most CENT courses have a CENT 140 as a prerequisite, so it is important to take this course early in the program.
- \*\* General Education Requirements are listed under *DEGREES AND CERTIFICATES* and must be numbered 100 or higher.
- \*\*\* Under special circumstances, and with prior approval, CENT 290V/293V may be repeated for up to 8 credits. However, only 3 credits can be applied toward CENT program requirements.

#### PROGRAM REQUIREMENTS: CERTIFICATE OF ACHIEVEMENT IN NETWORKING AND TELECOMMUNICATIONS

The courses within this certificate support established industry Networking and IT Support certifications.

Program Requirements:		Certificate of Achievement Credits
CENT 132	ICT Support	4
CENT 140	Computer Networking I	4
CENT 231	Telecommunications	4
CENT 240	Computer Networking II	4
CENT 270	Network Operating Systems I	4
CENT 275	Security Essentials	3
CENT 228 or CENT 253	System Administration & TCP/IP Networking with Unix/Linux System Administration with Unix/Linux I	4
Minimum Credits Required		27

#### PROGRAM REQUIREMENTS: CERTIFICATE OF ACHIEVEMENT IN INFORMATION ASSURANCE (IA)

This certificate provides the student with a basic background in Information Assurance. The content of the courses within this certificate is based on Information Assurance industry certification standards.

Program Requirements:		Certificate of Achievement Credits
<b>Core Courses</b>		
CENT 110	Introduction to Information Systems	3
CENT 140	Computer Networking 1	4
CENT 270	Network Operating Systems I	4
CENT 275	Security Essentials	3
CENT 228 or CENT 253	System Administration & TCP/IP Networking with Unix/Linux System Administration with Unix/Linux I	4
<b>Elective Courses (2 Courses Minimum)</b>		6
CENT 231	Telecommunications (4)	
CENT 285	Introduction to Internet Applications/Web Applications (3)	
CENT 310	Network Security (3)	
CENT 330	Ethical Hacking (3)	
CENT 370	Integrated Network Applications (3)	
CENT 372	Network Operating Systems II (3)	
CENT 375	Virtualization (3)	
CENT 377	Cloud Infrastructure and Services (3)	
	A course in C Programming: EE 160 Programming for Engineers (4) or EE 150 Intro to Computer Programming Methods (3) or ICS 212 Program Structure (3)	
	Any 300-level or above ISA courses (offered at UHWO) (3)	

**Required Non-Technical Courses**

<i>Social Sciences:</i>	<i>AS: Any course numbered 100 or above designated to meet the Social Sciences requirement for the AS</i>	<i>3</i>
	<i>BAS: ECON 130 Principles of Economics I: Microeconomics (3) or</i>	
	<i>ECON 131 Principles of Economics II: Microeconomics (3)</i>	
<i>ENG 209</i>	<i>Business and Managerial Writing</i>	
<i>or ENG 210</i>	<i>Writing Term Papers</i>	
<i>or ENG 200</i>	<i>Composition II (offered at UHWO)</i>	<i>3</i>
<b>Minimum Credits Required</b>		<b>30-32</b>

This ends the section on the CENT Associate in Science Degree.

**PROGRAM REQUIREMENTS: ADVANCED PROFESSIONAL CERTIFICATE (APC) IN CENT**

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

**Program Prerequisites:**

*Graduation from the Associate of Science Program in CENT or a Program in Information Technology \* that included equivalent course work in Basic Networking (such as CENT 140, 240), Network Operating Systems (such as CENT 270), UNIX (such as CENT 253 or CENT 228), Introduction to Databases (such as CENT 280), Introduction to Computer Science (such as ICS 111) and MATH 103 or MATH 135 or Higher.*

**APC Credits****APC General Education Requirements**

<i>Humanities (DH)</i>		
<i>or HWST 107</i>	<i>Hawai'i: Center of the Pacific (DH / H)</i>	
<i>or ENG 25X</i>	<i>Literature (DL)</i>	<i>3</i>
<i>Biological Sciences (DB)</i>		<i>3</i>
<i>HIST 152</i>	<i>World History since 1500 (FG)</i>	<i>3</i>

**APC Program Core**

<i>CENT 310</i>	<i>Network Security</i>	<i>3</i>
<i>CENT 330</i>	<i>Ethical Hacking</i>	<i>3</i>

**APC Program Electives (5 Courses Minimum)****15**

<i>CENT 300</i>	<i>Systems Analysis and Design (3)</i>
<i>CENT 315</i>	<i>Network Management (3)</i>
<i>CENT 331</i>	<i>Telecommunications II (3)</i>
<i>CENT 340</i>	<i>Advanced Routing (3)</i>
<i>CENT 345</i>	<i>Multilayer Switching (3)</i>
<i>CENT 350</i>	<i>Junos Routing (3)</i>
<i>CENT 370</i>	<i>Integrated Network Applications (3)</i>
<i>CENT 372</i>	<i>Network Operating Systems II (3)</i>
<i>CENT 375</i>	<i>Virtualization (3)</i>
<i>CENT 377</i>	<i>Cloud Infrastructure and Services (3)</i>
<i>CENT 390</i>	<i>Special Topics in CENT (3)</i>
<i>CENT 399V**</i>	<i>Special Studies (3)</i>

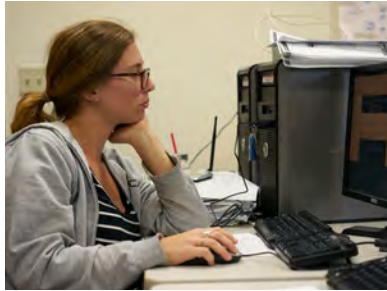
*Information Security and Assurance (ISA) courses offered at UHWO including:*

<i>ISA 400</i>	<i>Management of Information Security (3)</i>
<i>ISA 320</i>	<i>Fundamentals of Secure Software Programming (3)</i>
<i>ISA 330</i>	<i>Introduction to Proactive System Security (3)</i>
<i>ISA 340</i>	<i>Introduction to Digital Forensics (3)</i>
<i>ISA 450</i>	<i>Modern Cyber Conflicts (3)</i>

**APC Minimum Credits Required****30**

- \* Please see CENT counselor for required prerequisites.
- \*\* Under special circumstances and with prior approval, 3 credits of CENT 399V may be used as an elective for the APC.

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



**ADVISORY COMMITTEE:**

Eran Agmon, Comptest Technologies  
Stan Chua, Referentia  
Anderson Lau, SNR-Systems  
Daren Presbitero, ATT  
Rodolf Sabalburo , Actionet  
John Tamagawa, Polycom



## COSM - COSMETOLOGY

**LIAISON:** Jess Kaniho (845-9473, [jkaniho@hawaii.edu](mailto:jkaniho@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/cosm](http://www.honolulu.hawaii.edu/cosm)

**FACULTY:** Stella Akamine, Jessie Aki, Jessica Kaniho,  
Lynnette McKay

**PROGRAM MISSION:** The Cosmetology program's mission is to serve the community as an affordable, student-learning centered program which is committed to the development and delivery of quality education for the hair and beauty industry.

**PROGRAM DESCRIPTION:** The Cosmetology department offers three Certificates and an Associate in Applied Science degree program. There are three educational pathways in the Cosmetology program: Cosmetology, Esthetics and Cosmetology Instructor Training. The curriculum is designed to prepare the student for the State Board of Cosmetology Examination.

The Cosmetology program is part of an international member school system known as Pivot Point. Pivot Point developed its own training method to incorporate the use of art, science and math. This type of learning system completely revolutionized education in the hair and beauty industry. The training offers students a high level of understanding in the manipulative skills and theory. The program standards meet the requirements of the Department of Commerce and Consumer Affairs Professional Vocational Licensing and the Department of Health for the licensing examination.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the COSM program, students will be able to:

- Use appropriate methods to insure personal health and well-being.
- Conduct services in a safe environment and take measures to prevent the spread of contagious diseases.
- Explain and demonstrated the basic art principles and elements as it relates to the cosmetology field.
- Demonstrate the practical skills required to provide appropriate services to meet the needs for a variety of clients and/or students.
- Explain the state of Hawaii laws and rules which govern the cosmetology field/industry.
- Achieve the preliminary qualifications or requisites for admission to the licensing examination.



### PROGRAM REQUIREMENTS: COSMETOLOGY

Program Prerequisites: *High School Diploma or Equivalent*

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
COSM 20	<i>Elementary Cosmetology Theory</i>	3	3
COSM 21	<i>Elementary Cosmetology Lab</i>	4	4
COSM 22	<i>Basic Cosmetology Skills</i>	6	6
COSM 23	<i>Basic Hair, Skin and Nail Care Skills</i>	2	2
FAMR 296 *	<i>Working with People</i>	3	3
		18	18
<b>Second Semester</b>			
COSM 30	<i>Intermediate Cosmetology Theory</i>	3	3
COSM 31	<i>Intermediate Cosmetology Clinic</i>	5	5
COSM 32	<i>Intermediate Cosmetology Skills</i>	6	6
COSM 33	<i>Life Skills for Cosmetology</i>	1	1
CHEM 105C *	<i>Cosmetic Chemistry</i>	3	3
		18	18

**Third Semester**

COSM 40	Advanced Cosmetology Theory	3	3
COSM 41	Advanced Cosmetology Clinic	5	5
COSM 42	Advance Cosmetology Skills	6	6
COSM 43	Salon Management Theory	1	1
PHIL 101*	Introduction to Philosophy: Morals and Society	3	3
		18	18

**Fourth Semester \*\*\***

General Education Requirements **			6
			12
<b>Minimum Credits Required (See Note)</b>		<b>54</b>	<b>60</b>

\* FAMR 296 is taken concurrently with COSM 20, 21, 22, 23; CHEM 105C is taken concurrently with COSM 30, 31, 32, 33; PHIL 101 is taken concurrently with COSM 40, 41, 42, 43

\*\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

\*\*\* Students with fewer than 1800 hours of Cosmetology must also take COSM 50V to accumulate required hours during the 4th term. COSM 50V is not eligible for federal financial aid.

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

To successfully graduate from the program students must:

- (1) Earn a grade of "C" or higher in all major courses with a COSM alpha.
- (2) Clock a minimum of 1800 hours in the required areas for either the Certificate of Achievement or the Associate in Applied Science degree.
- (3) Clock a minimum of 600 hours in the required areas for the Certificate of Competence in Esthetics.
- (4) Clock a minimum of 600 hours in the Cosmetology Instructor Training for the Certificate of Competence in Cosmetology Training.

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

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

**ESTHETICS**

**PROGRAM DESCRIPTION - ESTHETICS:** A *Certification of Competence* is also available in Esthetician Training. This course of study specializes in the care and health of skin through prevention and management. Students receive a minimum of 600 clock hours in lecture, demonstrations and followed by hands on practice.

**PROGRAM REQUIREMENTS: ESTHETICS**

<b>Program Prerequisites:</b> <sup>1</sup> High school diploma or equivalent		<b>Certificate of Competence Credits</b>
<b>First Semester</b>		
COSM 60	Basic Esthetician Theory	5
COSM 61L	Basic Esthetician Lab	5
		10
<b>Second Semester</b>		
COSM 70	Advanced Esthetician Theory	5
COSM 71L	Advanced Esthetician Lab	5
		10
<b>Minimum Credits Required</b>		<b>20</b>

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

**COSMETOLOGY INSTRUCTOR TRAINING:**

Instructor Training; Students who wish to take the instructor training must be a licensed cosmetologist for a minimum of one year and the licenses must be valid upon enrollment. This course of study specializes in the theory and principles of teaching. Students receive a minimum of 600 clock hours in lesson preparation, teaching methods, and practice teaching.

**COST OF TEXTBOOKS/SUPPLIES:** A basic Cosmetology Kit, uniform, and textbooks cost approximately \$1800. A basic Esthetician Kit, uniform and textbooks cost approximately \$550.

Cosmetology Instructor Training, uniform and textbooks cost approximately \$250.



**ADVISORY COMMITTEE:**

Ben Costa, Image Skincare  
Lloyd Horibe, Hairscapes  
Laureen Kai, Board of Barbers and Cosmetology  
Thi Nyugen, W Salon

Benedetto Palmeri, J & J Beauty Supplies, Inc.  
Hanalei Ramirez, Salon 808

## DISL - DIESEL MECHANICS TECHNOLOGY

**LIAISON:** Bobby Salvatierra (842-5498, bs33@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/disl](http://www.honolulu.hawaii.edu/disl)

**ADDRESS:** 445 Kokea St., Honolulu HI 96817

**FACULTY:** Bobby Salvatierra

**PROGRAM MISSION:** The Diesel Mechanics Technology program's mission is to serve the community as a learning-centered, open door program that provides technical training to meet the demands of the diesel mechanics industry and the needs of the individual exploration.

**PROGRAM DESCRIPTION:** The program is designed to provide students with knowledge of heavy duty truck engines and chassis components and to develop student proficiency in the repair and maintenance of heavy duty truck equipment.

Admission is every other Fall semester.

**PROGRAM LEARNING OUTCOMES (PLOs):**

Upon successful completion of the DISL program, students will be able to:

- Function safely in a heavy equipment shop environment.
- Demonstrate ability to communicate effectively to gather and convey information.
- Apply theory and principles for proper diagnosis, repair, and maintenance in the heavy-duty truck equipment industry.
- Practice the minimum essential mental, physical, and behavioral skills necessary to maintain professional proficiency.
- Work collaboratively with others as well as independently.

**PROGRAM REQUIREMENTS:**

**Program Prerequisites:**

*Placement in ENG 100; MATH 50 OR Placement into MATH 150 or higher*

**First Semester**

(The DISL Program will be accepting new students in the Fall of 2012.)

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
DISL 20	Technical Practices	2	2
DISL 24	Operator Orientation	2	2
DISL 22	R&R Components	3	3
DISL 27	Preventative Maintenance	5	5
WELD 19	Welding for Trades and Industry	3	3
MATH 150	Technical College Mathematics		3
		15	18

**Second Semester**

DISL 36	Suspension and Steering	5	5
DISL 34	Brakes—Air and Hydraulic	5	5
DISL 56	Hydraulics	2	2
ENG 100	Expository Writing		3
		12	15

**Third Semester**

DISL 41	Diesel Engines		8
DISL 31	Drive Train		4
PHYS 100 & 100L; or PHYS 104	Survey of Physics Survey of Physics Lab Physics for Transportation Technology		4
			16



**Fourth Semester**

DISL 52	Electrical/ Electronic Systems	8
DISL 61	Heating, Ventilation, and Air Conditioning	4
General Education Requirement *		3
General Education Requirement *		3
		<hr/>
		18
		<hr/>
<b>Minimum Credits Required</b>		27      67

\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks is approximately \$360. Required hand tools cost approximately \$2500.



**ADVISORY COMMITTEE:**

John Herbias, Cummins West  
 Mark Isono, Larry's/Napa Auto Parts  
 Todd Ladd, Pacific Detroit Power Products  
 Gerald Ryusaki, Hawai'i Truck Parts/Ryusaki repair  
 Stanley Torricer, Oahu Transit Services (The Bus)  
 Bobby Whitworth, Hawthorne Pacific Corporation



## ECED - EARLY CHILDHOOD EDUCATION

**LIAISON:** Iris Saito (845-9259, [iriss@hawaii.edu](mailto:iriss@hawaii.edu))  
Ann Abeshima (845-9294 [abeshima@hawaii.edu](mailto:abeshima@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/ece](http://www.honolulu.hawaii.edu/ece)

**FACULTY:** Ann Abeshima, Gaynel Buxton, Janina Martin,  
Mark Mendoza, Eva Moravcik, Iris Saito, Cyndi Uyehara

**PROGRAM MISSION:** The Early Childhood Education program mission is to:

- Provide training and education programs for the development of competent and nurturing caregivers and teachers for all Hawai'i's young children and their families.
- Provide quality education and care services for the children of students, faculty and staff in the Community Colleges. These services will represent the best of current practices and will serve as a practicum for programs related to early childhood education as well as providing demonstration of quality education and care for the larger community.



**PROGRAM DESCRIPTION:** The Early Childhood Education program prepares students for work in a variety of positions working with young children and with their families. The certificates and degree offered are designed to allow students to meet requirements for various levels of entry into the early childhood field.

**PROGRAM LEARNING OUTCOMES (PLOs):** The underlying foundation for these outcomes is of knowledge of child development and of the multiple interacting factors that influence growth and learning. Through the program, the themes of development, families, communication, diversity and inclusion are addressed. Upon successful completion of the ECED program, students will be able to:

- Use knowledge of child development and of individual children to create healthy, challenging learning environments and experiences.
- Build respectful partnerships with children, families and their communities.
- Observe, document and assess all children's development and learning in partnership with families.
- Build positive relationships and guide all children through supportive interactions.
- Use content knowledge and appropriate pedagogy to create/design, implement and assess learning experiences.
- Use reflective practice to demonstrate professionalism.

**ASSOCIATE IN SCIENCE DEGREE PROGRAM:** The Associate in Science (AS) degree program in combination with 6 months work experience prepares students for immediate employment as teachers in private early childhood programs for infants and toddlers or preschoolers. With 12 months of full time experience, graduates with the AS degree meet the requirements of the State of Hawai'i Department of Human Services (DHS) to be directors of early childhood programs. The course of study leading to the AS degree is developmentally based and emphasizes observation and opportunities to participate in programs with children through class assignments and field experiences, both on campus and in the community. The program provides candidates with varied opportunities to develop their skills for working with children and families and with a general understanding of the field of early education and care. Students who successfully complete this degree may transfer to the Early Childhood Concentration in the Social Sciences Program at the University of Hawai'i-West O'ahu. The AS degree in Early Childhood Education meets all requirements of that program for lower division course work.

Students entering the Early Childhood Education Program must be placed at English 100. To complete the degree, students must demonstrate proficiency at the English 100 and Math 100 levels. To successfully complete the program, students must earn a grade of 'C' or higher in all courses with an ECED alpha.

**CERTIFICATE OF COMPETENCE IN CHILD DEVELOPMENT ASSOCIATE (CDA) PREPARATION:** The Certificate of Competence in Child Development Associate (CDA) Preparation is obtained by completing three courses which meet the formal training requirement of the national CDA credential. Students must earn a grade of "C" or higher in all courses with an ECED alpha.

**CERTIFICATE OF COMPETENCE IN EARLY CHILDHOOD EDUCATION:**

The Certificate of Competence in Early Childhood Education requires a 16-credit sequence designed to give the candidate the most basic skills needed to work with children from infancy through eight years of age. This certificate also meets the ECE/CD coursework requirements of DHS for teachers and lead caregivers

who hold an AAS, AS, AA or Bachelor's degree in a field other than early childhood. To obtain the Certificate of Competence, students must be placed in ENG 100. Students must earn a grade of "C" or higher in all courses with an ECED alpha.

**CERTIFICATE OF ACHIEVEMENT - PRESCHOOL:** The Certificate of Achievement-Preschool is obtained by completing 32 credits of core courses in Early Childhood Education. It meets the requirements for coursework in Early Childhood Education/Child Development (ECE/CD) for teachers in Early Childhood Programs accredited by the National Association for the Education of Young Children (beginning in 2010) who hold an AAS, AS, or AA not in ECE/CD. Students must earn a "C" or higher in all courses in the sequence.

**CRIMINAL HISTORY RECORD** checks are a workplace requirement in early education and care settings. This check must be completed satisfactorily within two weeks of enrollment into ECED 191, Field Based Practicum in Early Childhood. The cost of the record check, currently \$24.00, is the responsibility of the student.

**PROGRAM REQUIREMENTS: CERTIFICATE OF COMPETENCE IN CHILD DEVELOPMENT ASSOCIATE (CO-CDA)**

		Certificate of Competence Credits
ECED 105	Introduction to Early Childhood Education	3
ECED 110	Developmentally Appropriate Practices	3
ECED 131	Early Childhood Development: Theory into Practice	3
Minimum Credits Required		9

The Certificate of Competence in Child Development Associate (CDA) preparation meets requirements for:

- 6 credits beyond BEd for teachers in private early childhood programs licensed by the Department of Human Services (DHS)
- 120 clock hours of formal CDA credential training

**PROGRAM REQUIREMENTS: CERTIFICATE OF COMPETENCE IN EARLY CHILDHOOD EDUCATION (CO-ECE)**

		Certificate of Competence Credits
ECED 105	Introduction to Early Childhood Education	3
ECED 110	Developmentally Appropriate Practices	3
ECED 131	Early Childhood Development: Theory into Practice	3
ECED 140	Guiding Young Children in Group Settings	3
ECED 151	Field-Based Practicum in Early Childhood Seminar	1
ECED 191	Field-Based Practicum in Early Childhood	3
Minimum Credits Required		16

Note: To obtain the Early Childhood Education Certificate of Competence, students must be placed in ENG 100.

The Certificate of Competence in Early Childhood Education meets the requirements for:

- 120 clock hours of formal CDA Credential training (ECED 105, ECED 110, ECED 131)
- 12 credits ECE/CD (Child Development) for Caregivers for Infant-Toddlers
- 9 credits ECE/CD beyond the AS or the AA for Assistant Teacher
- ECE Certificate with AS or AA for Teachers
- 12 credits ECE/CD beyond the BS or the BA for teachers in private Early Childhood programs licensed by the Department of Human Services (DHS).

**PROGRAM REQUIREMENTS: CERTIFICATE OF ACHIEVEMENT IN PRESCHOOL**

	Certificate of Achievement Credits
<i>Certificate of Competence - Early Childhood Credits</i>	16
ECED 115 <i>Health, Safety and Nutrition for the Young Child</i>	3
ECED 245 <i>Child, Family and Community</i>	3
ECED 263 <i>Language and Creative Expression Curriculum</i>	3
ECED 264 <i>Inquiry and Physical Curriculum</i>	3
ECED 296P <i>Preschool Laboratory: Field Experience in Early Childhood Education II</i>	2
ECED 296C <i>Preschool Seminar: Field Experience in Early Childhood Education II</i>	2
<b>Minimum Credits Required</b>	<b>32</b>

Note: To obtain the Early Childhood Education Certificate of Achievement – Preschool, students must earn a “C” or higher in all courses with an ECED alpha, and demonstrate proficiency at the ENG 100 and MATH 24/50 levels or higher.

The Certificate of Achievement-Preschool meets or exceeds the requirements for:

- 120 clock hours of formal CDA Credential training
- 12 credits ECE/CD (Child Development) for Caregivers for Infant-Toddlers in private Early Childhood programs licensed by the Department of Human Services
- 9 credits ECE/CD beyond the AS or the AA for Assistant Teacher in private Early Childhood programs licensed by the Department of Human Services
- ECE Certificate with AS or AA for Teachers in private Early Childhood programs licensed by the Department of Human Services
- 6 credits in ECE/CD beyond BEd Elementary in private Early Childhood programs licensed by the Department of Human Services
- 12 credits ECE/CD beyond the BA or BS for teachers in private Early Childhood programs licensed by the Department of Human Services
- 30 credits in ECE/CD required for teachers in Early Childhood Programs accredited by the National Association for the Education of Young Children (by 2010)

**PROGRAM REQUIREMENTS: EARLY CHILDHOOD EDUCATION - PRESCHOOL OPTION**

Program Prerequisites:	Associate in Science Degree Credits
<i>Certificate of Competence - Early Childhood Credits</i>	16
ECED 115 <i>Health, Safety and Nutrition for the Young Child</i>	3
ECED 245 <i>Child, Family and Community</i>	3
ECED 263 <i>Language and Creative Expression Curriculum</i>	3
ECED 264 <i>Inquiry and Physical Curriculum</i>	3
ECED 296P <i>Preschool Laboratory : Field Experience in Early Childhood Education II</i>	2
ECED 296C <i>Preschool Seminar: Field Experience in Early Childhood Education II</i>	2
<i>ECED Electives (Select 3 credits from the following)</i>	
ECED 127 <i>Issues in Diversity</i>	
ECED 152 <i>Early Literacy Development</i>	
ECED 155 <i>Creative Art for Young Children</i>	
ECED 156 <i>Music and Movement for Young Children</i>	
ECED 157 <i>Puppetry for Young Children</i>	
ECED 170 <i>Introduction to Working with Infants and Toddlers</i>	
ECED 234 <i>Observation and Assessment</i>	
ECED 257 <i>Early Mathematical Development</i>	
ECED 265 <i>Children's Literature for Early Childhood Teachers</i>	
ECED 269 <i>Integrated Curriculum in Early Education</i>	
ECED 275 <i>Including Children with Special Needs</i>	3
ECED 158 <i>The Hawaiian Culture for Young Children *</i>	
or ECED 265 <i>Children's Literature for Early Childhood Teachers *</i>	
or HWST 107 <i>Hawai'i: Center of the Pacific *</i>	3
	<b>38</b>

ENG 100	Composition	3
ENG 210 or above	Writing Term Papers (Strongly Recommended)	3
SP 151 or SP 251	Personal and Public Speech Principles of Effective Public Speaking	3
MATH 100 or above **		3
		12
<b>General Education Requirements: **</b>		
Group IV	Natural Sciences	3-4
Group V	Social Sciences	3
Group III	Humanities and Fine Arts	6
		12-13
<b>Total Credits Required</b>		62-63

\* Courses must not fulfill other requirements.

\*\* General Education Requirements for the AS degree are listed under *DEGREES AND CERTIFICATES* and must be numbered 100 or higher.

Note: Students must meet the proficiency standards in communication at the ENG 100 level and computation at the MATH 100 level to qualify for the Early Childhood Education AS degree.

Note: Consult your academic and/or program advisor for assistance in planning an education program for specific career goals.

The AS degree Meets the Requirements for Teachers, Lead Caregivers, Teacher-Directors, and Directors of Private Preschools with the inclusion of (1–2 years experience also required) in programs licensed by the State Department of Human Services.

#### PROGRAM REQUIREMENTS: EARLY CHILDHOOD EDUCATION - INFANT/TODDLER OPTION

Program Prerequisites:		Associate in Science Degree Credits
<i>Certificate of Competence - Early Childhood Credits</i>		16
ECED 115	Health, Safety and Nutrition for the Young Child	3
ECED 170	Introduction to Working with Infants and Toddlers	
ECED 245	Child, Family and Community	3
ECED 263 or ECED 264	Language and Creative Expression Curriculum Inquiry and Physical Curriculum	3
ECED 274	Infant-Toddler Environments and Relationships	3
ECED 296B	Infant-Toddler Seminar: Field Experience in Early Childhood Education II	2
ECED 296I	Infant-Toddler Laboratory: Field Experience in Early Childhood Education II	2
ECED 158 or ECED 265 or HWST 107	The Hawaiian Culture for Young Children Children's Literature for Early Childhood Teachers Hawai'i: Center of the Pacific	3
		38
ENG 100	Composition I	3
ENG 210 or above	Writing Term Papers (Strongly Recommended)	3
SP 151 or SP 251	Personal and Public Speech Principles of Effective Public Speaking	3
MATH 100 or above *		3
		12

**General Education Requirements: \***

Group IV	Natural Sciences	3-4
Group V	Social Sciences	3
Group III	Humanities and Fine Arts	6
		<hr/> 12-13
<b>Total Credits Required</b>		<hr/> 62-63

\* General Education Requirements for the AS degree are listed under *DEGREES AND CERTIFICATES* and must be numbered 100 or higher.

Note: Students must meet the proficiency standards in communication at the ENG 100 level and computation at the MATH 100 level to qualify for the Early Childhood Education AS degree.

Note: Consult your academic and/or program advisor for assistance in planning an education program for specific career goals.

The AS degree Meets the Requirements for Teachers, Lead Caregivers, Teacher-Directors, and Directors of Private Preschools with the inclusion of (1–2 years experience also required) in programs licensed by the State Department of Human Services.

**PACE (PROFESSIONAL AND CAREER EDUCATION FOR EARLY CHILDHOOD):** The Early Childhood option includes a non-credit program, PACE (Professional and Career Education for Early Childhood). PACE Workshops are geared to meet training and enrichment needs of early childhood practitioners on O'ahu. Four core introductory courses (ECED 105, ECED 110, ECED 131 & ECED 140) and one elective (ECED 152) from Honolulu CC's Early Childhood Education program are offered in a non-credit workshop format of sixteen 3-hour class sessions each. The workshops can be taken in any order. Participants who complete all sixteen workshops in a course with a score of 70% or better are eligible for Community College credit.

PACE workshops are offered in various places on O'ahu. For information on program, schedules, registration and costs, call PACE at 845-9496 or visit our PACE website at [www.tech.honolulu.hawaii.edu/pace](http://www.tech.honolulu.hawaii.edu/pace).

**COST OF TEXTBOOKS/SUPPLIES:** The estimated cost of textbooks and supplies is \$500.00.

**ADVISORY COMMITTEE:**

Momi Akana, Executive Director, Keiki 'o ka aina  
 Steve Albert, Executive Director, Rainbow Schools  
 Cindy Ballard, CANOES Registry Specialist, PATCH  
 Lynn Cabato, Director, HCAP Early Head Start/Head Start  
 Cheryl Castro, Training Director, HCAP Early Head Start/Head Start  
 Michael Fahey, Outreach Specialist, Good Beginnings Alliance  
 Dale Faulkner, Director, Mililani Missionary Preschool  
 Jeanne Iorio, Assistant Professor, Early Childhood Education, UH-West Oahu  
 Kaila Lui Kwan, Kamehameha Schools Early Education Programs, Waianae Area  
 Momi Martinez, Director, Honolulu Jewish Preschool  
 Buffy Owens, Vice President, Kama'aina Kids  
 Silvia Sharrar, Assistant Director, PACT Early Head Start/Head Start  
 Nicole Souza, Kamehameha Schools Early Education Programs, Waianae Area  
 Diane Young, Vice Principal, Hawai'i State Department of Education



## EIMT - ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY

**WEBSITE:** [www.honolulu.hawaii.edu/eimt](http://www.honolulu.hawaii.edu/eimt)

**FACULTY:** Louis Maghanoy III (845-9210)

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

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



**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the EIMT program, students will be able to:

- Work independently and inter-dependently on a construction and/or maintenance project meeting industry standards.
- Comply with published electrical codes and safety standards.
- Select and order appropriate electrical parts (materials) based on blueprints and drawings.
- Calculate electrical circuit loads and design/draw the electrical circuits.
- Install electrical systems/equipment in new construction under supervision of a journey person.
- Troubleshoot, repair, and conduct routine maintenance of electrical systems/equipment.

### PROGRAM REQUIREMENTS:

#### Program Prerequisites:

MATH 50 OR Placement into MATH 150 higher

#### First Semester

EIMT 30	Electrical Installation Theory I
EIMT 32	Electrical Installation I
BLPR 22	Blueprint Reading
MATH 150	Technical College Mathematics

Certificate of Achievement Credits	Associate in Applied Science Degree Credits
------------------------------------	---

4	4
6	6
3	3
3	3
13	16

#### Second Semester

EIMT 44	AC/DC Systems and Equipment
EIMT 46	Electrical Maintenance and Repair
COMMUNICATION (Recommended: ENG 100)	
PHYS 103	Physics for Electrical Technology

4	4
6	6
	3
4	4
14	17

#### Third Semester

EIMT 50	Solid State Control
EIMT 52	Solid State Control Lab
General Education Requirements *	

4	4
6	6
	6
10	16

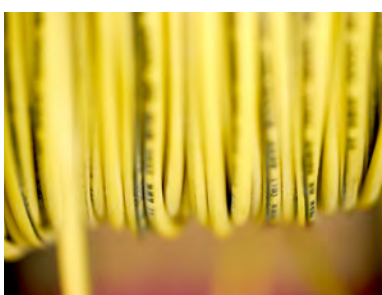
**Fourth Semester**

<i>EIMT 40</i>	<i>Electrical Installation Theory II</i>	4	4
<i>EIMT 42</i>	<i>Electrical Installation II</i>	6	6
<i>General Education Requirement *</i>			3
		<hr/>	<hr/>
		10	13
		<hr/>	
<b>Minimum Credits Required</b>		47	62

\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

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

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks is approximately \$350. Required hand tools cost approximately \$300.

**ADVISORY COMMITTEE:**

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

Brain Merrit, Merrit Electric

Sean Mounthongdy, Frito-Lay of Hawai'i

Shannon Sullivan, National ABE USA

## FT - FASHION TECHNOLOGY

**LIAISON:** Joy Nagaue (845-9203, jnagaue@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/ft](http://www.honolulu.hawaii.edu/ft)

**FACULTY:** Joy Nagaue

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

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

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

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the FT program, students will be able to:

- Design and sketch appropriate garment designs suitable to the market or customer.
- Select appropriate fabrics and notions suitable to the garment's design.
- Drape, draft or manipulate flat patterns to create accurate garment patterns.
- Lay perfected patterns correctly and economically onto markers or fabric.
- Cut fabric using appropriate tools, including power tools.
- Construct garments using various sewing techniques.
- Fit garments on various body types and be able to make the proper adjustments.
- Grade the finished patterns into various sizes.
- Present the garments in a professional manner to "sell" the designs.
- Define the fashion industry's manufacturing process.

### PROGRAM REQUIREMENTS:

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
FT 111	Art and Design in Fashion	3	3
FT 205	Clothing Construction Methods	4	4
FT 215	Flat Patternmaking I	3	3
FT 200	Culture, Gender and Appearance *		3
MATH 100 or Higher	Survey of Mathematics		3
		10	16
<b>Second Semester</b>			
FT 28	Introduction to Industrial Sewing	3	3
FT 140	Fabric Technology	3	3
FT 216	Fashion Design and Sketching	3	3
FT 217	Flat Patternmaking II	3	3
FT 237	Pattern Grading		3
		12	15



**Third Semester**

FT 29	Textile Art	3	3
FT 36	Draping	3	3
FT 43	Cutting Room Functions	3	3
FT Electives (highly recommended) **			
FT 41	Apparel Design		3
FT 160	Computer Aided Digitizing, Grading & Marking		3
		9	15

**Fourth Semester**

FT 30	Basic Creative Designing	3	3
FT Elective **		9	9
General Education Requirements*			3
		12	15
<b>Minimum Credits Required</b>		43	61

\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*. (15 credits required.)

\*\* FT Electives: 9 credits required (FT 32, 38, 41, 90, 125, 160, 170, 93V or 193V)

**PROGRAM REQUIREMENTS: FLAT PATTERNAKING**

Program Prerequisite: FT 28 or demonstrated ability

FT 215	Flat Patternmaking I	3
FT 217	Flat Patternmaking II	3
FT 237	Pattern Grading	3
		9

**Certificate of Competence Credits****PROGRAM REQUIREMENTS: CUTTING ROOM FUNCTIONS**

FT 43	Cutting Room Functions	3
FT 28	Introduction to Industrial Sewing	3
FT 215	Flat Patternmaking I	3
		9

**Certificate of Competence Credits****PROGRAM REQUIREMENTS: COMPUTERIZED GRADING, MARKING AND PATTERNAKING**

Program Prerequisites: FT 43 and 237 or demonstrated ability		<b>Certificate of Competence Credits</b>
FT 160	Computer Aided Digitizing, Grading and Marking	3
FT 170	Computerized Patternmaking	3
		6

**FASHION TECHNOLOGY ELECTIVES<sup>1</sup>:**

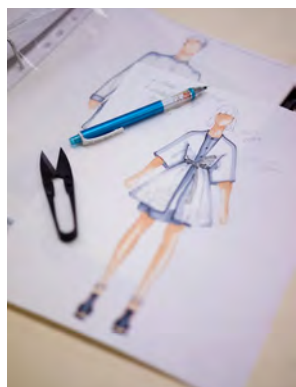
A minimum of 9 credits of FT electives are required for the Certificate of Achievement and Associate in Applied Science Degree. The FT electives must be chosen from the following list.

FT 32	Advanced Apparel Design	3
FT 38	Draping and Design	3
FT 41	Apparel Design	3

FT 160	Computer Aided Digitizing, Grading and Marking	3
FT 90	Special Topics	3
FT 100	Fashion Modeling I	3
FT 125	Fashion Show Production	3
FT 93V or FT 193V	Cooperative Education	1-4
FT 98	Men's Fashion Designing	3
FT 170	Computerized Patternmaking	3
FT 198	Embellishments	3
Minimum Elective Credits Required		9

<sup>1</sup>For federal financial aid, FT 90 is repeatable for up to 3 times, with each time covering a different fashion topic (example: Bridal, or Swimwear, or Tailoring), so long as credits are required for completion of degrees.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks is approximately \$200-\$500 per semester. The cost of supplies vary depending on projects (\$150-\$300 per semester).



**ADVISORY COMMITTEE:**

Gladys Agsalud, Casablanca Bridal & Formals  
 Elsie Casamina-Fernandez, Elsie's Designs  
 Danene Lunn, Manuhealii  
 Karen Kamahele, Reyn Spooner  
 Elaine Matsuo, Waipahu High School

Gail Rabideau, You and Me Naturally  
 Pua Rochland, Surfline Hawai'i  
 Toshiko Sato, Louis Vuitton  
 Andrew Southiphong - Andy South  
 Tina Varble, Restless Native



## FIRE - FIRE AND ENVIRONMENTAL EMERGENCY RESPONSE

**LIAISON:** Richard S. Rhode (845-9212, rrrhode@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/fire](http://www.honolulu.hawaii.edu/fire)

**FACULTY:** Richard Rhode, Stacy Rogers

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



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

Students at Honolulu Community College, who complete 12 credits of Fire and Environmental Emergency Response college credit, may receive up to 26 credits of Fire and Environmental Emergency Response credits for completing Basic Recruitment Training for fire fighting as required by government agencies using Pro Board or IFSAC (International FIRE Service Accreditation Congress) certification. In addition students may be eligible to participate in a cooperative work program that will allow up to a maximum of 6 units of elective Fire and Environmental Emergency Response credits for completion of this program.

An Associate in Applied Science Degree is awarded to students who complete the General Education requirements \*\* and the 45 units of Fire and Environmental Emergency Response credits. A Certificate of Achievement may be awarded to students who complete 25 hours of the required Fire and Environmental Emergency Response credits.

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

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the FIRE program, students will be able to:

- Demonstrate knowledge and skills required to respond appropriately to fire, medical, and environmental emergency situations at the private, city, state, or federal level.

### PROGRAM REQUIREMENTS: ASSOCIATE IN APPLIED SCIENCE DEGREE

#### Program Prerequisites:

Placement in ENG 100

MATH 50 OR Placement in MATH 150 or higher

Associate in  
Applied Science  
Degree Credits

#### First Semester

FIRE 100	Introduction to Fire Protection	3
FIRE 102	Fundamentals of Fire Prevention	3
General Education Requirements *		
MATH 150, or 100, or 103, or 135, or higher		3
ENG 100	Composition I	3
CHEM 105	Environmental Chemistry	4
		<hr/>
		16

#### Second Semester

FIRE 107	Fire Fighting Tactics and Strategies	3
FIRE 207	Hazardous Materials Awareness and Operations	3
FIRE 117	Basic Rescue in The Fire Service	3
General Education Requirement - Social Science**		3
		<hr/>
		12

**Third Semester**

<i>FIRE 119B</i>	<i>Emergency Medical Technician</i>	3.5
<i>FIRE 119C</i>	<i>Emergency Medical Technician - Basic</i>	3.5
<i>FIRE 111</i>	<i>Management in the Fire Service</i>	3
<i>General Education Requirements- Humanity &amp; Fine Arts**</i>		3
		<hr/> 13

**Fourth Semester**

<i>FIRE 280A</i>	<i>Firefighter I</i>	12
<i>FIRE 280B</i>	<i>Firefighter I Lab</i>	8
		<hr/> 20

**Minimum Credits Required** 

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\* FIRE 193V Cooperative Education - up to a maximum of 6 units of elective Fire and Environment Emergency Response credits for completion of this program

\*\* General education requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES* and must be 100 level or higher.

**PROGRAM REQUIREMENTS: CERTIFICATE OF ACHIEVEMENT****Program Prerequisites:**

*Placement in ENG 100*

*Placement in MATH 24/50*

**Certificates of  
Achievement Credits**

**Emergency Medical  
Response \***

**First Semester**

<i>FIRE 100</i>	<i>Introduction to Fire Protection</i>	3
<i>FIRE 102</i>	<i>Fundamentals of Fire Prevention</i>	3
		<hr/> 6

**Second Semester**

<i>FIRE 107</i>	<i>Firefighting Tactics and Strategies</i>	3
<i>FIRE 207</i>	<i>Hazardous Materials Awareness and Operations</i>	3
<i>FIRE 117</i>	<i>Basic Rescue in The Fire Service</i>	3
		<hr/> 9

**Third Semester**

<i>FIRE 119B</i>	<i>Emergency Medical Technician</i>	3.5
<i>FIRE 119C</i>	<i>Emergency Medical Technician- Basic</i>	3.5
<i>FIRE 111</i>	<i>Management in Fire Service</i>	3
		<hr/> 10

**Minimum Credits Required** 

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 25

\* FIRE 100, 102, and 207 are offered every semester so it's possible for students to take more than 3 courses at a time to complete the Certificate of Achievement within 3 semesters.

\*\* FIRE 280B may be held off island. Students are responsible for airfare, lodging and living expenses.

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

**COST OF TEXTBOOKS/SUPPLIES:** The cost of Textbooks is approximately \$100–\$250 per semester. Fees for clothing rental and equipment purchase for 280A, 280B, and 280C could exceed \$1000.



**ADVISORY COMMITTEE:**

Fletcher Dahman, Federal Fire Department  
Paul Garrigan, Pacific Missile Range  
Hawai'i National Park FMO  
Jeff Murray, Chief, Maui Fire Department  
Manuel Neves, Honolulu Fire Department  
Earl Nishikawa, Chief, Chevron  
Fred Piechota, Director of Certification NFPA Pro Board  
Darren Rosario, Hawai'i County Fire Department  
Robert Westerman, Chief, Kaua'i Fire Department  
Martinez Jacobs, Hawaii State DOT, Airports

## HSER - HUMAN SERVICES

**LIAISON:** Sharon Ota (845-9442, sharonot@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/hser](http://www.honolulu.hawaii.edu/hser)

**FACULTY:** Elliott Higa, Sharon Ota

**PROGRAM MISSION:** The Human Services - Program's mission is to prepare individuals for employment as human services workers and to support those who wish to transfer to baccalaureate human services and social work programs.

**PROGRAM DESCRIPTION:** The Human Services Program is designed for people interested in working as Human Service workers in diverse settings such as group homes, and community mental health centers; family, child, and youth service agencies; and programs concerned with alcoholism, drug abuse, family violence, and aging. Field experience, or Work Practicum, is an important feature of this program in which students have supervised work experiences in a community setting.



**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the HSER program, students will be able to:

- Work in the field of human services to serve clients or carry out other supportive human service agency functions.
- Obtain information and guidance to transfer to a baccalaureate human services or social work program if desired.

**WORK PRACTICUM** is supervised work experience related to the student's field of study and approved by the Practicum instructor. The field experience may be the student's regular job or a volunteer assignment. The Practicum is supervised by Honolulu Community College and not by the officials of the field site. Through the Practicum Seminar (SOSE 51) the Practicum students have weekly or biweekly interaction with their Practicum Instructor. A standard college grading system is utilized. Seventy-five hours of work per semester is required for each credit earned in Practicum. Course designation for Practicum is SOSE 91V (Work Practicum). Course descriptions are listed in the Course Description section of this catalog.

**PROGRAM REQUIREMENTS:**

The program offers a Certificate of Competence in Human Services, Certificate of Achievement, and an Associate in Applied Science degree. (See Elliott Higa for Certificate of Competence requirements.)

**Program Requirements: \***

**Certificate of  
Competence in  
Human Services**

Choose a minimum of 12 credits from the following course list:

FAMR 133	Dynamics of Family Violence	3
FAMR 141	Parenting	3
FAMR 230	Human Development	3
FAMR 296	Working with People	3
KLS 195	Personal Health and Wellness	3
SOSE 21	Family Dynamics & the Social Work Interview	3
SOSE 55	Individual Counseling	3
SOSE 145	Group Counseling	3
SOSE 270	Substance Abuse Counseling	3
SW 200	The Field of Social Work	3

**Minimum Credits Required** 12

\* Average of 2.0 GPA or better required.

**Program Requirements:**

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
FAMR 100	Personal & Professional Development	3	3
FAMR 141	Parenting	3	3
FAMR 230	Human Development	3	3
FAMR 296	Working with People	3	3
KLS 195	Personal Health and Wellness	3	3
SOSE 21	Family Dynamics & the Social Work Interview	3	3
SOSE 55	Individual Counseling	3	3
SOSE 51	Practicum Seminar	1-2	2-3
SOSE 91V	Work Practicum/Community Service	3-6	6-9
SW 200	The Field of Social Work	3	3
FAMR, HSER, SOSE, or SW Electives		2-3	1-13
General Education Requirements and Electives *			15-30
<b>Minimum Credits Required</b>		<b>30-31</b>	<b>60</b>

\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

If math placement is at MATH 24/25/50/53/55, MATH 50 Technical Mathematics I is recommended for the AAS degree.

If math placement is at MATH 100 or higher, PHIL 110 Introduction to Logic is recommended for AAS degree students who may be transferring to UHM School of Social Work's BSW program. PHIL 110 satisfies a UHM Foundation Requirement-Quantitative Reasoning AND one of the four Social Work Knowledge Base Courses required for BSW admission.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of textbooks is approximately \$300-\$500 per semester for education courses. Students may also expect to spend from \$50-\$75 per semester for additional course materials.

**ADVISORY COMMITTEE:**

Max Otani, Administration, Dept. of Public Safety

Greg Tanida, Mental Health Services, Kaiser Permanente

Tui Ulu, Intensive Support Services, Parents and Children Together



## MELE - MUSIC & ENTERTAINMENT LEARNING EXPERIENCE

**LIAISON:** John Vierra (844-2344, [johnnav@hawaii.edu](mailto:johnnav@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/mele](http://www.honolulu.hawaii.edu/mele)

**OFFICE:** MELE Program, Building 2-412

**STUDIOS:** Mike Curb MELE Studio, Building 2-414/415  
Studio 416, Building 2-416

**FACULTY:** Eric Lagrimas, Jon Ross, John Vierra

**PROGRAM MISSION:** To promote the business and profession of music in Hawai'i across the board from song writing and record production to contracts and career management.



**PROGRAM DESCRIPTION:** MELE - Music & Entertainment Learning Experience - utilizes a comprehensive music business and production curriculum meeting the requirements for entry-level training of music industry and production professionals. The curriculum focuses on combining academic experience with real-world applications to prepare students to work in the rapidly evolving global music industry of the 21st century. The program core offers a rounded curriculum grounding students in the basics of the music industry, sound recording and the business of music.

The MELE program offers two distinct degree paths. The Associate of Science (AS) in Music Business & Production and the Associate of Science (AS) in Audio Engineering Technology which may be earned during a four-semester sequence:

- AS in MELE Music & Entertainment Business: This curriculum requires special focus on business related courses, including accounting, business law, and economics, as well as music business courses. Music business courses include a survey of the music business, music publishing, intellectual properties, and others.
- AS in MELE Audio Engineering Technology: This curriculum focuses on the engineering and production of music recording. Audio engineering courses include studio production, audio engineering, and studio maintenance and electronics.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the MELE program, students will be able to:

- Industry Ethics and Standards - understand business, technology, policy and practices in music and entertainment.
- Music and Entertainment Business - identify and compare traditional and modern record label, publishing, marketing, advertising, production, public relations and event company business models.
- Problem Solving - effectively demonstrate technical, business, and production troubleshooting skills to solve problems.
- Career Pathways and Income Streams - understand and identify primary income streams of intellectual property, jobs, projects, entrepreneurial opportunities and partnerships.
- Operation and Procedures - extensive knowledge in operations of music business, recording studios, and live events.
- Production and Planning - conceptualize and apply skills in the area of live events, artist development, public relations and recording studio productions.
- Music Fundamentals - understand and apply modern theory techniques in music, song writing, sequencing, beat creation and traditional methods.
- Recording Technology - proficiently produce, record, edit, mix and master audio for music and entertainment.
- Etiquette and Communication - demonstrate industry professional vocabulary, terminology, articulation, dress and hygiene.
- Science and Technology - thorough understanding of human hearing, sound properties, acoustics, electronics, physics, and audio systems.

**PROGRAM REQUIREMENTS: MUSIC BUSINESS & PRODUCTION AS DEGREE**

Program Prerequisites:		Suggested Semester*				Associate in Science Degree Credits
Placement in ENG 100 "C" or higher in MATH 24, OR Placement in MATH 25		1	2	3	4	
<b>General Education Requirements: **</b>						
ART 101 or ART 113	Introduction to the Visual Arts Introduction to Drawing					3
ENG 100	English Composition I	✓				3
HIST 151 or HIST 152	World History to 1500 World History since 1500					3
HWST 107	Hawai'i: Center of the Pacific					3
PHIL 101 or REL 150 or ENG 257H	Introduction to Philosophy: Morals and Society Introduction to the World's Major Religions Hip-Hop Literature and Urban Culture					3
SP 151	Personal and Public Speech					3
						18
<b>Major Requirements</b>						
ACC 201	Intro to Financial Accounting					3
Any BIOL & BIOL Lab	(Any biological science course plus lab)					4
BLAW 200	Legal Environment of Business					3
ECON 130 or ECON 131	Principles of Economics I: Microeconomics Principles of Economics II: Macroeconomics					3
MATH 100	Survey of Math					3
MELE 101	Survey of Music & Entertainment Business	✓				3
MELE 102	Survey of Recording Technology	✓				3
MELE 103	Modern Music & Theory for the Music & Entertainment Professional					3
MELE 201	History of the Recording & Entertainment Industry		✓			3
MELE 202	Public Relations in the Music & Entertainment Industry		✓			3
MELE 203	Intellectual Properties in the Music & Entertainment Industry				✓	3
MELE 204	Music Publishing in the Entertainment Industry			✓		3
MELE 205	Concert & Event Production					3
MELE 275	Practicum				✓	4
						44
<b>Minimum Credits Required</b>						62

\* Suggested courses for the first through the fourth semester are designated with a "✓".

\*\* General Education Requirements for the AS degree are listed under *DEGREES AND CERTIFICATES*.**PROGRAM REQUIREMENTS: AUDIO ENGINEERING TECHNOLOGY AS DEGREE**

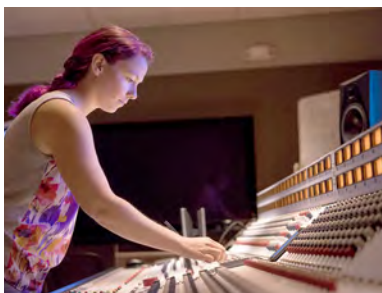
Program Prerequisites:		Suggested Semester *				Associate in Science Degree Credits
Placement in ENG 100 "C" or higher in MATH 24, OR Placement in MATH 25		1	2	3	4	
General Education Requirements: **						
ENG 100	English Composition I	✓				3
HIST 151 or HIST 152	World History to 1500 World History since 1500					3
HWST 107	Hawai'i: Center of the Pacific					3
ICS 100	Computer Literacy and Applications					3

PHIL 101 or REL 150	Introduction to Philosophy: Morals and Society Introduction to the World's Major Religions			3
SP 151	Personal and Public Speech			3
				18
<b>Major Requirements</b>				
MELE 214	Electronics for Audio Engineers	✓		4
JOUR 150	The Media and Society			3
MATH 103	College Algebra			3
PHYS 100	Survey of Physics			3
PHYS 100L	Survey of Physics Lab			1
MELE 101	Survey of Music & Entertainment Business	✓		3
MELE 102	Survey of Recording Technology	✓		3
MELE 103	Modern Music & Theory for the Music & Entertainment Professional			3
MELE 211	Audio Engineering I	✓		4
MELE 212	Digital Audio: Theory and Workstations		✓	3
MELE 213	Studio Production		✓	3
MELE 215	Sound Reinforcement		✓	4
MELE 220	Audio Engineering II			4
MELE 275	Practicum		✓	4
				45
<b>Minimum Credits Required</b>				63

\* Suggested courses for the first through the fourth semester are designated with a "✓".

\*\* General Education Requirements for the AS degree are listed under *DEGREES AND CERTIFICATES*.

**COST OF TEXTBOOKS/SUPPLIES:** The cost for textbooks is approximately \$240.



## OESM - OCCUPATIONAL AND ENVIRONMENTAL SAFETY MANAGEMENT

**LIAISON:** Chulee Grove (845-9434, chulee@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/oesm](http://www.honolulu.hawaii.edu/oesm)

**FACULTY:** Chulee Grove

**PROGRAM MISSION:** The Occupational & Environmental Safety Management program's mission is to:

- Provide the community with affordable, flexible, and up-to-date training on occupational and environmental safety and health.
- Promote workplace health & safety and environmental protection through education and training.



**PROGRAM DESCRIPTION:** Occupational and Environmental Safety and Health is a growing field.

- An October 2011 report from the National Institute for Occupational Safety and Health (NIOSH), Center for Disease Control and Prevention, predicted a shortage of trained safety and health professionals to fill the demand during the next five years.
- A study by the U.S. Bureau of Labor Statistics reported that employment of safety & health practitioners should increase nine percent during the 2006 – 2016 decade.
- The 2010 CNN Money magazine ranked the safety and health profession number twenty-two in its article "The 50 Best Jobs in America".

The two-year OESM program is designed to provide practical training in occupational and environmental safety and health. The curriculum offers a broad background on safety and health program administration, workplace hazard recognition/evaluation/control, emergency preparedness, workers' compensation principles, hazardous chemical risk assessment, and environmental management. Besides an Associate Degree, the program offers a Certificate of Achievement in OESM.

Graduates from the OESM program are qualified to work as occupational safety and health inspectors, safety officers, and environmental technicians in governmental agencies and private industries including construction, healthcare, utilities, transportation, environmental management, insurance, education, etc. Job placement opportunities are announced throughout the year.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the OESM program, students will be able to:

- Recognize and evaluate workplace and environmental hazards.
- Recommend control measures and accident prevention strategies.
- Identify and apply appropriate OSHA/HIOSH and EPA regulatory requirements.
- Analyze proximate and root causes of work-related accidents.
- Develop a written accident prevention and safety management program.
- Conduct training and presentations on occupational/environmental safety and health topics.
- Exercise choices, explain reasons for choices, and analyze potential consequences when dealing with ethical dilemmas concerning health and safety professionals.
- Demonstrate necessary knowledge and skills for employment in the field of occupational and environmental safety and health.

### PROGRAM REQUIREMENTS:

#### Program Prerequisites:

Placement in ENG 100

"C" or higher in MATH 25 or MATH 75X, OR Placement in MATH 100/103/115

#### First Semester

		Certificate of Achievement Credits	Associate in Science Degree Credits
OESM 101	Introduction to Occupational Safety and Health	3	3
OESM 106	Introduction to Environmental Health	3	3

CHEM 105	Environmental Chemistry		4
ENG 100	Composition I		3
BIOL 100	Human Biology		3
		6	16
<b>Second Semester</b>			
OESM 102	Safety and Health Standards, Codes and Regulations	3	3
OESM 104	Occupational-Related Diseases	3	3
OESM Electives *	(must be numbered 100 or higher)		3
ICS 100 or ICS 101	Computing Literacy and Applications Digital Tools for the Information World		3
SP 251	Principles of Effective Public Speaking		3
		6	15
<b>Third Semester</b>			
OESM 105	Introduction to Industrial Hygiene	3	3
OESM 160	Labor and Management Safety Partners	3	3
OESM 210	Safety Program Management	3	3
OESM Electives *	(must be numbered 100 or higher)		6
MATH 115	Introduction to Statistics and Probability		3
		9	18
<b>Fourth Semester</b>			
ENG 209	Business & Managerial Writing		3
OESM 208	Techniques of Industrial Hygiene	3	3
OESM 193V	Cooperative Education		1
OESM Electives *	(must be numbered 100 or higher)		6
PSY 180	Psychology of Work		3
OR FAMR 296	Working with People	3	16
<b>Minimum Credits Required</b>		24	65

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

**COST OF TEXTBOOKS/SUPPLIES:** The cost of supplies and textbooks is approximately \$200-\$400 per semester.



**ADVISORY COMMITTEE:**

Jim Beavers, CSP, President, Jim Beavers, LLC  
 Nira Cooray, CIH, CSP, Principal, Apex Environmental Safety & Health, Inc.  
 Harlan Hashimoto, Ph.D., Environment & Safety Manager, Hawaiian Telcom  
 Tracy Lawson, CSP, CHST, Principal, Lawson & Associates  
 Rusty Niau, Vice President of Human Resources, Grace Pacific Corporation  
 John Ramos, CSP, PE, Safety & Health Manager, Su-Mo Builders, Inc.  
 Jennifer Shishido, CIH, (retired), Former Administrator of the Hawai'i Occupational Safety and Health,  
 Department of Labor and Industrial Relations



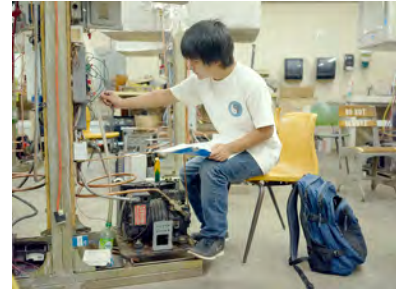
## RAC - REFRIGERATION AND AIR CONDITIONING TECHNOLOGY

**LIAISON:** Allen Tateishi (845-9224, [atateish@hawaii.edu](mailto:atateish@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/rac](http://www.honolulu.hawaii.edu/rac)

**FACULTY:** Steven Chow, Allen Tateishi

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



**PROGRAM DESCRIPTION:** The Refrigeration and Air Conditioning Program prepares students for employment as technicians in the design, operation, service, repair, installation and sales of these systems and equipment. The program combines theory with extensive practical hands-on training designed to simulate the actual work environment and skills needed to excel in this challenging field. Labs afford the student the opportunity to install, repair, and/or operate actual field equipment, such as commercial package and split system A/C; liquid chillers; commercial ice machines; and domestic equipment.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the RAC program, students will be able to:

- Gain employment in the field of refrigeration and air conditioning.
- Demonstrate positive work habits and attitudes.
- Demonstrate knowledge and skills required for the repair and maintenance of air conditioning and refrigeration equipment according to National Standards.

### PROGRAM REQUIREMENTS:

Program Prerequisite or Co-requisite: <i>MATH 50 OR Placement into MATH 150 or higher</i>		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
<i>RAC 21</i>	<i>Basic Refrigeration</i>	12	12
<i>MATH 150</i>	<i>Technical College Mathematics</i>		3
		12	15
<b>Second Semester</b>			
<i>RAC 32</i>	<i>Commercial Refrigeration</i>	12	12
<i>ENG 100</i>	<i>Composition I Advanced Technical Writing</i>		3
		12	15
<b>Third Semester</b>			
<i>RAC 40</i>	<i>Air Conditioning I</i>	12	12
<i>General Education Requirement *</i>			3
		12	15
<b>Fourth Semester</b>			
<i>RAC 50</i>	<i>Air Conditioning II</i>	12	12
<i>General Education Requirement *</i>			3
<i>(Recommended: PSY 180 Psychology of Work)</i>			3
<i>General Education Requirement *</i>			3
		12	18
<b>Minimum Credits Required</b>		48	63

\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

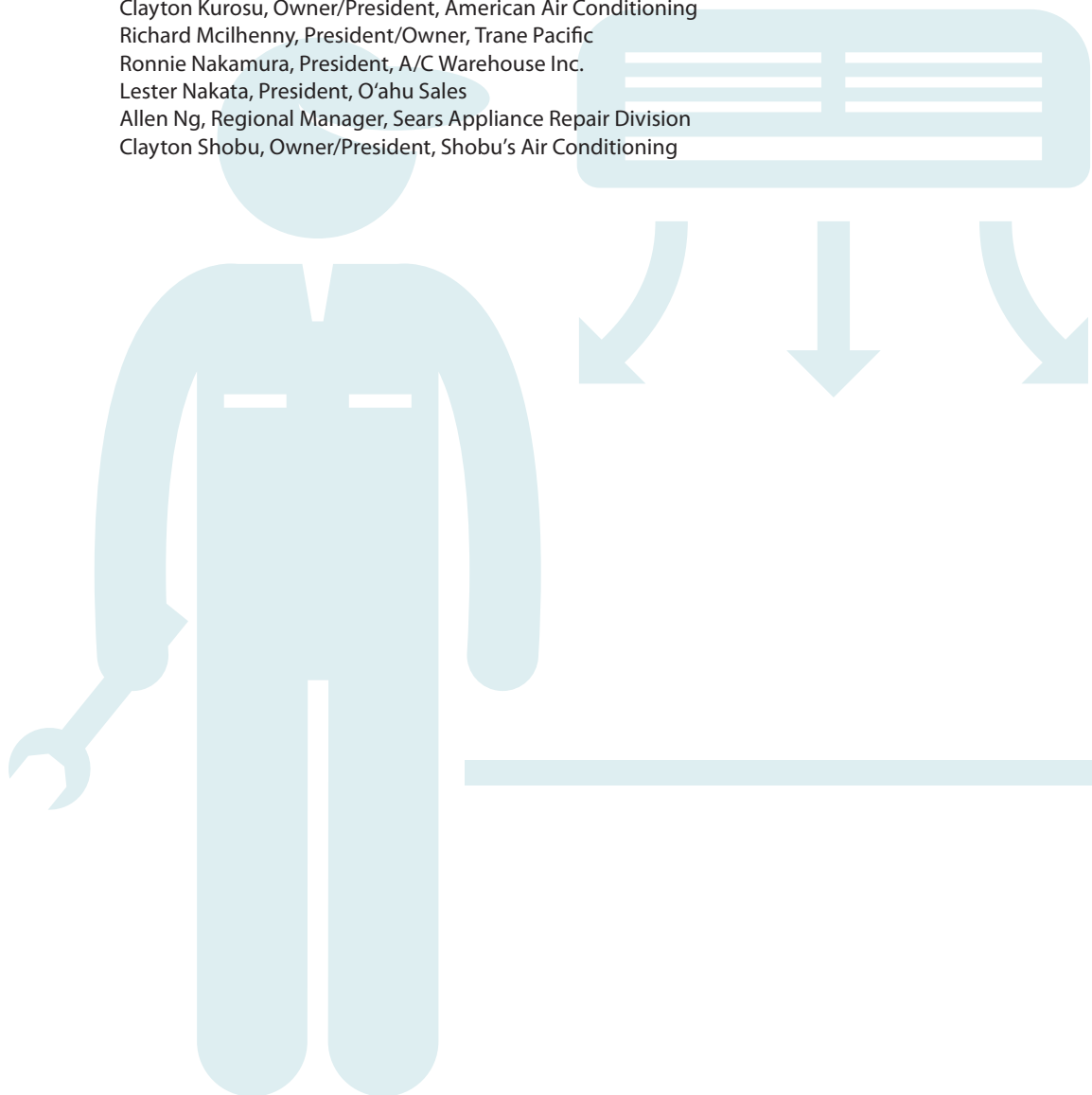
Note: Students must meet the minimum proficiency standards in communication established by Honolulu CC to qualify for the Certificate of Achievement.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of textbooks, supplies, meters, and tools is approximately \$800.



**ADVISORY COMMITTEE:**

John Arizumi, President/Owner, Carrier Hawai'i  
Clayton Kurosu, Owner/President, American Air Conditioning  
Richard McIlhenny, President/Owner, Trane Pacific  
Ronnie Nakamura, President, A/C Warehouse Inc.  
Lester Nakata, President, O'ahu Sales  
Allen Ng, Regional Manager, Sears Appliance Repair Division  
Clayton Shobu, Owner/President, Shobu's Air Conditioning



## SMP - SHEET METAL AND PLASTICS TECHNOLOGY

**LIAISON:** Danny Aiu (845-9237, aiud@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/smp](http://www.honolulu.hawaii.edu/smp)

**FACULTY:** Danny Aiu

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



**PROGRAM DESCRIPTION:** This curriculum is designed to qualify students for entry into the field of sheet metal as apprentices. They will develop skills in fabricating air conditioning ducts; architectural metal work; welding and fabricating plastics; and, pattern development.

**PROGRAM LEARNING OUTCOMES (PLOs):**

Upon successful completion of the SMP program, students will be able to:

- Identify and properly use personal safety equipment.
- Understand the need for safety equipment in the shop and field.
- Show proper use and care of sheet metal hand tools.
- Identify the proper use, care and safety concerns of shop equipment.
- Produce orthographic drawings for items requiring fabrication.
- State the three forms of metal fabrication.
- Produce basic fitting layout using any of the three methods.
- Identify the base rules for order of operation in fabrication.
- Layout, cut, notch, and bend in proper order, various fittings / components using sheet metal and plastic.
- Identify the different gauges of sheet metal, forming methods, and connection processes after lay out.
- Identify and install common fasteners used in sheet metal work.
- Properly mix and apply acids used in soldering.
- Produce soldering joints on galvanized iron.
- Identify Air Conditioner duct work fittings, their uses, connection types, and fabrication methods.
- Explain the use of Short-cut layout methods and when they apply.

**PROGRAM REQUIREMENTS:**

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
<b>First Semester</b>			
<i>SMP 20</i>	<i>Hand Tool and Machine Processes</i>	4	4
<i>SMP 21</i>	<i>Shop Problems</i>	3	3
<i>SMP 22</i>	<i>Fabrication Processes (Architectural)</i>	4	4
<i>SMP 23</i>	<i>Introduction to Surface Development</i>	2	2
<i>MATH 150</i>	<i>Technical College Mathematics</i>		3
		<b>13</b>	<b>16</b>
<b>Second Semester</b>			
<i>SMP 24</i>	<i>Advanced Fabrication Processes (Architectural)</i>	4	4
<i>SMP 25</i>	<i>Air Conditioning Fabrication</i>	4	4
<i>SMP 26</i>	<i>Pattern Development I</i>	2	2
<i>BLPR 22</i>	<i>Blueprint Reading</i>	3	3
<i>ENG 100</i>	<i>Composition I</i>		3

WELD 19	Welding for Trades and Industry (for Non-majors)	3	3
		16	19
<b>Third Semester (See Substitution note below)</b>			
SMP 41	Advanced Air Conditioning Fabrication		4
SMP 43	Pattern Development II		2
General Education Requirement *			3
General Education Requirement *			3
			12
<b>Fourth Semester (See Substitution note below)</b>			
SMP 44	Blow Pipe Fabrication		4
SMP 45	Advanced Fabrication (General)		4
SMP 46	Pattern Development III		2
SMP 49	Advanced Shop Problems		2
General Education Requirement *			3
			15
<b>Minimum Credits Required</b>		29	62

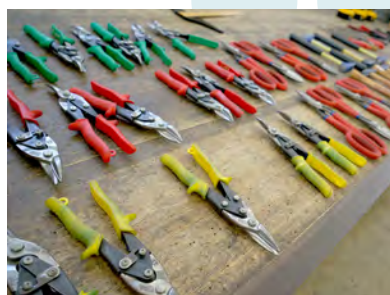
\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

Note: Students must also meet the proficiency requirements in communication established by Honolulu CC to qualify for the Certificate of Achievement.

Note: Second year coursework will be offered if sufficient enrollment exists. (Industry offers employment to students upon completion of first year.)

Substitution: If Honolulu CC does not offer a third or fourth semester course in the normal sequence, Cooperative Education (SMP 93V) will substitute up to the credits of the required course(s) not scheduled.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of tools, instruments, and textbooks is approximately \$625.



**SHEET METAL TRADE ADVISORY COMMITTEE:**

Jackson Cheng, Sheet Metal Contractors Association  
 Roger Nagata, Administrator, Hawai'i Sheet Metal Workers Training Fund  
 Rick V. Paulino, President and Business Representative, SMWIA Local 293  
 Leo Peralta, Training Coordinator, Hawaii Sheet Metal Workers Training Fund  
 Brian Sen, Sheet Metal Contractors Association  
 Arthur Tolentino, Business Manager/ Financial Secretary, SMWIA Local 293

**COLLEGE ADVISORY COMMITTEE:**

Danny Aiu, Instructor, Honolulu CC Sheet Metal and Plastics Program  
 Douglas Boettner, Vice Chancellor of Administrative Services  
 Fumiko Takasugi, Interim Dean of Transportation and Trades Division  
 Erika Lacro, Chancellor  
 Bert Shimabukuro, Division Chair of Transportation and Trades Division

## SMALL VESSEL FABRICATION AND REPAIR (MARR)

**LIAISON:** Bob Perkins (832-3685, rperkins@hawaii.edu)

**WEBSITE:** [programs.honolulu.hawaii.edu/metc](http://programs.honolulu.hawaii.edu/metc) or  
[www.honolulu.hawaii.edu/marr](http://www.honolulu.hawaii.edu/marr)

**ADDRESS:** Marine Education and Training Center, 10 Sand Island Parkway, Honolulu, HI 96819.

**FACULTY:** Mark Keala Kimura, Robert (Bob) Perkins (Director)



**PROGRAM MISSION:** The Small Vessel Fabrication & Repair program's mission is to serve the community as a learning-centered, open door program providing technical training to meet the demands of companies within the small vessel fabrication and repair industry as well as the needs of the individual. An open-exit option allows students to identify their career objectives and participate in program exploration.

### PROGRAM DESCRIPTION:

The Small Vessel Fabrication & Repair program is a two-year Associate in Applied Science program whose main goal is to prepare individuals for employment in the boat maintenance, repair, and manufacturing industries. Students work on a variety of "real world" repair, service and construction projects. Hands-on instruction is provided in composite boat construction and repair, marine woodworking and joinery, lofting, plug and mold construction and marine spray painting systems. Boat yard operation skills are practiced year round including marine straddle-lift operation, crane operation, forklift and hydraulic trailer operation. There are also courses that focus on the rigging, mechanical, plumbing, propulsion, and electrical systems of boats.

The Small Vessel Fabrication and Repair program has just been granted inclusion as one of American Boat and Yacht Council's (ABYC) Marine League Schools, one of less than ten schools in the United States. This very prestigious designation will allow the program to grant ABYC certificates to students who fulfill the requirements of the courses.

The majority of instruction for the program is held at the Marine Education and Training Center (METC) located on Sand Island, Keehi Lagoon, which is a state-of-the-art training facility. The METC ranks as one of the premier training facilities in the United States featuring four large work bays to allow work on vessels up to 45 feet, a concrete pier equipped with two cranes to allow work on vessels in the water, finger piers for removing vessels from the water employing a marine straddle-lift, as well as classroom, laboratory, and office space.

For enrollment in the program, students must be able to climb a twelve-foot ladder onto a vessel's deck, get on the deck, walk around the cabin and descend to the ground in a time period of not more than twice the time it takes the instructor to perform these tasks. The students must be able to jump onto the deck of a boat that is 18 inches below pier level, work in a crouching or standing position for hours at a time, lift 40 pounds from the floor onto a 34 inch high table top, and be physically fit to wear an organic respirator. Each student will be required to obtain a note from a physician stating that the student is capable of wearing an organic respirator. There are many physical demands and hazards in the boat maintenance and repair industry and the program. These include, but are not limited to, occasional heavy lifting, bending, crouching, and working in a cramped position. There will be exposure to woodworking saw blades and cutters, rapidly moving parts, and live electrical circuits. There will also be exposure to resins, solvents, fuel, paints, exhaust fumes, and dust. Students may get cuts, abrasions, burns, aches, and pains.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the Small Vessel Fabrication and Repair/ MARR program, students will be able to:

- Perform tasks in accordance with American Boat and Yacht Council (ABYC) Standards and best practices.
- Secure vessels, safely operate machinery and perform operations associated with dry-docking operations.
- Operate and maintain standard woodshop stationary and portable tools; sharpen, tune, and use standard woodworking hand tools; true wood stock accurately, safely, and efficiently; construct shop fixtures and jigs; and, read, interpret and create blueprints.



- Identify a variety of composite materials, formulate laminate schedules and demonstrate proficiency in laminating techniques, perform standard composite quality control tests, practice quality assurance and safety, and utilize the practical principals of composite-resin chemistry.
- Present a systematic approach to surveying damaged composite vessels and be able to execute marine-quality composite repairs.
- Perform pre-paint preparation and procedures, understand air compressor requirements, utilize common coating application systems, techniques and equipment, and understand and employ multi-component paint systems.
- Fabricate components necessary to build a boat hull from a lofting, practice principals of attaining quality molds, apply spray and manual mold release systems, and calibrate and operate a plural component "chopper gun".
- State the basic operational principals and maintenance of common marine propulsion systems, and perform basic service and troubleshooting of marine engines.
- Perform trouble-shooting and testing of marine circuits, perform installation of electrical components commonly found on a vessel, perform marine battery service, recharging and installation, and understand and employ corrosion control systems.
- Understand State and Federal wastewater discharge regulations and perform installation and maintenance of plumbing components commonly found on a vessel.
- Survey a sailboat's rig including running and standing rigging and perform installation and maintenance of systems commonly found on sailboats rigs.

**PROGRAM REQUIREMENTS:****Recommended Prep:** *IS 20***NOTE: RESPIRATOR USE CLEARANCE ALSO REQUIRED****Certificate of  
Achievement  
Credits****Associate in  
Applied Science  
Degree Credits****First Semester**

MARR 120	Introduction to Marine Technology	1	1
MARR 122	Portable Hand Tools and Machinery	2	2
MARR 124	Introduction to Composite Technology *	3	3
MARR 129	Blueprint Reading for Marine Technicians	2	2
MARR 130	Woodworking	3	3
MARR 142	Introduction to Marine Propulsion	2	2
MATH 150	Technical College Mathematics		3
		13	16

**Second Semester**

MARR 133	Marine Finish Systems	4	4
MARR 152	Introduction to Marine Electrical Systems *	3	3
MARR 153	Introduction to Marine Plumbing Systems*	3	3
MARR 154	Sailboat Rigging	2	2
General Education Requirement – Humanities and Fine Arts **			3
		12	15

**Third Semester**

MARR 221	Boat Hauling Procedures		4
MARR 225	Composite Repair Techniques		3
MARR 231	Yacht Joinery		3
ENG 100	Composition I Advanced Technical Writing		3
HWST 281	Ho'okele I: Hawaiian Astronomy and Weather		3
HWST 281L	Ho'okele I: Hawaiian Astronomy and Weather Lab		1
			17

**Fourth Semester**

MARR 240	Marine Blueprint Reading and Lofting	3
MARR 241	Mold Station Construction	2
MARR 243	Composite Tooling	4
MARR 250	Mold Fabrication	3
MARR 251	Composite Production	3
PSY 180	Psychology of Work	3
		<hr/>
		18
		<hr/>
<b>Minimum Credits Required</b>		25      66

\* Courses having ABYC curriculum (MARR 124, 152, 153) will allow students to sit for the particular ABYC certificate associated with that course.

\*\* General Education requirements for the AAS Degree are listed under *DEGREES & CERTIFICATES*.

**COST OF TEXTBOOKS/SUPPLIES:** The total cost of tools, textbooks, and supplies for the two-year program is approximately \$2,200. Mandatory student membership in the American Boat and Yacht Council (ABYC) - Marine League of Schools, is \$69.95 annually.

**ADVISORY COMMITTEE:**

Susan Boatman, Manager, Port Supply  
 Robin Bond, Hawai'i Ocean Safety Team  
 John Coon, Designer, Tradewinds Marine Services  
 Jim Maynard, Owner, Pacific Diversified Finishes  
 George Norcross, President, Epoxy Sales Hawai'i, Inc.  
 Chris Rauch, Manager, Applied Engineering Navatec  
 Dennis Smith, President, Marine Surveyors and Consultants  
 Larry Stenek, Owner, Art Nelson Sailmakers, Inc.

## WELD - WELDING TECHNOLOGY

**LIAISON:** Jeffery Lane (845-9486, lanejeff@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/weld](http://www.honolulu.hawaii.edu/weld)

**FACULTY:** Jeffery Lane, Jeffrey Schultz

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



**PROGRAM DESCRIPTION:** The Welding curriculum is designed to meet the minimum skill standards established by the American Welding Society (AWS) for entry-level welders. Training is given in both theory and practical skills in the various phases of welding and cutting. This includes arc welding, plasma and air carbon arc cutting, oxyacetylene welding, TIG welding, MIG welding, gas metal and flux core arc welding, welding inspecting testing principles and fabrication techniques. Entry-level welders are employed in a wide range of industries that use welding and welding-related tasks. This range of industries includes small, medium, and large union and non-union facilities. Students have the option of pursuing a Certificate of Achievement or Associate of Applied Science degree.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the WELD program, students will be able to:

- Demonstrates integrity, motivation, dependability and reliability and willingness to learn.
- Demonstrates skills related to applied science, basic computers, applied mathematics/measurements, reading for information, business writing, listening and following directions, locating/using information and speaking/presentation.
- Demonstrates understanding of business fundamentals, teamwork, adaptability/flexibility, marketing and customer focus, planning and organizing, problem solving and decision-making and applied technology.
- Demonstrates competencies in manufacturing process development and design, production, maintenance installation and repair, supply chain logistics, quality assurance/continuous improvement and health and safety.
- Demonstrates welding fundamentals, processes and equipment, materials and metallurgy and welding safety.
- Demonstrates knowledge in safety and health, drawing and symbols, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), Thermal Cutting, Oxygen Fuel Cutting (OFC), Plasma Arc Cutting (PAC), Carbon Arc Cutting (CAC) and Inspection.
- Demonstrates competencies in SMAW, GMAW, FCAW, GTAW, thermal cutting, OFC, PAC, CAC and inspection.

### PROGRAM REQUIREMENTS:

#### Program Prerequisites:

Placement into ENG 100; MATH 50 OR Placement into MATH 150 or higher

Recommended Prep: IS 20

#### First Semester

		Certificate of Achievement Credits	Associate in Applied Science Degree Credits
WELD 52	Introduction to Arc I	3	3
WELD 54	Introduction to Arc II	2	2
WELD 56	Introduction to Arc III	2	2
WELD 58	Introduction to Arc IV	2	2
BLPR 22	Blueprint Reading and Drafting	3	3
	General Education Requirements - Natural Science*		3-4
		12	15-16

**Second Semester**

WELD 60	Advanced Arc Welding I	2	2
WELD 62	Advanced Arc Welding II	3	3
WELD 64	Advanced Arc Welding III	3	3
WELD 66	Plasma and Air Carbon Arc Cutting	1	1
WELD 21	Shop and Hand Tools	2	2
WELD 68	Blueprint Reading for Welders	3	3
MATH 150	Technical College Mathematics		3
		14	17

**Third Semester**

WELD 70	Oxyacetylene Welding I		2
WELD 72	Oxyacetylene Welding II		2
WELD 74	TIG Welding I		2
WELD 76	TIG Welding II		2
WELD 78	Fabrication Techniques		4
ENG 100	Composition I		3
			15

**Fourth Semester**

WELD 80	Gas Metal and Flux Cored Arc Welding		5
WELD 82	Welding Inspection Testing Principles		1
WELD 84	Advanced Fabrication Techniques		4
General Education Requirements *			6
			16
<b>Minimum Credits Required</b>		<b>26</b>	<b>63-64</b>

\* General Education Requirements for the AAS degree are listed under *DEGREES AND CERTIFICATES*.

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

**COST OF TEXTBOOKS/SUPPLIES:** The cost for tools, books, and supplies is approximately \$450.00. Purchases of additional tools and textbooks may be required each semester.

**ADVISORY COMMITTEE:**

Glenn Eugenio, Training Coordinator, Ironworkers Training Office, Local Union 625  
 Melvin McDermott, Owner/Operator, Hawaiian Iron Craft  
 Eugene Paris, Business Manager, Ironworkers Union Local 803  
 Paul Remigio, Industrial Sales, Gaspro Welding



## LIBERAL ARTS DEPARTMENTS, DISCIPLINES AND FACULTY

### General Education in the Curriculum

#### Statement of Philosophy

Honolulu Community College believes in unlimited human potential. The General Education component in all programs is a part of the process that supports individuals by encouraging development in thought, communication, ethical deliberation, creativity, feeling, empathy, adaptability, and awareness by providing foundation skills necessary for successful living in an ever-changing, global environment.

In addition, General Education is a key to solving the problems of surviving and thriving for individuals, communities and nations because it provides a common basis of understanding that fosters collaboration and helps create a human community.

The Honolulu Community College General Education curriculum has comprehensive learning outcomes and ensures that students are able to meet those outcomes. These outcomes include the development of:

- Understanding of the basic content and methodology of major areas of knowledge, including humanities and fine arts, natural sciences, and social sciences.
- Skills necessary to be a productive individual and lifelong learner, which include oral and written communication, information competency, computer literacy, scientific and quantitative reasoning, critical analysis/logical thinking, and the acquisition of knowledge through a variety of means.
- Qualities necessary to be an ethical human being and effective citizen. These include an appreciation of ethical principles, civility and interpersonal skills, respect for cultural diversity, historical and aesthetic sensitivity, and the willingness to assume civic, political and social responsibilities locally, nationally, and globally.

**PROGRAM MISSION:** The mission of the Liberal Arts department is to offer comprehensive educational programs that provide meaningful learning and excellent teaching. The diverse disciplines in Liberal Arts supports an environment that fosters lifelong learning for the success of the individual as well as the community.

### Liberal Arts Departments

#### Humanities

**DIVISION CHAIR:** Karadeen Kam-Kalani (845-9208, [kamkara@hawaii.edu](mailto:kamkara@hawaii.edu))

**FACULTY:** Kara Kam-Kalani, Mieko Matsumoto, Chris Ann Moore, Sharleen Nakamoto-Levine, Mitchell Okamura, David Panisnick, Patrick Patterson, Ronald Pine, Cynthia Smith, David Wong

**EMERITUS FACULTY:** David Cleveland, Norman Hallett, Doric Little, Walter McGoldrick, Barbara Peterson, Alan Yonan

The Humanities Department offers courses in American Studies, Art, Asian Studies, History, Humanities, Music, Philosophy, Religion, Speech and Theater.



## Information and Computer Science

**LIAISON:** John Viera (844-2344, johnav@hawaii.edu)  
Vern Takebayashi (847-9849, takebaya@hawaii.edu)

**FACULTY:** Vern Takebayashi

Although the College does not offer a major in Computer Science, it does offer several courses designed to acquaint students with computer fundamentals and computer programming. The College offers courses that support the Liberal Arts and Pre-Business programs.

## Kūlana Hawai'i (Hawaiian Programs)

**DIVISION CHAIR:** Mark Alapaki Luke, (844-2372, markluke@hawaii.edu)

**FACULTY:** Tiani Akeo-Basques, Paul Kalani Flores, Jerald Kimo Keaulana, Mark Alapaki Luke, Ka'iulani Murphy

Kūlana Hawai'i is comprised of the Nā Papa Hawai'i-Hawaiian Language and Hawaiian Studies Programs, and the Hulili Ke Kukui-Hawaiian Center. Nā Papa Hawai'i offers courses in Hawaiian Language, Hawaiian Studies, Hawaiian plants, Hawaiian Literature, and Voyaging. Hulili Ke Kukui offers comprehensive support services including the Po'i Nā Nalu-Hawaiian Career and Technical Education Program which provides peer assisted English, Math and Physics gateway courses. Kūlana Hawai'i's mission is to perpetuate Hawaiian knowledge and traditional practices.

## Language Arts

**DIVISION CHAIR:** Jeff Stearns (845-9276, stearns@hawaii.edu)

**FACULTY:** April Ching, Brenda Coston, Charlene Gima, Kenneth Quilantang Jr., Brenda Kwon, Michael Leidemann, Jenny Lundahl, Chris McKinney, Conred Maddox, Leah Ortman, Derek Otsuji, Bed Paudyal, Jerry Saviano, Eric Shaffer, Jeff Stearns, Janelle Wells, Shioko Yonezawa

**EMERITUS FACULTY:** Gloria Hooper

The Language Arts Department offers non-credit and credit courses in Composition, Literature, Business Writing, Journalism, Linguistics, Languages, East Asian Languages, and Literature (EALL), and English as a Second Language (ESL). Languages offered include Japanese, Korean, Chinese, Spanish, and American Sign Language.

## Mathematics

**DIVISION CHAIR:** Brent K. Rubio (845-9491, brubio@hawaii.edu)

**FACULTY:** Ruth Bajor, Sterling Foster, Michael Kaczmariski, Ming Jing (Coco) Chi, Clarise Ikeno, Femar Lee, Sang (Mike) Lee, Steven Mandraccia, Gretel Sia

**EMERITUS FACULTY:** Alice Bertram, Jim Reeder

Students planning to take courses in Mathematics at Honolulu Community College should be aware that the courses are arranged in a definite sequence, with each course either serving as preparation for a succeeding course or as a final course in one part of the sequence. To help the student better visualize this sequence, a schematic is presented in the "Course Descriptions" section of the catalog under Mathematics. Specific prerequisites also are listed in the Course Descriptions section. A grade of "C" or higher in prerequisite courses is required.

## Natural Sciences

**DIVISION CHAIR:** Brent K. Rubio (845-9491, brubio@hawaii.edu)

**FACULTY:** Shidong Kan, Mario Mediati, Michelle Nathan, Brent Rubio, Paul Sherard, Kerry Tanimoto, Hsin-I Tong

The Natural Sciences Department offers courses in Astronomy, Biochemistry, Biology, Botany, Chemistry, Engineering, Geology and Geophysics, Meteorology, Microbiology, Oceanography, Physics, General Science and Zoology.

## Social Sciences

**DIVISION CHAIR:** Karadeen Kam-Kalani (845-9208, kamkara@hawaii.edu)

**FACULTY:** John DeLay, Coty Gonzales, Lena Low, Fumiko Takasugi,

The Social Sciences Department offers courses in Anthropology, Economics, Geography, Political Science, Psychology, Social Science, Sociology and Women's Studies.

## Liberal Arts Degree Programs

### HAWAIIAN STUDIES (HWST)

**LIAISON:** Mark Alapaki Luke (844-2372, markluke@hawaii.edu)

**OFFICE:** Building 7-517

**FACULTY:** Tiani Akeo-Basques, Paul Kalani Flores, Jerald Kimo Keaulana, Mark Alapaki Luke, Ka'iulani Murphy

**PROGRAM MISSION:** Provide an opportunity for students to gain an understanding and knowledge of the host culture of Hawai'i, the Native Hawaiian language, culture and values.



**PROGRAM DESCRIPTION:** The Hawaiian Studies Associate in Arts will provide pathways, support, and recognition for students who are pursuing an AA at Honolulu Community College which is a two-year liberal arts degree that provides students with, 1) skills and perspectives fundamental to undertaking higher education; and, 2) a broad exposure to different domains of academic knowledge. This program will also ensure that students will enter a baccalaureate Hawaiian Studies program with the skills and knowledge required to promote success in the Hawaiian Studies major. The AA in Hawaiian Studies has comparable foundation, and diversification requirements to the Honolulu CC AA in Liberal Arts. It includes an expanded set of graduation requirements that, 1) provides students with a foundational introduction to the study of Hawaiian knowledge, cultural understanding, and values through exposure to origins, language, environment, craft, history, politics and culture; and, 2) supports the development and training of students toward the use of Hawaiian based knowledge and methods in the workforce and other areas of inquiry such as science, humanities, the arts, social sciences, and other professional endeavors.

**PROGRAM STUDENT LEARNING OUTCOMES (SLO):** Upon successful completion of the AA in Hawaiian Studies, students will be able to:

- Demonstrate competency in spoken and written Hawaiian language at an intermediate level and show a familiarity with the oral traditions and written literature of Hawai'i.
- Identify elements of the geology and geography of Hawai'i and the role of Hawaiian culture in understanding the 'āina (land/earth).
- Demonstrate an understanding of the complex cultural, political and social history of Hawai'i and its impact on contemporary issues.
- Recognize, analyze, evaluate and work to solve contemporary economic, political and social problems in Hawai'i.
- Utilize the Hawaiian understanding of ethics, philosophy, religion, and the worldview in solving contemporary issues.

#### PROGRAM REQUIREMENTS: HAWAIIAN STUDIES AA DEGREE - 'ŌLELO HAWAI'I CONCENTRATION

Program Prerequisites: ENG 100 + ENG 100T or ESL 13 & 14, OR Placement in ENG 100 + ENG 100S or ESL 23, or higher		Suggested Semester*				Associate in Arts Degree Credits
		1	2	3	4	
<b>Core Requirements***:</b>						
HAW 101 and HAW 102 and HAW 201 and HAW 202	Elementary Hawaiian I Elementary Hawaiian II Intermediate Hawaiian I Intermediate Hawaiian II	✓	✓	✓	✓	4 4 4 4
HWST 107	Hawai'i: Center of the Pacific (DH)	✓				3
BOT 105 or HWST 105	Mea Kanu: Hawaiian Plants and Their Uses (DS) Mea Kanu: Hawaiian Plants and Their Uses (DS)		✓			3
HWST 270	Hawaiian Mythology (DL)			✓		3
						25
<b>Electives***</b>						
Choose 4-5 credits from the following Electives:				✓	✓	4-5
HAW 261	Hawaiian Literature in English (3) DL					

HWST 110 and HWST 110L	Wa'a Ho'okele: Hawaiian Sailing Canoes (3) DH Wa'a Ho'okele: Hawaiian Sailing Canoes Lab (1)
HWST 212	Hula 'Ōlapa: Traditional Hawaiian Dance (3)
HWST 281 and HWST 281L	Ho'okele I: Hawaiian Astronomy and Weather (3) DP Ho'okele I: Hawaiian Astronomy and Weather Lab (1) DY
HWST 282 and HWST 282L	Ho'okele II: Hawaiian Navigation (3) DH Ho'okele II: Hawaiian Navigation Lab (1) DH
HWST 284	He Moku He Wa'a: The Island is a Canoe (3)
HWST 285	La'au Lapa'au: Hawaiian Medicinal Herbs (4) DH
BOT 130 and BOT 130L	Plants in the Hawaiian Environment (3) DB Plants in the Hawaiian Environment Laboratory (1) DY
GEOG 122	Geography of Hawai'i (3) DS
GG 103	Geology of the Hawaiian Islands (3) DP
POLS 180	Introduction to Hawai'i Politics (3) DS

4-5

**Foundations Requirements \*\***

ENG 100	Composition I (FW)	✓				3
	Quantitative Reasoning (FQ); 3 credits, MATH 100, 103, 115, 135, 140, 203, 241 PHIL 111		✓			3
	Global & Multicultural Perspectives (2 courses) FG			✓	✓	6

12

**Diversification Requirements \*\***

(Students may choose from the HWST AA Electives to fulfill  
Diversification requirements.)

Choose 6 credits from 2 different groups:

*The Arts (DA)*  
*Humanities (DH)*  
*Literature and Language (DL)*  
*Speech (1 course required)*

6

Choose 7 credits from 3 different groups:

*Natural Science: Biological Science (3) DB*  
*Natural Science: Physical Science (3) DP*  
*Natural Science Laboratory (1) DY*

7

Choose 6 credits from 2 different disciplines:

*Social Science (DS)*

6

Recommended Focus sections to include above:

*1 Writing Intensive (WI)*  
*1 Contemporary Ethical Issues (HCC-E)*  
*(i.e. PHIL 101, POLS 120, REL 151, WS 151)*

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**Minimum Credits Required**

60-61

\* Suggested courses for the first through the fourth semester are designated with a "✓".

\*\* General Education Requirements for the AA degree are listed under *DEGREES AND CERTIFICATES*.

\*\*\* A grade of "C" or higher must be earned in all program- required courses and electives.

**PROGRAM REQUIREMENTS: HAWAIIAN STUDIES AA DEGREE - HO'okele CONCENTRATION**
**Program Prerequisites:**

ENG 100 + ENG 100T or ESL 13 & 14, OR Placement in ENG 100 + ENG 100S or ESL 23,  
or higher

**Suggested Semester \***
**Associate**
**in Arts  
Degree Credits**
**Core Requirements:\*\*\***

HAW 101 and HAW 102	Elementary Hawaiian I Elementary Hawaiian II	✓	✓			4 4
HWST 107	Hawai'i: Center of the Pacific (DH)	✓				3
HWST 281 and HWST 281L	Ho'okele I: Hawaiian Astronomy and Weather (3) DP Ho'okele I: Hawaiian Astronomy and Weather Lab (1) DY					3 1

HWST 282	Ho'okele II: Hawaiian Navigation (3) DH				3
and HWST 282L	Ho'okele II: Hawaiian Navigation Lab (1) DH				1
BOT 105 or HWST 105	Mea Kanu: Hawaiian Plants and Their Uses (DS)	✓			3
HWST 270	Hawaiian Mythology (DL)		✓		3
					25
<b>Electives **</b>					
Choose 4-5 credits from the following Electives:		✓	✓		4-5
HAW 201	Intermediate Hawaiian I				
HAW 202	Intermediate Hawaiian II				
HAW 261	Hawaiian Literature in English (3) DL				
HWST 110 and HWST 110L	Wa'a Ho'okele: Hawaiian Sailing Canoes (3) DH				
	Wa'a Ho'okele: Hawaiian Sailing Canoes Lab (1)				
HWST 212	Hula 'Ōlapa: Traditional Hawaiian Dance (3) DA				
HWST 284	He Moku He Wa'a: The Island is a Canoe (3)				
HWST 285	La'au Lapa'au: Hawaiian Medicinal Herbs (4) DH				
BOT 130 and BOT 130L	Plants in the Hawaiian Environment (3) DB				
	Plants in the Hawaiian Environment Laboratory (1) DY				
GEOG 122	Geography of Hawai'i (3) DS				
GG 103	Geology of the Hawaiian Islands (3) DP				
POLS 180	Introduction to Hawai'i Politics (3) DS				
					4-5
<b>Foundations Requirements **</b>					
ENG 100	Composition I (FW)	✓			3
Symbolic Reasoning (FS); 3 credits, MATH 100, 103, 115, 135, 140, 203, 205			✓		3
PHIL 110					
Global & Multicultural Perspectives (2 courses) FG			✓	✓	6
					12
<b>Diversification Requirements **</b>					
(Students may choose from the HWST AA Electives to fulfill Diversification requirements.)					
Choose 6 credits from 2 different groups:		✓	✓	✓	6
The Arts (DA)					
Humanities (DH)					
Literature and Language (DL)					
Speech (1 course required)					
Choose 7 credits from 3 different groups:		✓	✓	✓	7
Natural Science: Biological Science (3) DB					
Natural Science: Physical Science (3) DP					
Natural Science Laboratory (1) DY					
Choose 6 credits from 2 different disciplines:		✓	✓	✓	6
Social Science (DS)					
Recommended Focus sections to include above:		✓	✓	✓	
1 Writing Intensive (WI)					
1 Contemporary Ethical Issues (HCC-E)					
(i.e. PHIL 101, POLS 120, REL 151, WS 151)					
					19
<b>Minimum Credits Required</b>					60-61

\* Suggested courses for the first through the fourth semester are designated with a "✓".

\*\* General Education Requirements for the AA degree are listed under *DEGREES AND CERTIFICATES*.

\*\*\* A grade of "C" or higher must be earned in all program- required courses and electives.

## NATURAL SCIENCES (NS)

**LIAISON:** Brent K. Rubio (845-9491, brubio@hawaii.edu)

**FACULTY:** Liberal Arts Faculty in Math, Sciences and other disciplines

**PROGRAM MISSION:** The Associate of Science in Natural Sciences degree program will prepare students to transfer to baccalaureate STEM (Science, Technology, Engineering and Mathematics) programs with recognized and supported pathways.

**PROGRAM DESCRIPTION:** The Associate of Science in Natural Sciences (AS-NS) degree is designed for students planning to transfer to a science, technology, engineering or mathematics (STEM) baccalaureate degree program at a four-year institution in Hawai'i or on the U.S. mainland.

**PROGRAM LEARNING OUTCOMES (PLOs):** Upon successful completion of the AS in Natural Sciences, students will be able to:

- Analyze data effectively using the most currently available technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen field of study, such as biology, chemistry, geology, and engineering.

### PROGRAM REQUIREMENTS: NATURAL SCIENCE AS DEGREE - BIOLOGICAL SCIENCES CONCENTRATION

#### Program Prerequisites:

ENG 100 or ESL 23, OR Placement in ENG 100;

MATH 25 or Placement in MATH 103

#### Recommended Prep:

Summer Bridge program to complete MATH 103 prior to program entry

Associate of  
Science  
Degree Credits

#### General Education Courses

##### Foundations Requirements \*\*

ENG 100	Composition I (FW)	3
MATH 103	College Algebra (FQ)	3
Two courses from FGA, FGB, FGC		6

##### Diversification Requirements \*\*

Select three Diversification courses below; two courses should also satisfy the Writing Intensive (WI) Focus Requirement, and one course should also satisfy the HAP Focus Requirement.

Select an additional 3 credits if the DB/DP course is used to fulfill an Elective requirement, to satisfy the total minimum of 60 credits required for this degree.

One course from DA, DH, DL	3
One course from DS	3
One course from DB or DP	3
	<hr/>
	21

#### Core Requirements\*

BIOL 171	Introduction to Biology I	3
BIOL 171L	Introduction to Biology I Lab	1
BIOL 172	Introduction to Biology II	3
BIOL 172L	Introduction to Biology II Lab	1
CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry I Lab	1
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
MATH 241	Calculus I	4
PHYS 151 or PHYS 170	College Physics I General Physics I	3-4





PHYS 151L or PHYS 170L	College Physics I Lab General Physics I Lab	1
PHYS 152 or PHYS 272	College Physics II General Physics II	3
PHYS 152L or PHYS 272L	College Physics II Lab General Physics II Lab	1
		28-29
<b>Electives*</b>		
Choose 10-15 credits from the following electives, appropriate to Degree Concentration and intended baccalaureate pathway:		10-15
AG 100	Introduction to Agricultural Sciences (3)	
AG 199	Special Topics in Agriculture (1)	
BIOC 141	Fundamentals of Biochemistry (3)	
BIOC 142	Elements of Biochemistry (3)	
BIOL 123	Hawaiian Environmental Science (3)	
BIOL 124	Environment and Ecology (3)	
BIOL 124L	Environment and Ecology Lab (1)	
BOT 101	General Botany (3)	
BOT 101L	General Botany Lab (1)	
BOT/HWST 105	Mea Kanu: Hawaiian Plants and their Uses (3)	
BOT 130	Plants in the Hawaiian Environment (3)	
BOT 130L	Plants in the Hawaiian Environment Lab (1)	
GEOG 101	The Natural Environment (3)	
GEOG 101L	The Natural Environment Lab (1)	
GG 101	Introduction to Geology (3)	
GG 101L	Introductory Geology Lab (1)	
GG 103	Geology of the Hawaiian Islands (3)	
ATMO 101	Introduction to Meteorology (3)	
ATMO 101L	Introduction to Meteorology Lab (1)	
MICR 130	General Microbiology (3)	
MICR 140L	General Microbiology Lab (2)	
OCN 201	Science of the Sea (3)	
OCN 201L	Science of the Sea Lab (1)	
ZOOL 101	Principles of Zoology (4)	
ZOOL 200	Marine Biology (3)	
ZOOL 200L	Marine Biology Lab (1)	
		10-15
<b>Minimum Credits Required</b>		<b>60</b>

\* A grade of "C" or higher must be earned in all program-required courses and science electives; minimum 2.0 GPA.

\*\* General Education Requirements for the AA degree are listed under *DEGREES AND CERTIFICATES*.

#### **PROGRAM REQUIREMENTS: NATURAL SCIENCE AS DEGREE - PHYSICAL SCIENCES CONCENTRATION**

##### **Program Prerequisites:**

ENG 100 or ESL 23, OR Placement in ENG 100;

MATH 25 or Placement in MATH 103

##### **Recommended Prep:**

Summer Bridge program to complete MATH 103 prior to program entry

Associate of  
Science  
Degree Credits

##### **General Education Courses**

Foundations Requirements \*\*

ENG 100      Composition I (FW)

3

MATH 103	College Algebra (FQ)	3
Two courses from FGA, FGB, FGC		6

**Diversification Requirements \*\***

Select three Diversification courses below; two courses should also satisfy the Writing Intensive (WI) Focus Requirement, and one course should also satisfy the HAP Focus Requirement.

Select an additional 3 credits if the DB/DP course is used to fulfill an Elective requirement, to satisfy the total minimum of 60 credits required for this degree.

One course from DA, DH, DL	3
One course from DS	3
One course from DB or DP	3

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**Core Requirements\***

CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry I Lab	1
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
MATH 241	Calculus I	4
MATH 242	Calculus II	4
PHYS 151 or PHYS 170	College Physics I General Physics I	3-4
PHYS 151L or PHYS 170L	College Physics I Lab General Physics I Lab	1
PHYS 152 or PHYS 272	College Physics II General Physics II	3
PHYS 152L or PHYS 272L	College Physics II Lab General Physics II Lab	1

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 24-25
**Electives\***

Choose 10-15 credits from the following electives, appropriate to Degree Concentration and intended baccalaureate pathway:

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 10-15

AG 100	Introduction to Agricultural Sciences (3)
AG 199	Special Topics in Agriculture (1)
ATMO 101	Introduction to Meteorology (3)
ATMO 101L	Introduction to Meteorology Lab (1)
BIOC 141	Fundamentals of Biochemistry (3)
BIOC 142	Elements of Biochemistry (3)
BIOL 123	Hawaiian Environmental Science (3)
BIOL 124	Environment and Ecology (3)
BIOL 124L	Environment and Ecology Lab (1)
BOT 101	General Botany (3)
BOT 101L	General Botany Lab (1)
BOT/HWST 105	Mea Kanu: Hawaiian Plants and their Uses (3)
BOT 130	Plants in the Hawaiian Environment (3)
BOT 130L	Plants in the Hawaiian Environment Lab (1)
GEOG 101	The Natural Environment (3)
GEOG 101L	The Natural Environment Lab (1)
GG 101	Introduction to Geology (3)
GG 101L	Introductory Geology Lab (1)
GG 103	Geology of the Hawaiian Islands (3)
MICR 130	General Microbiology (3)
MICR 140L	General Microbiology Lab (2)
OCN 201	Science of the Sea (3)
OCN 201L	Science of the Sea Lab (1)
ZOOL 101	Principles of Zoology (4)

ZOOL 200	Marine Biology (3)	
ZOOL 200L	Marine Biology Lab (1)	
		10-15
Minimum Credits Required		60

- \* A grade of "C" or higher must be earned in all program-required courses and science electives; minimum 2.0 GPA.
- \*\* General Education Requirements for the AA degree are listed under *DEGREES AND CERTIFICATES*.

**COST OF TEXTBOOKS/SUPPLIES:** The cost of textbooks and supplies is approximately \$300 per semester for full-time students.

# PROGRAM REQUIREMENTS: NATURAL SCIENCE AS DEGREE - ENGINEERING CONCENTRATION

## Program Prerequisites:

ENG 100 or ESL 23, OR Placement in ENG 100;

MATH 25 or Placement in MATH 103

## Recommended Prep:

Summer Bridge program to complete MATH 103 prior to program entry

Associate of  
Science  
Degree Credits

## General Education Courses

### Foundations Requirements \*\*

ENG 100	Composition I (FW)	3
MATH 241	Calculus I (FQ)	4
Two courses from FGA, FGB, FGC		6

### Diversification Requirements \*\*

Select three Diversification courses below; two courses should also satisfy the Writing Intensive (WI) Focus Requirement, and one course should also satisfy the HAP Focus Requirement.

Select an additional 3 credits if the DB/DP course is used to fulfill an Elective requirement, to satisfy the total minimum of 60 credits required for this degree.

One course from DA, DH, DL		3
One course from DS		3
One course from DB or DP		3
		23

## Core Requirements\*

CHEM 161	General Chemistry I	3
CHEM 161L	General Chemistry I Lab	1
CHEM 162	General Chemistry II	3
EE 150	Introduction to Computer Programming Methods	3
MATH 242	Calculus II	4
MATH 243	Calculus III	4
MATH 244	Calculus IV	4
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1
CE 270 or EE 211	Applied Mechanics I (Statics) (3) Basics Circuit Analysis I (4)	3 or 4
		34-35

**Electives\***

Choose 3-4 credits from the following electives, appropriate to Degree Concentration and intended baccalaureate pathway: (\*\*\*) indicates strongly recommended courses)

3-4

AG 100	Introduction to Agricultural Sciences (3)
ATMO 101	Introduction to Meteorology (3)
ATMO 101L	Introduction to Meteorology Lab (1)
BIOC 141	Fundamentals of Biochemistry (3)
BIOC 142	Elements of Biochemistry (3)
BIOL 123	Hawaiian Environmental Science (3)
BIOL 124	Environment and Ecology (3)
BIOL 124L	Environment and Ecology Lab (1)
BOT 101	General Botany (3)
BOT 101L	General Botany Lab (1)
BOT/HWST 105	Mea Kanu: Hawaiian Plants and their Uses (3)
BOT 130	Plants in the Hawaiian Environment (3)
BOT 130L	Plants in the Hawaiian Environment Lab (1)
CE 270***	Applied Mechanics I (Statics) (3)
CE 271***	Applied Mechanics II (Dynamics) (3)
EE 211***	Basics Circuit Analysis I (4)
EE 213***	Basics Circuit Analysis II (4)
GEOG 101	The Natural Environment (3)
GEOG 101L	The Natural Environment Lab (1)
GG 101	Introduction to Geology (3)
GG 101L	Introductory Geology Lab (1)
GG 103	Geology of the Hawaiian Islands (3)
ICS 111	Introduction to Computer Science I - Java (4)
MICR 130	General Microbiology (3)
MICR 140L	General Microbiology Lab (2)
OCN 201	Science of the Sea (3)
OCN 201L	Science of the Sea Lab (1)
PHYS 151	College Physics I (3)
PHYS 151L	College Physics I Lab (3)
PHYS 152	College Physics II (3)
PHYS 152L	College Physics II Lab (1)
PHYS 274***	General Physics III (3)
ZOOL 101	Principles of Zoology (4)
ZOOL 200	Marine Biology (3)
ZOOL 200L	Marine Biology Lab (1)

3-4

**Minimum Credits Required**

60

\* A grade of "C" or higher must be earned in all program-required courses and science electives; minimum 2.0 GPA.

\*\* General Education Requirements for the AA degree are listed under *DEGREES AND CERTIFICATES*.



## Liberal Arts Academic Subject Certificates

### ASIAN STUDIES

**LIAISON:** Patrick Patterson (845-9417, ppatters@hawaii.edu)

**DESCRIPTION:** Honolulu Community College offers students the opportunity to study the cultures of Asia in an interdisciplinary program leading to an Academic Subject Certificate in Asian Studies. This academic credential is included on student transcripts and can be the first step toward employment in a variety of professional and academic fields related directly or indirectly to Asia.



To receive this credential, the student must complete 30 credits of Asian Studies-related academic coursework. In addition, a student must show proficiency in an Asian language equivalent to or better than having finished the second semester of a first year college language course (i.e. JPN 102). A student can show proficiency through a transcript showing the student has finished the first year of an Asian Language course with a grade of "C" or higher, or by providing a certificate or letter showing the results of a placement test at a recognized university or college language testing facility. Native speakers of an Asian language can show proficiency by certifying their native speaker status. A grade of "C" or higher must be earned for all courses required in the certificate.

#### REQUIREMENTS: ASIAN STUDIES ACADEMIC SUBJECT CERTIFICATE \*

		Academic Subject Certificate
<b>General Education AA Foundation Requirements</b>		
Written Communication		
ENG 100	Composition (3)	3
Quantitative Reasoning		
MATH 100	Survey of Mathematics (3)	3-4
or MATH 115	Introduction to Statistics and Probability (3)	
or MATH 135	Precalculus: Elementary Functions (3)	
or MATH 140	Precalculus: Trigonometry and Analytic Geometry (3)	
or MATH 203	Calculus for Business and Social Sciences (3)	
or MATH 241	Calculus I (4)	
or PHIL 111	Introduction to Logic (3)	
Global and Multicultural Perspectives		
HIST 151	World History to 1500 (3)	6
HIST 152	World History since 1500 (3)	
REL 150	Introduction to the World's Major Religions (3)	
		12-13
<b>General Education AA Diversification Requirements</b>		
Arts, Humanities, and Literatures		
ASAN 201	Introduction to Asian Studies: East Asia (3)	3
ASAN 202	Introduction to Asian Studies: South/South East Asia (3)	3
EALL 271 (ENG 271)	Japanese Literature in Translation (Traditional) (3)	3
or EALL 272 (ENG 272)	Japanese Literature in Translation (Modern) (3)	
or ENG 257M	Cross-Cultural Perspectives (3)	
ASAN 100	Cross-Cultural Perception and Awareness (3)	3
Social Sciences		
ANTH 200	Cultural Anthropology (3)	3
or POLS 120	Introduction to World Politics (3)	
		15
Electives: (Select 3 credits from the courses below)		3



ASAN 250/ POLS 250	<i>Asian Politics Since 1900 (3)</i>
HIST 241	<i>Civilizations of Asia I (3)</i>
HIST 242	<i>Civilizations of Asia II (3)</i>
HIST 246	<i>The Vietnam War (3)</i>
PHIL 102	<i>Introduction to Philosophy: Asian Tradition (3)</i>
REL 203	<i>Understanding Chinese Religions (3)</i>
REL 204	<i>Understanding Japanese Religions (3)</i>
REL 207	<i>Understanding Buddhism (3)</i>
SOC 212	<i>Introduction to the Sociology of Japan (3)</i>

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3

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**Minimum Credits Required**

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30-31

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\* A grade of "C" or higher must be earned for all courses required in the certificate.

Note: Students must also show proficiency in an Asian language equivalent to or better than having finished the second semester of a second year college language course (i.e. JPN 202).



## COMMUNICATION

**LIAISON:** Kara Kam-Kalani (845-9208, kamkara@hawaii.edu)

**DESCRIPTION:** Honolulu Community College offers its students the opportunity to study Communication in a program leading to an Academic Subject Certificate in Communication. This academic credential is included on student transcripts and can be the first step toward employment in a variety of professional and academic fields related directly or indirectly to Communication.

To receive this credential, the student must complete courses in Communication, Journalism, Public Relations and Speech.

A grade of "B" or higher must be earned in COM 201, and a grade of "C" or higher must be earned for all other courses required in the certificate.

### REQUIREMENTS: COMMUNICATION ACADEMIC SUBJECT CERTIFICATE \*

		Academic Subject Certificate
<b>Core Requirements</b>		
JOUR 150	<i>The Media and Society</i>	3
COM 201	<i>Introduction to Communication</i>	3
SP 151	<i>Personal and Public Speech</i>	3
SP 251	<i>Principles of Effective Public Speaking</i>	3
JOUR 205	<i>Newswriting</i>	3
JOUR 230	<i>Public Relations</i>	3
		<hr/> 18
<b>Electives</b>		
Choose 4-6 credits from the following Electives:		4-6
JOUR 206	<i>News Editing (3)</i>	
JOUR 285	<i>Newspaper Laboratory (1-3)</i>	
SP 253	<i>Argumentation and Debate (3)</i>	
SP 290	<i>Interviewing (3)</i>	
SP 170 (UHM)	<i>Introduction to Nonverbal Communication (3)</i>	
SP 181 (UHM, KCC)	<i>Introduction to Interpersonal Communication (3)</i>	
SP 185 (UHM)	<i>Multicultural Communication Skills (3)</i>	
<b>Minimum Credits Required</b>		<hr/> 22-24

\* A grade of "B" or higher must be earned in COM 201, and a grade of "C" or higher must be earned for all other courses required in the certificate.



## PSYCHOLOGY

**LIAISON:** Coty Gonzales (845-9252, coty@hawaii.edu)

**DESCRIPTION:** Honolulu Community College offers its students the opportunity to study Psychology in a program leading to an Academic Subject Certificate in Psychology. This academic credential is included on student transcripts and can be the first step toward employment in a variety of professional and academic fields related directly or indirectly to Psychology.

To receive this credential, students must complete Survey of Psychology, Survey of Research Methods, Statistical Techniques, and one course each from three of four Foundation areas: Experimental, Psychobiology, Developmental, and Social or Personality. In addition, students must complete one elective course in Psychology. A grade of "C" or higher must be earned for all courses required in the certificate.



### REQUIREMENTS: PSYCHOLOGY ACADEMIC SUBJECT CERTIFICATE \*

	Academic Subject Certificate
<b>Core Requirements</b>	
PSY 100 <i>Survey of Psychology</i>	3
PSY 212 <i>Survey of Research Methods</i>	3
PSY 225 <i>Statistical Techniques</i>	3
	<hr/> 9
<b>One Course from three of four Psychology Foundation Areas:</b>	9
Experimental	
PSY 220 <i>Behavioral Psychology (3)</i>	
Psychobiology	
PSY 230 <i>Introduction to Psychobiology (3)</i>	
Developmental	
PSY 240 <i>Developmental Psychology (3)</i>	
Social or Personality	
PSY 250 <i>Social Psychology (3)</i>	
or PSY 260 <i>Psychology of Personality (3)</i>	
<b>Electives</b>	
Choose 3 credits from the following Electives: (Elective courses may also include any Psychology course not taken to fulfill the Psychology Foundation Area requirement.)	3
PSY 180 <i>Psychology of Work (3)</i>	
PSY 270 <i>Introduction to Clinical Psychology (3)</i>	
<b>Minimum Credits Required</b>	<hr/> 21

\* A grade of "C" or higher must be earned for all courses required in the certificate.  
At least 12 credits applied to the certificate must be completed at Honolulu Community College.





## SUMMER ACADEMIES



*Summer Academies not only exposes high school students to varied industries, but it gives them a unique opportunity to experience a college level learning environment," explains Honolulu CC Chancellor Erika Lacro. "We are teaching them transferable skills that will translate in any workplace."*

## **SPECIAL PROGRAMS & COURSES**

**APPRENTICESHIP & JOURNEYWORKER TRAINING**

**CONSTRUCTION ACADEMY**

**CONTINUING EDUCATION & TRAINING**

**COOPERATIVE EDUCATION**

**DISTANCE EDUCATION**

**EMERITUS COLLEGE**

**EXPERIMENTAL COURSES**

**FUJIO MATSUDA TECHNOLOGY TRAINING & EDUCATION CENTER**

**INTRODUCTION TO COLLEGE ENGLISH (ICE)**

**JUMP START PROGRAM**

**LEARNING COMMUNITY**

**MARINE OPTION CERTIFICATE PROGRAM**

**OFF-CAMPUS EDUCATION PROGRAM**

**PACIFIC CENTER FOR ADVANCED**

**TECHNOLOGY TRAINING (PCATT)**

**PEARL HARBOR APPRENTICESHIP TRAINING**

**ROTC CLASSES**

**RUNNING START/DUAL ENROLLMENT**

**SERVICE LEARNING COURSES**

**SPECIAL STUDIES**



**SPECIAL PROGRAMS & COURSES**



## SPECIAL PROGRAMS & COURSES

### APPRENTICESHIP & JOURNEY WORKER TRAINING

**COORDINATORS:** James Niino (jniino@hawaii.edu)  
Guy Shibayama (guyts@hawaii.edu)

**PHONE:** 845-9245

**WEBSITE:** [www.honolulu.hawaii.edu/apprenticeship](http://www.honolulu.hawaii.edu/apprenticeship)

The Apprenticeship Training program provides related instruction to those on O'ahu who are apprenticing in various construction and mechanical trades. In addition, training opportunities may be offered to journey workers to upgrade their skills and obtain job-related certifications.

Upon completion of an approved apprenticeship program, work process and related instruction hours may be applied to an Associate degree. (See Applied Trades Program).

Courses are offered during weekday evenings and Saturday mornings in the following occupational areas:



Boilermaker	Drywall Taper	Painter
Bricklayer Mason	Electrician	Plasterer
Building Maintenance (Hotel Workers)	Elevator Constructor	Plumber
Carpenter	Fire Sprinkler Fitter	Refrigeration & Air Conditioning Fitter
Cement Finisher	Floor Layer	Roofer
Ceramic Tile Setter	Glazier	Sheet Metal Worker
City and County Water Supply	Heat/Frost Insulator & Allied Workers	Steam Fitter Welder
City and County Waste Water	Ironworker (Fabricator)	Telecommunications Installer/Technician
City and County Electrical Maintenance	Ironworker (Reinforcing Steel)	
Construction Craft Laborer	Ironworker (Structural)	
Drywall, Acoustic and Lathe Workers	Operating Engineer	

(See also Pearl Harbor Apprenticeship Training in this section)

**COST OF TEXTBOOKS/SUPPLIES:** Varies by apprenticeship program.

**ADVISORY COMMITTEE:**

Apprenticeship programs are guided by their individual Apprenticeship Committees. These committees identify the knowledge and skills needed in their career fields and specify on-the-job and classroom training requirements. Current Apprenticeship Committee membership lists are maintained by the State Department of Labor and Industrial Relations.

## CONSTRUCTION ACADEMY

**COORDINATOR:** Kenton Short (832-3700, kentons@hawaii.edu)

The Honolulu Community College Construction Academy partners with various Department of Education high schools on O'ahu, to introduce high school students to the broad range of construction industry related careers and to provide opportunities to explore and develop the technical, academic, and employability skills necessary to make informed choices on possible career opportunities within the construction and other industries.

To do this, the Construction Academy utilizes a hands-on approach to learning that requires students to apply skills in math, communication, technology, and problem solving. Participating students who demonstrate proficiency in all identified course standards and student learner outcomes have the opportunity to earn both high school and college credit. The college credit earned can be used toward various degree programs at Honolulu Community College.



## CONTINUING EDUCATION & LIFELONG LEARNING

**REGISTRATION AND INFORMATION:** 845-9296

**EMAIL:** [honcet@hawaii.edu](mailto:honcet@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/cet](http://www.honolulu.hawaii.edu/cet)

**ADDRESS:** 874 Dillingham Blvd., Bldg. 2, Rm. 507

Continuing Education Staff: Emma Boc, Farah Doiguchi, Brandi Kadekaru, Rae Treinen

Continuing Education opportunities are available in a wide range of programs, courses, and services to meet the needs of business and industry as well as the community and special groups. Honolulu Community College has expertise in more than 25 specialty areas offered at the college. These topics can be delivered on-campus or on-site in short, flexible training units. Contracts can be arranged for customized training. Recent training delivered to businesses and organizations are as varied as business writing, marine welding, and introduction to Linux. Contact us and we will work with you to meet your training needs

**COST OF TEXTBOOKS/SUPPLIES:** Varies, depending on the course.

**COORDINATORS:**

Farah Doiguchi, Emeritus College and Special Programs

Beryl Morimoto, Pacific Center for Advanced Technology Training/Computers and Technology

Cyndi Uyehara, Early Childhood Education

Preshe Willets-Vaquilar, Trades, Communications and Services Programs, New Initiatives



## COOPERATIVE EDUCATION

**LIAISON:** Diane Caulfield (845-9413, dcaulfie@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/coop](http://www.honolulu.hawaii.edu/coop)

**FACULTY:** Diane Caulfield, Jeannie Shaw

Cooperative Education provides students the opportunity to acquire on the job experience in conjunction with classroom and laboratory instruction. Cooperative Education is offered in both Career Technical Education and Liberal Arts areas. Written instructor approval is required for registration.

Cooperative Education is provided by Honolulu Community College and not by the officials of the field site. There is regular interaction between the Cooperative Education Coordinator and the student. Appropriate assignments, as determined by the Cooperative Education Coordinator, are required for completion of the course. A standard College grading system is utilized. Five hours per week or 75 hours of work per semester are required for each credit.

**STUDENT LEARNING OUTCOMES:** Upon completion of the Cooperative Education course, students will be able to:

1. Secure Job Placement. The student will obtain a position with a company that is related to his/her major and perform a minimum of 75 hours of work per semester for each credit. This learning outcome will be assessed by:
  - a. Cooperative Education Student Application Form
  - b. Resume, Cover letter, and list of potential employers
  - c. Cooperative Education Agreement
2. Evaluate Personal Assessment. The student will demonstrate an understanding of personal abilities and skills with an awareness of the impact of abilities and skills on career development and academic achievement. This learning outcome will be assessed by:
  - a. Mid Term Report
  - b. Student Evaluation of Cooperative Education Experience
  - c. Learning Outcome Paper(s)
3. Demonstrate Job Performance. As part of a team, the student will perform all duties required at the cooperative education work site, demonstrating positive work habits and using appropriate procedures, tools and equipment, consistent with all applicable standards and OSHA regulations. This learning outcome will be assessed by:
  - a. Student Time Sheet
  - b. Employment Supervisor's Evaluation of Cooperative Education



Photo by: Marshall Fukui, U.S. Navy

**COOPERATIVE CAREER TECHNICAL EDUCATION** will provide the student with the opportunity to acquire an on-the-job experience in conjunction with classroom and laboratory instruction. The relevance of classroom instruction to the real world is emphasized. The Cooperative Education Employer pays a fair wage for each hour of work performed in the program.

Courses available in Cooperative Career Technical Education are ABRP 93V, AEC 93V, AERO 93V, AJ 93V, AMT 93V, APTR 93V, CA 93V, CARP 93V, CENT 290V, CENT 293V, COSM 93V, DISL 93V, EIMT 93V, FIRE 93V, FT 93V, FT 193V, MARR 93V, OESM 93V, RAC 93V, SMP 93V, and WELD 93V. Students can enroll 4 times for credit up to a maximum of 12 credits.

Students accepted in a Federal Cooperative Education program, such as the Pearl Harbor Apprenticeship Program, may receive up to 12 credits in WORK 194V (WORK 194V is repeatable for credit with instructor approval). During the Work Cycle, students are assigned work experiences related to academic studies or career goals. Courses available in Cooperative Career Technical Education for the Pearl Harbor Apprenticeship Program Applied Trades A.A.S. degree are: AMST 202, ENG 100, FAMR 296, IEDD 101, MATH 50, MATH 150, PHYS 105P, SP 251, and WORK 194V.

**COOPERATIVE ARTS AND SCIENCES EDUCATION** will provide practical work experience in specific liberal arts areas to investigate various types of jobs. Students are placed in employment situations in the private and public sectors of the business-industrial community. Emphasis is on job experience, but equal importance is attached to the development of social and personal habits, attitudes, and skills which are essential for job entry and advancement.

Courses available in Cooperative Arts and Sciences Education are HUM 193V, SCI 193V, and SSCI 193V which carry 1–4 credits per term. Students may enroll 4 times for a maximum of 12 credits. These courses do not fulfill General Education requirements for the A.S. degree nor do they fulfill A.A. core requirements.

For more information, contact the Cooperative Education Office (845-9169).

## DISTANCE EDUCATION

**COORDINATOR:** Ross Egloria (845-9234, [egloria@hawaii.edu](mailto:egloria@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/distance](http://www.honolulu.hawaii.edu/distance)

Courses for credit may be taken from the convenience of home through cable, online, and a combination of both, thereby reducing or eliminating the need to be on campus. Distance education instructors use a variety of media to communicate with the student. Students enrolled in a Distance Education course must email their instructor by the end of the first day of the semester.

### **CABLE COURSES (OCEANIC CHANNEL):**

Students must subscribe to Oceanic Time Warner Cable 'Basic Cable Service' at a minimum in order to receive lectures. Courses are primarily broadcast on Oceanic digital channel 355. Episodes are also available on-demand via Oceanic digital channel 358 about 24-hours after initial broadcast. Oceanic will provide digital converter boxes free of charge for standard cable subscribers. Cable courses, which are funded by Oceanic Cable subscriptions, are not available from Direct TV, The Dish Network, or other non-cable TV providers.

While it is recommended that students have a DVR, VCR, TIVO, or other taping device for lecture recording and review, episodes are available on-demand via digital channel 358. On Oahu, DVDs of all Honolulu CC Courses are available to registered students at the Honolulu Community College Library. On neighbor islands, DVDs are available at all Community College Campus Libraries/Education Centers.

In addition to having Oceanic cable service, students must have high-speed Internet access, laptop or desktop computer, up-to-date web browser (like Firefox or Safari), PDF reader software, and word processing software. Interaction between student and faculty is primarily via Laulima ([www.laulima.hawaii.edu](http://www.laulima.hawaii.edu)) and email. Some instructors require use of course websites, blogs, forums and chat rooms. Students should also have basic computer proficiency skills including word processing and file uploading/downloading to and from the Internet. Students must use their UH email account to communicate with their instructor. Please refer to [www.honolulu.hawaii.edu/distance](http://www.honolulu.hawaii.edu/distance) for information and assistance.

### **ONLINE COURSES:**

Students must have high-speed Internet access, laptop or desktop computer, up-to-date web browser (like Firefox or Safari), PDF reader software, and word processing software. Students should also have basic computer proficiency skills including word processing and file uploading/downloading to and from the Internet. Students must use their UH email account to communicate with their instructor. Interaction between student and faculty is primarily via Laulima ([www.laulima.hawaii.edu](http://www.laulima.hawaii.edu)) and email. Please refer to [www.honolulu.hawaii.edu/distance](http://www.honolulu.hawaii.edu/distance) for information and assistance.



## EMERITUS COLLEGE

**COORDINATOR:** Farah Doiguchi

**INFORMATION & REGISTRATION:** 845-9296

**EMAIL:** [honcet@hawaii.edu](mailto:honcet@hawaii.edu)

**WEBSITE:** [pcatt.org/emeritus](http://pcatt.org/emeritus)

**INSTRUCTORS:** Stephen Chang, Cedric Chun, Eugene Kawamata, Keiko Nakajo, Myron Yamashiro, Ed Yonemoto, Marion Yuen

The Emeritus College offers a wide-range of Continuing Education workshops in the area of electronic computerized education for adult learners age 55 and above. The Program, led by a Team of skilled volunteer instructors, accommodates both first-time users with little or no experience, as well as computer-savvy individuals who are interested in learning new skills. Workshops are held in the comfort of the Emeritus College Computer Lab, which boasts 23-inch monitors that feature cutting-edge touch technology. Course offerings include workshops that familiarize participants with introductory computer skills, such as Windows 10 and Microsoft Edge, and a variety of Specialty-type courses including the popular iPhone/iPad Basics class. Emeritus Club Members receive exclusive benefits that include access to the Open Computer Lab and the members-only iPhone/iPad App Club.





## EXPERIMENTAL COURSES

Experimental courses are provisional courses offered on a trial basis, and are designated by the numbers 97, 98, 197, 198, 297, or 298. An experimental course can be offered for up to two years and shall expire after the two years unless a request to extend the course or grant permanent status has been approved. An experimental course may or may not be transferable.



## FUJIO MATSUDA TECHNOLOGY TRAINING & EDUCATION CENTER

**LIAISON:** TBA (845-9187)

The Fujio Matsuda Technology Training and Education Center at Honolulu CC provides leadership and training in advance technologies, such as in applied engineering, robotics and social media, while providing opportunities to partner with businesses for early stage entrepreneurship idea development. Its goal is to enhance the knowledge base of such advanced technology with students, faculty and staff, and the surrounding community.



## INTRODUCTION TO COLLEGE ENGLISH (ICE)

**LIAISON:** Jenny Lundahl  
(845-9248, Building 7-417, [jlundahl@hawaii.edu](mailto:jlundahl@hawaii.edu))

**WEBSITE:** [www.honolulu.hawaii.edu/cet](http://www.honolulu.hawaii.edu/cet)

**FACULTY:** Sharyn Klafehn

ICE non-credit courses at two different levels are designed to help resident immigrants improve their language skills for college and/or work. Instruction in reading/vocabulary, writing/grammar, and listening/speaking is provided 15 hours weekly for 7 weeks.



## JUMP START PROGRAM

**LIAISON:** Shannon Miho  
(847-9837, [smiho@hawaii.edu](mailto:smiho@hawaii.edu), Building 6)

**WEBSITE:** [www.uhcc.hawaii.edu/jumpstart](http://www.uhcc.hawaii.edu/jumpstart)

The goal of this program is to provide public high school seniors early access to career/technical education opportunities on a community college campus. Students will be enrolled at Honolulu Community College full-time and take coursework that meets the requirements for a two-year Career and Technical college degree as well as their high school diploma. Student's apply at their high school during their junior year. More details are available at: [www.uhcc.hawaii.edu/jumpstart](http://www.uhcc.hawaii.edu/jumpstart)





## LEARNING COMMUNITY

**LIAISON:** Ina Miller-Cabasug (844-2353, inamc@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/lc](http://www.honolulu.hawaii.edu/lc)

A Learning Community (LC) is the linking of two or more courses to encourage collaborative learning. Students and faculty become an 'Ohana that work closely together to foster a deeper mutual understanding of course content, and create an enhanced classroom learning environment that is more engaging academically and socially.

**BENEFITS OF BEING A PART OF A LEARNING COMMUNITY:** Students work closely with their classmates and develop lasting friendships. LC students complete courses and persist at a higher rate than students not in LC. LC students are more likely to become involved in organized activities and to talk informally with other students.

**LEARNING COMMUNITY CLASSES:** The Learning Community courses are co-requisites and must be taken during the same term. Students will not be able to take one course without the other.

For more information about the Learning Community contact Ina Miller-Cabasug (844-2353, inamc@hawaii.edu).



## MARINE OPTION CERTIFICATE PROGRAM

**LIAISON:** Brent K. Rubio (845-9491, brubio@hawaii.edu)

**WEBSITE:** [www.hawaii.edu/mop/site/](http://www.hawaii.edu/mop/site/)

Honolulu CC also participates in a System-wide undergraduate Marine Option Certificate Program (MOP). This program is designed to combine academic requirements with practical hands-on experience. MOP is open to any student regardless of major. Program requirements are: nine credits of course work in marine-related fields and a 2 credit-based marine skill project. For more information, contact the program Coordinator at 847-9847.



## OFF-CAMPUS EDUCATION PROGRAM

**LIAISON:** Sandy Pinell (421-4350, 421-4352 fax, spinell@hawaii.edu)

**WEBSITE:** [www.honolulu.hawaii.edu/ocep](http://www.honolulu.hawaii.edu/ocep)

**OFF-CAMPUS SITES:** Joint Base Pearl Harbor-Hickam

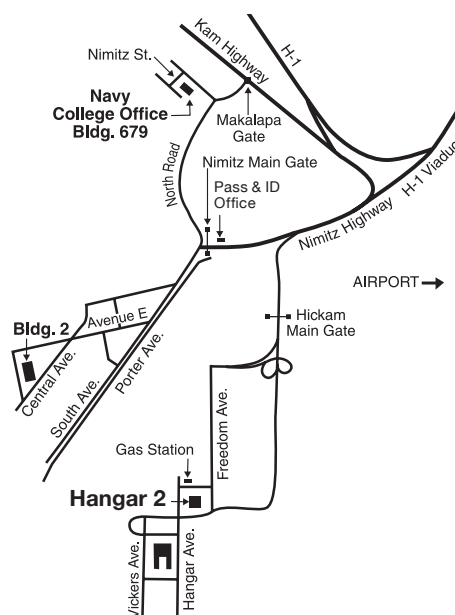
The Off-Campus Education Program offers accelerated and online credit classes at Hickam Air Force Base for military personnel, military dependents, as well as civilians. Honolulu Community College is a member of the Servicemembers Opportunity College (SOC) consortium of colleges and universities dedicated to helping service members and their families obtain college degrees.



U.S. Air Force photo/Staff Sgt. Mike Meares

Degree programs include Liberal Arts, Fire and Environmental Emergency Response, Applied Trades (Navy), and UH and CCAF general core subjects. AA degree focus classes are also periodically available. All credits are in semester hours and the academic year consists of four ten-week terms.

### Joint Base Pearl Harbor-Hickam (Base access required)



## PACIFIC CENTER FOR ADVANCED TECHNOLOGY TRAINING (PCATT)

**DIRECTOR:** Steven Auerbach

**PHONE:** 845-9296

**EMAIL:** [pcatt@hawaii.edu](mailto:pcatt@hawaii.edu)

**WEBSITE:** [www.pcatt.org](http://www.pcatt.org)

**PCATT STAFF:** Monir Hodges, Sun Kim, Cherl Kina,  
Wayne Lewis, Beryl Morimoto, Germaine Tsukamoto,  
Preshess Willets-Vaquilar, Jarret Yip

PACIFIC CENTER FOR ADVANCED TECHNOLOGY TRAINING



The Pacific Center for Advanced Technology Training (PCATT) is a consortium of the University of Hawai'i Community Colleges headquartered at Honolulu Community College. The mission of PCATT is to provide leadership and training in advanced technologies to enhance economic and workforce development programs and initiatives in the State of Hawai'i and Pacific Rim. Industry partnerships with Cisco, Microsoft, Oracle, BICSI, and VMware provide certified, leading edge training in advanced technologies. Training in 3D printing, virtualized welding, mobile applications, and green technologies illustrate the breadth of expertise beyond IT. PCATT also offers customized training with regard to content and schedule.

### Policy and Oversight Board:

Randall Cieslak, United States Pacific Command

John Constantinou, University of Hawai'i, OVPRI/STEM Pre-Academy

Alan Ito, Hawaii Pacific Health

Christine Lanning, Integrated Security Technologies

Robbie Melton, High Technology Development Corporation

Shawn Reese, General Dynamics & Kauai Economic Development Board

Doug Simons, Canada France Hawaii Telescope

Sam Sneed, ES&A Inc., A Law Corporation

Isla Young, K12 STEM Education and Women in Technology & Maui Economic Development Board

### PCATT Professional Test Center

**COORDINATOR:** Rae Treinen

**PHONE:** 845-9296

**EMAIL:** [honcet@hawaii.edu](mailto:honcet@hawaii.edu)

**WEBSITE:** [www.pcatt.org/about](http://www.pcatt.org/about)

The PCATT Professional Test Center offers services for professional and high stakes certification, licensure, and pre-employment screening for:

**PEARSON VUE TESTING CENTER:**

<https://home.pearsonvue.com>

**PERFORMANCE ASSESSMENT NETWORK (PAN):**

[www.pantesting.com](http://www.pantesting.com)

**KRYTERION**

[www.kryteriononline.com](http://www.kryteriononline.com)

**PROV**

[www.provexam.com](http://www.provexam.com)



## PEARL HARBOR APPRENTICESHIP TRAINING

### COORDINATOR PEARL HARBOR EDUCATION:

Jeannie Shaw (845-9482 or 295-6893, [jeanshaw@hawaii.edu](mailto:jeanshaw@hawaii.edu))

**WEBSITE:** <https://acep.hawaii.navy.mil>

**APPLICATION WEBSITE:** [www.usajobs.gov](http://www.usajobs.gov)

(Pearl Harbor Apprenticeship positions are posted each year at [www.usajobs.gov](http://www.usajobs.gov). The postings vary each year. Pearl Harbor Shipyard will advertise when positions are available.)

The primary purpose of the Pearl Harbor Naval Shipyard (PHNSY) Apprenticeship Program is to provide highly skilled journey workers and future leaders in government. Apprenticeships are available periodically as determined by employment needs.

PHNSY apprentices receive well-rounded academic study through Honolulu Community College held at the Pearl Harbor Naval Shipyard Training Facility, and paid structured work experience at the Shipyard which is applied toward an Associate in Applied Science (A.A.S.) degree. See Applied Trades.



Photo by: Kristin Ching, U.S. Navy.

## Professional and Career Education for Early Childhood (PACE)

(See *EARLY CHILDHOOD EDUCATION* program description.)

## ROTC CLASSES

**ARMY ROTC:** 956-7744, [www.hawaii.edu/armyrotc](http://www.hawaii.edu/armyrotc)

**AIR FORCE ROTC:** 956-7734, [www.hawaii.edu/aerospace](http://www.hawaii.edu/aerospace)

Students have the convenience of registering for UH Mānoa Army ROTC (Reserve Officer Training Corps) and Air Force ROTC classes through Honolulu Community College. 100 and 200 level courses are available.

ROTC is an elective curriculum taken along with required college classes and students receive classroom instruction and field training to conduct missions as an Officer. ROTC offers many different scholarship opportunities for students.

### COURSES:

Army ROTC - Military Science and Leadership (MSL)

Air Force ROTC - Aerospace Sciences (AS)



## RUNNING START

**HONOLULU CC COUNSELOR:** Jean Maslowski (845-9278, [maslowsk@hawaii.edu](mailto:maslowsk@hawaii.edu))

**WEBSITE:** [www.hawaii.edu/runningstart](http://www.hawaii.edu/runningstart)

Running Start is a statewide program that provides an opportunity for academically qualified public high school juniors and seniors to enroll in college classes through the University of Hawai'i system and earn both high school and college credits. This program is a unique partnership between the Department of Education and eight UH campuses (UH Hilo, Hawai'i CC, UHWO, Honolulu CC, Kapi'olani CC, Kaua'i CC, Leeward CC, Maui CC and Windward CC). Running Start can provide enriching educational options for talented and motivated high school students.



## SERVICE LEARNING COURSES

**WEBSITE:** [www.honolulu.hawaii.edu/servicelearning](http://www.honolulu.hawaii.edu/servicelearning)

Some courses offer a service learning option. Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

*Service Learning:*

- Is a method whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of communities;
- Is coordinated with an elementary school, secondary school, institution of higher education, hospitals or community service program/agency and the community;
- Helps foster civic responsibility;
- Is integrated into and enhances the academic curriculum of the students, or the education components of the service programs in which the participants are engaged in; and,
- Provides structured time for students or participants to reflect on the service experience.



## SPECIAL STUDIES

*99V/199V/299V/399V Special Studies Classes (1–4 credits)*

Special Studies classes offer students with special interest and abilities in subject areas an opportunity to meet with faculty members to discuss and investigate topics of particular interest. Problems and unit credit are worked out with and at the discretion of the instructor. Special Studies sections will be organized as needed in each department and identified by the discipline departmental name e.g., POLS 199V.



## SUSTAINABILITY DESIGNATION CLASSES

Sustainability Designation Classes (S-Focused and S-Related)

Some Honolulu Community College classes offered are designated as sustainability-related or sustainability focused. Sustainability designated classes expose students to some core concepts of sustainability and their application to issues such as climate change, social justice, biodiversity, as well as the transition of Hawaii's food, water, energy, and transportation systems to more sustainable delivery models.

This designation is indicated in the explanatory notes for the class as listed on Banner (Class Availability site). Sustainability-Related courses introduce topics of sustainability through assignments and content, addressing sustainability issues through distinct course components or emphasizing a sustainability principle or issue throughout the course. Sustainability-Focused courses embody sustainability as a core requirement, and the course concentrates on sustainability topics, issues, and principles, including social, economic, and environmental dimensions, and/or will examine course content using sustainability as a lens.

Sustainability-related classes are offered for students who have an interest in this focus. Taking a sustainability-related class is **not** required for graduation or as a requirement for any programs. For more information about other sustainability activities and opportunities on campus, visit <http://www.honolulu.hawaii.edu/sustainability>



## COURSE DESCRIPTIONS

ACC	ACCOUNTING	ENG	ENGLISH	PHYL	PHYSIOLOGY
AJ	ADMINISTRATION OF JUSTICE	ESL	ENGLISH AS A SECOND LANGUAGE	POLS	POLITICAL SCIENCE
AERO	AERONAUTICS MAINTENANCE TECHNOLOGY	FAMR	FAMILY RESOURCES	PSY	PSYCHOLOGY
AS	AEROSPACE STUDIES	FT	FASHION TECHNOLOGY	RAC	REFRIGERATION & AIR CONDITIONING TECHNOLOGY
AG	AGRICULTURE	FIRE	FIRE & ENVIRONMENTAL EMERGENCY RESPONSE	REL	RELIGION
ASL	AMERICAN SIGN LANGUAGE	FSHN	FOOD SCIENCE & HUMAN NUTRITION	SCI	SCIENCE
AMST	AMERICAN STUDIES	GEOG	GEOGRAPHY	SMP	SHEET METAL & PLASTICS TECHNOLOGY
ANTH	ANTHROPOLOGY	GG	GEOLOGY & GEOPHYSICS	MARR	SMALL VESSEL FABRICATION & REPAIR
APTR	APPLIED TRADES	HAW	HAWAIIAN	SSCI	SOCIAL SCIENCES
AEC	ARCHITECTURAL, ENGINEERING & CAD TECHNOLOGY	HWST	HAWAIIAN STUDIES	SOSE	SOCIAL SERVICES
ART	ART	HIST	HISTORY	SW	SOCIAL WORK
ASAN	ASIAN STUDIES	HSER	HUMAN SERVICES	SOC	SOCIOLOGY
ASTR	ASTRONOMY	HUM	HUMANITIES	SPAN	SPANISH
ATMO	ATMOSPHERIC SCIENCES	ICS	INFORMATION & COMPUTER SCIENCE	SP	SPEECH
ABRP	AUTO BODY REPAIR & PAINTING	IS	INTERDISCIPLINARY STUDIES	SD	STUDENT DEVELOPMENT
AMT	AUTOMOTIVE TECHNOLOGY	JPN	JAPANESE	THEA	THEATRE
BIOC	BIOCHEMISTRY	JOUR	JOURNALISM	WELD	WELDING TECHNOLOGY
BIOL	BIOLOGY	KLS	KINESIOLOGY & LEISURE SCIENCE	WS	WOMEN'S STUDIES
BLPR	BLUEPRINT READING	KOR	KOREAN	WORK	WORK CYCLE
BOT	BOTANY	LSK	LEARNING SKILLS	ZOOL	ZOOLOGY
BUS	BUSINESS	LING	LINGUISTICS		
BLAW	BUSINESS LAW	MATH	MATHEMATICS		
CARP	CARPENTRY TECHNOLOGY	MICR	MICROBIOLOGY		
CHEM	CHEMISTRY	MSL	MILITARY SCIENCE & LEADERSHIP		
CHN	CHINESE	MUS	MUSIC		
CE	CIVIL ENGINEERING	MELE	MUSIC & ENTERTAINMENT LEARNING EXPERIENCE		
CA	COMMUNICATION ARTS	OESM	OCCUPATIONAL & ENVIRONMENTAL SAFETY MGT.		
CENT	COMPUTING, ELECTRONICS, & NETWORKING TECH.	OCN	OCEANOGRAPHY		
COSM	COSMETOLOGY	PHRM	PHARMACOLOGY		
DISL	DIESEL MECHANICS TECHNOLOGY	PHIL	PHILOSOPHY		
EALL	EAST ASIAN LANGUAGE & LITERATURE	PHYS	PHYSICS		
ECON	ECONOMICS				
ECED	EARLY CHILDHOOD EDUCATION				
EALL	EAST ASIAN LANGUAGE AND LITERATURE				
EIMT	ELECTRICAL INSTALLATION & MAINTENANCE TECHNOLOGY				



COURSE DESCRIPTIONS



## COURSE DESCRIPTIONS

This section provides course descriptions for all credit courses offered at Honolulu Community College. Courses are listed alphabetically according to discipline, with the exception of Special Studies and Experimental Courses which are described in *SPECIAL PROGRAMS & COURSES*. The first line in the course description identifies the **Course Alpha** (an abbreviation of the subject area), **Course Number**, **Course Title**, number of **Credits** (in parentheses), and **General Education Code**. Additional lines provide any **Course Requirement(s)** for enrollment, the **Course Description**, and **Hours**. Courses may not be offered every semester or every academic year. A schedule of courses offered each semester may be found on the Honolulu CC website ([www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu)) Class Availability link. Further details are provided below.

### Course Number:

#### NUMBERING SYSTEM FOR COURSES:

- 1-99 For classes numbered 1-99, credits generally do not transfer to baccalaureate degree colleges, but are transferable within the UH Community College System and may fulfill requirements for Certificates of Achievement, Competence, and Completion.
- 100-399 For classes numbered 100-399, credits are eligible for transferred to baccalaureate degree institutions including campuses within the University of Hawai'i System. (Transfer is subject to receiving institution's program requirements, therefore students are advised to plan accordingly as early as possible.)

#### COURSE NUMBERS THAT CONTAIN LETTERS:

- CHEM 100L – "L" is a laboratory class that is companion to a lecture course bearing the same number. In this example, CHEM 100 is the lecture course.
- ENG 257H – "H" is a variation of a course. Course numbers followed by an alpha suffix such as B-K, M-U, and X-Z, are variations of a course, each having a distinctive content such that students may earn credit for each variation taken.
- SCI 193V – "V" is a variable credit course. The number of credits is approved by the instructor prior to registration.

### General Education Codes for AA Degree Requirements:

Courses that fulfill Foundation and Diversification requirements for the Associate in Arts (AA) Degree are identified by the following General Education Codes in the Course Descriptions. For lists of Foundation and Diversification courses, see *LIBERAL ARTS DEGREE*. The Honolulu CC Registration Guide website ([www.honolulu.hawaii.edu/registration](http://www.honolulu.hawaii.edu/registration)) lists Diversification and Foundation classes offered each semester.

#### AA DEGREE FOUNDATION REQUIREMENTS:

- FG - Global & Multicultural Perspectives (Group A, B, C)
- FQ - Quantitative Reasoning
- FW - Written Communications

#### AA DEGREE DIVERSIFICATION REQUIREMENTS:

ARTS, HUMANITIES & LITERATURE	NATURAL SCIENCES	SOCIAL SCIENCES
• DA - The Arts	• DB - Biological Sciences	• DS - Social Sciences
• DH - Humanities	• DP - Physical Sciences	
• DL - Literature & Language	• DY - Natural Science Lab	

Select course sections that fulfill Focus requirements for the Associate in Arts (AA) Degree are identified by the following codes in the Honolulu CC Registration Guide website ([www.honolulu.hawaii.edu/registration](http://www.honolulu.hawaii.edu/registration)) each semester.

#### AA DEGREE FOCUS REQUIREMENTS:

Focus Code	Course Title Code	Focus Description
HAP	H-	Hawaiian, Asian and Pacific Issues
HETH	HCC-E-	Contemporary Ethical Issues
WI	WI-	Writing Intensive

## Course Requirements:

Some courses require that students meet certain conditions in order to be eligible to enroll. Explanations of the most common of these requirements follow. Additional requirements are listed as comments in the Catalog and on the Honolulu CC website Class Availability link. In exceptional cases, students may be able to enroll in a course even though their computerized record does not show that they meet a required condition. For questions regarding courses, qualifications to meet the prerequisites, co-requisites, etc., and special reasons for exceeding limits, students should see the instructor.

**PREREQUISITE:** Courses or other background that must be completed prior to enrollment. Prerequisites are REQUIRED for registration. Equivalent courses may also meet requirements (see *CREDITS, GRADES & EXAMINATIONS* for transfer and placement information). If the prerequisite is in ESL; ENG; or MATH, see the *ENGLISH, ESL or MATH SEQUENCE CHARTS* for more information on placement. Courses with higher numbers than the stated prerequisite are usually acceptable unless otherwise stated in the Catalog.

**PREREQUISITE OR CO-REQUISITE:** Courses that must be taken EITHER before the course or during the same term. REQUIRED for registration.

**CO-REQUISITE:** Courses that must be taken during the same term. REQUIRED for registration.

**RECOMMENDED PREPARATION (RECOMMENDED PREP):** Courses or other background recommended for success in a course.

**INSTRUCTOR APPROVAL REQUIRED:** Courses that require a signed Instructor Approval Card prior to registration. REQUIRED for registration.

**MAJORS ONLY:** Courses that are restricted to declared majors, and usually those who have met program prerequisites. REQUIRED for registration.

## Course Description Definitions:

**CROSS-LISTING:** Courses with the same content and which meet the requirements of different disciplines/programs. The course number is usually the same, but the course alphas are different. Example: ASAN 241 and HIST 241 Civilizations of Asia. Unless otherwise specified, cross-listed courses count as repeats of one another.

**REPEATABLE:** Courses that may be taken again after the first successful completion. If the course can be repeated for additional credit, credits will appear on official transcripts up to the limit listed in the course description. Example: "Students may enroll 3 times for a maximum of 9 credits". Students will not be permitted to exceed the credit limit at registration. Also see *REPEATING A COURSE*.

**CREDIT/NO-CREDIT (CR/N):** Courses that are graded on the CR/N system will appear as "Satisfactory Completion" or "No Grade" on transcripts, and grade points will not be computed. Some courses allow students to choose between the CR/N and Letter Grade systems.

**HOURS:** Course hours are expressed according to the time frame in which the course is most commonly offered (For example, hours per week, hours per term or total hours in an 8-week period). Hours specified are weekly unless otherwise stated. The same course may be offered in several different formats, e.g. ENG 100 is offered 3 hours per week for a Fall/Spring term, 48 hours condensed into 6 weeks for a Summer term, and 10 weeks for an Off-Campus Education Program term.

## More Course Options:

Courses may also be offered with the following options that are identified on the Honolulu CC website ([www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu)) Class Availability link.

- **COOPERATIVE EDUCATION COURSES:** provide on the job experience in conjunction with classroom and laboratory instruction. (See also *COOPERATIVE EDUCATION*.)
- **DISTANCE EDUCATION COURSES:** offer delivery options including cable, online, and a combination of both. Distance Education courses are identified with Room designations "CABLE" or "WWW" in the Honolulu CC Class Availability website. (See also *DISTANCE EDUCATION*.)
- **LEARNING COMMUNITY COURSES:** provide shared learning support for 1st year students by combining two or more courses with a common cohort of students. (See also *LEARNING COMMUNITY*.)
- **SERVICE LEARNING COURSES:** combine service to the community with student learning. (See also *SERVICE LEARNING COURSES*.)

## ACCOUNTING (ACC)

### ACC 201 INTRO TO FINANCIAL ACCOUNTING (3)

*Prerequisite:* Placement in ENG 100

An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for valuing assets, liabilities, and equity of an organization. (3 hrs. lect. per week)

### ACC 202 INTRO TO MANAGERIAL ACCOUNTING (3)

*Prerequisite:* "C" or higher in ACC 201

An introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. (3 hrs. lect. per week)

## ADMINISTRATION OF JUSTICE (AJ)

### AJ 101 INTRODUCTION TO ADMINISTRATION OF JUSTICE (3)

*Prerequisite:* Placement in ENG 100

This is a comprehensive course on crime and its causes including the history and philosophy of the administration of justice in America, the development of the criminal justice system, identification of the various subsystems, role expectations and their interrelationships. Theories of crime, punishment, adjudication and rehabilitation and training for professionalism in the entire system are also explored. (3 hrs. lect. per week)

### AJ 103 CRIMINAL INVESTIGATION (3)

*Prerequisite or Co-requisite:* AJ 101

This course covers the basic principles of criminal investigation including: the human aspects of dealing with the public, case preparation, the collection and preservation of physical evidence, crime scene search, fingerprinting, casts, photographs and laboratory assistance. (3 hrs. lect. per week)

### AJ 137 PATROL PROCEDURES (3)

*Prerequisite or Co-requisite:* AJ 101

This course will cover the duties and responsibilities of the patrol divisions of law enforcement agencies. The organization, operation and effectiveness of patrol will be examined and evaluated. The student will become familiar with the various methods departments use to accomplish the patrol mission such as team policing, beat plans and unique solutions like bicycles, all terrain vehicles and aircraft. (3 hrs. lect. per week)

### AJ 138 CRIMINAL JUSTICE SYSTEM REPORTS AND COMMUNICATIONS (3)

*Prerequisite or Co-requisite:* AJ 101

This course will introduce the student to the methods of producing accurate, concise and detailed reports, the processing and the study of communications common to the administration of justice practitioner. This course will involve critical thinking and evaluative writing. (3 hrs. lect. per week)

### AJ 139 COMPUTER APPLICATION IN CRIMINAL JUSTICE (3)

*Prerequisite or Co-requisite:* AJ 101

The student will become familiar with the modern technological advances and applications of the computer relative to investigation, record keeping, crime analysis, trends and patterns. The importance and significance of statistics is stressed and computer aided dispatch is examined. (3 hrs. lect. per week)

### AJ 150 CORRECTIONAL PROCESS (3)

*Prerequisite or Co-requisite:* AJ 101

Provides an overview of the historical development of corrections and the philosophy of punishment. Current correctional institutions such as prisons, detention facilities, and community-based programs and their management and effectiveness will be examined. (3 hrs. lect. per week)

### AJ 180 INTRODUCTION TO HOMELAND SECURITY (3)

*Prerequisite or Co-requisite:* AJ 101

This course provides a history of terrorism, focusing on the terrorists, their motivations and ideologies, and how they operate and execute terrorist attacks. The course examines the current responses to domestic and international terrorism along with analyzing future trends within the global war on terrorism. The course will discuss the theoretical perspectives of terrorism within criminology, criminal justice, sociology, and psychology. The course will present the use of the Internet, improvised explosives, and religious extremism found within modern terrorism. (3 hrs. lect. per week)

### AJ 193V COOPERATIVE EDUCATION (1-4)

*Prerequisite:* Placement in ENG 100

*Instructor approval required.*

*AJ majors only*

This course provides students with the opportunity to acquire on-the-job experience related to classroom instruction in Administration of Justice. Students may enroll 4 times for a maximum of 12 credits. Four (4) credits can be applied to AJ elective requirements. (5 hours work experience per week per credit)

### AJ 200 PRINCIPLES OF HAWAII JUSTICE SYSTEM (3)

*Prerequisite or Co-requisite:* AJ 101

This course provides an examination of the basic Fourth, Fifth, and Sixth Amendment procedural principles that govern the interaction of the police and suspects in the investigation of crime. Beginning with the initial encounter, the course will examine the constitutional guidelines developed to regulate police behavior in the areas of investigatory stops, searches and seizures, arrests, interrogations, *Miranda*, and electronic surveillance. The effects of failing to follow these judicially mandated guidelines will also be explored. (3 hrs. lect. per week)

**AJ 208 CRIMINOLOGY (3)**

*Prerequisite or Co-requisite: AJ 101*

The course will explore theories of crime causation, its measurement and impact, and overall societal reaction to crime and offenders. The focus is the exploration of possible programs and policies to achieve a combination of crime reduction and social justice.

May be taken on a CR/N basis.

(3 hrs. lect. per week)

**AJ 210 JUVENILE JUSTICE (3)**

*Prerequisite or Co-requisite: AJ 101*

This course provides the administration of justice student with a basic and practical understanding of the legal principles involved in juvenile delinquency problems. Analysis of legislative and judicial responses to juvenile behavioral problems provide realistic and meaningful insights into the functioning of the juvenile justice processes.

(3 hrs. lect. per week)

**AJ 220 CONSTITUTIONAL LAW (3)**

*Prerequisite or Co-requisite: AJ 101*

This course provides an overview of the development of the doctrines of federalism, separation of powers, and checks and balances theories as well as judicial review. Specific topics include sources of federal legislative power, commerce, taxing, spending, presidential and military powers, power of states to regulate and tax interstate commerce, preemption, the due process clause of the Fourteenth Amendment, equal protection, and First Amendment rights.

Selected Supreme Court cases interpreting the U.S. Constitution are also examined.

(3 hrs. lect. per week)

**AJ 221 CRIMINAL LAW (3)**

*Prerequisite or Co-requisite: AJ 101*

This course examines society's control of unwanted behavior through law. The particular focus is on the general principles of substantive criminal law. Topics include principles of criminal liability - *actus reus*, *mens rea*, causation, uncompleted crimes, and criminal defenses. General elements of crimes are covered including crimes against persons, habitation, property, and public order and morals. Applicable provisions of the Hawai'i Penal Code will also be discussed.

(3 hrs. lect. per week)

**AJ 224 RULES OF EVIDENCE (3)**

*Prerequisite or Co-requisite: AJ 101*

This course is a thorough study of evidence rules with specific emphasis on the application of these rules in preparing and presenting evidence. This includes a discussion of the history and approach to the study of evidence, proof by evidence and substitutes. General admissibility tests, evidence by witness testimony, documents and real evidence are examined.

(3 hrs. lect. per week)

**AJ 230 PRINCIPLES OF POLICE SUPERVISION (3)**

*Prerequisite or Co-requisite: AJ 101*

This course will cover such essentials as the function of the supervisor in organization and management, elements of leadership, the training function, instructional process, personnel evaluation systems, and personnel complaint investigation and techniques.

(3 hrs. lect. per week)

**AJ 233 POLICE ORGANIZATION AND MANAGEMENT (3)**

*Prerequisite or Co-requisite: AJ 101*

The principles of organization and administration in the law enforcement community are examined along with such topics as organizational structures, managerial philosophies, personnel issues and leadership.

(3 hrs. lect. per week)

**AJ 234 POLICE AND COMMUNITY RELATIONS (3)**

*Prerequisite or Co-requisite: AJ 101*

This course acquaints the student with the role of law enforcement in government and the critical importance of effective community relations. The dynamics of race relations and other current social problems directly related to the law enforcement community are explored. This course focuses on attitudes of the public and the law enforcement officer, why these attitudes exist and what can be done to improve the situation.

(3 hrs. lect. per week)

**AJ 235 ETHICS IN THE CRIMINAL JUSTICE SYSTEM (3)**

*Prerequisite or Co-requisite: AJ 101*

An identification and analysis of the diverse ethical issues encountered in the Criminal Justice System. Traditional ethical theories will be examined and applied to such topics as discretion, plea bargaining, bail, wiretapping, privacy, punishment, and prisoners' rights.

(3 hrs. lect. per week)

**AJ 280 CURRENT ISSUES IN THE ADMINISTRATION OF JUSTICE (3)**

*Prerequisite or Co-requisite: AJ 101*

This course is an exploration of issues related to the study of the administration of justice. Students will define, select, research, and examine these issues, then discuss the various viewpoints thereby conducting a thorough probe of important and controversial issues facing the justice professions.

(3 hrs. lect. per week)

**AJ 283 SUBSTANCE ABUSE IN SOCIETY (3)**

*Prerequisite or Co-requisite: AJ 101*

This course covers the historical development of drug enforcement in relation to changing social mores. Emphasis is placed on the detection and identification of illegal drugs and their suppression through enforcement and investigation. Tactics of enforcement will be presented along with a study of pertinent statutory and case law. The effects of rehabilitation and treatment will be explored. May be taken on a CR/N basis. (3 hrs. lect. per week)

## AERONAUTICS MAINTENANCE TECHNOLOGY (AERO)

### AERO 93V COOPERATIVE EDUCATION (1-4)

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25 OR Placement in MATH 103

*Instructor approval required.*

*AERO majors only.*

This course provides students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Aeronautics Maintenance. Students may enroll 4 times for a maximum of 12 credits.

(5 hrs. of work experience per week per credit)

### AERO 130 GENERAL AIRCRAFT MAINTENANCE I (7)

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 103

*Co-requisite:* AERO 131

*AERO majors only.*

Blueprint reading, mechanical drawing, non-destructive testing, basic heat treating, aircraft ground handling, cleaning and corrosion control, fundamentals of applied mathematics, use of technical manuals and other maintenance functions as specified by Federal Aviation Regulation Part 147.

(250 hrs. lect./lab. over 8 weeks)

### AERO 131 ADVANCED GENERAL AIRCRAFT MAINTENANCE II (7)

*Prerequisite or Co-requisite:* "C" in AERO 130

*AERO majors only.*

Fundamentals of direct and alternating current electricity, and fundamentals of applied physics; calculate and measure electrical power volts, amps, and resistance; use electrical diagrams; perform weight and balance operations in accordance with Federal Aviation Regulation Part 147.

(250 hrs. lect./lab. over 8 weeks)

### AERO 132 POWERPLANT MAINTENANCE I (7)

*Prerequisite:* "C" in AERO 130 and in 131

*Co-requisite:* AERO 133

*AERO majors only.*

Fundamentals of piston engine construction and operation and basic powerplant indicating systems; inspect and repair opposed and radial piston engines; perform powerplant inspections; inspect engine indicating systems as specified by Federal Aviation Regulation Part 147.

(250 hrs. lect./lab. over 8 weeks)

### AERO 133 AIRFRAME MAINTENANCE I (7)

*Prerequisite:* "C" in AERO 130 and in 131

*Co-requisite:* AERO 132

*AERO majors only.*

Principles of aircraft sheetmetal structures; identification of aircraft fasteners, aircraft sheetmetal layout and fabrication; install special rivets and fasteners; inspect and repair sheetmetal structures; fabricate tubular structures and other aircraft structural maintenance functions as specified by Federal Aviation Regulation Part 147.

(250 hrs. lect./lab. over 8 weeks)

### AERO 134 POWERPLANT MAINTENANCE II (7)

*Prerequisite:* "C" in AERO 130 and in 131 and in 132

*Co-requisite:* AERO 135

*AERO majors only.*

Fundamentals of turbine engine construction and operation, piston and turbine engine fuel metering systems; inspect and service turbine engines, repair engine fuel metering components as specified in Federal Aviation Regulation Part 147.

(250 hrs. lect./lab. over 8 weeks)

### AERO 135 AIRFRAME MAINTENANCE II (7)

*Prerequisite:* "C" in AERO 130 and in 131 and in 133

*Co-requisite:* AERO 134

*AERO majors only.*

Principles of construction of aircraft wooden structures and repair of aircraft synthetic material; principles of rigging fixed and rotary winged aircraft; application of aircraft covering material, aircraft painting, rig rotary and fixed winged aircraft as specified by Federal Aviation Regulation Part 147.

(250 hrs. lect./lab. over 8 weeks)

### AERO 136 POWERPLANT MAINTENANCE III (7)

*Prerequisite:* "C" in AERO 130 and in 131 and in 132 and in 134

*Co-requisite:* AERO 137

*AERO majors only.*

Theory and operation of engine fire detection and control systems, theory of operation and construction of aircraft propellers and related components; inspect and repair engine exhaust and cooling systems, repair and balance propellers as specified in Federal Aviation Regulation Part 147.

(250 hrs. lect./lab. over 8 weeks)

### AERO 137 AIRFRAME MAINTENANCE III (7)

*Prerequisite:* "C" in AERO 130 and in 131, 133 and in 135

*Co-requisite:* AERO 136

*AERO majors only.*

Theory of operation of aircraft hydraulic, pneumatic, oxygen and auto-pilot systems; inspect and repair aircraft hydraulic, fuel, pneumatic and instrument systems and other aircraft components as specified by Federal Aviation Regulation Part 147.

(250 hrs. lect./lab. over 8 weeks)

## AEROSPACE STUDIES (AS)

**OFFICE:** 1460 Lower Campus Drive, UH Mānoa,  
Phone: 956-7734

AFROTC is a nationwide program that allows students to pursue commissions (become officers) in the United States Air Force (USAF) while simultaneously attending college. Three and four year programs available. College students enrolled in the AFROTC program (known as "cadets") who successfully complete both AFROTC training and college degree requirements will graduate and simultaneously commission as Second Lieutenants in the Active Duty Air Force.



On Oahu, the AFROTC program is currently offered at University of Hawaii at Manoa, AFROTC Detachment 175. Students may register through Honolulu CC via normal course registration processes.

For more information on the AFROTC program, please visit [www.manoa.hawaii.edu/undergrad/aerospace/](http://www.manoa.hawaii.edu/undergrad/aerospace/).

**AS 101 FOUNDATIONS OF THE UNITED STATES AIR FORCE (1)**

Tuition is waived, classes are held at UH Mānoa. For more information call AFROTC at 956-7734/7762.

Study of the total force structure, strategic offensive and defensive, general purpose, and aerospace support forces of the Air Force in the contemporary world. A-F only. (1 hr. lect. per week)

**AS 101L INITIAL MILITARY TRAINING I (1)**

Supplement to AS 101. Tuition is waived, classes are held at UH Mānoa. For more information call AFROTC at 956-7734/7762.

Laboratory consists of activities that focus and promote the Air Force way of life. Instruction will include leadership and followership development, teamwork, physical fitness training, and activities designed to build camaraderie and esprit de corps. Course is open to all majors. Graded on a CR/N basis. (2 hrs. lab. per week and two 1 hr. sessions of Physical Training, total 4 hrs. per week)

**AS 102 FOUNDATIONS OF THE UNITED STATES AIR FORCE (1)**

Tuition is waived, classes are held at UH Mānoa.

For more information call AFROTC at 956-7734/7762. Continuation of 101. A-F only. (1 hr. lect. per week)

**AS 102L INITIAL MILITARY TRAINING II (1)**

Supplement to AS 102, continuation of AS 101L. Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.

Laboratory consists of activities that focus and promote the Air Force way of life. Instruction will include leadership and followership development, teamwork, physical fitness training, and activities designed to build camaraderie and esprit de corps. Course is open to all majors. Graded on a CR/N basis. (2 hrs. lab. per week and two 1 hr. sessions of Physical Training, total 4 hrs. per week)

**AS 201 EVOLUTION OF USAF AIR AND SPACE POWER (2)**

Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.

Study of Air Force heritage, Quality Air Force principles, ethics, and an introduction to leadership and group leadership problems. Application of written and verbal communication skills is included. A-F only. (2 hr. lect. per week)

**AS 201L FIELD TRAINING PREPARATION I (1)**

Instructor approval required.

Supplement to AS 201. Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.

Laboratory consists of preparing second-year AFROTC cadets with the skills needed to successfully complete AFROTC Field Training. Students will learn basic military skills, Field Training skills, and participate in physical fitness training. Graded on a CR/N basis.

(2 hrs. lab. per week and two 1 hr. sessions of Physical Training, total 4 hrs. per week)

**AS 202 EVOLUTION OF USAF AIR AND SPACE POWER (2)**

Tuition is waived, classes are held at UH Mānoa.

For more information, call AFROTC at 956-7734/7762. Continuation of 201. A-F only. (2 hr. lect. per week)

**AS 202L FIELD TRAINING PREPARATION II (1)**

Instructor approval required.

Continuation of 201L. Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.

Graded on a CR/N basis.

(2 hrs. lab. per week and two 1 hr. sessions of Physical Training, total 4 hrs. per week)

**AS 251L LEADERSHIP LABORATORY (1)**

Prerequisite: 101, 102, 201, 202; or consent

Tuition is waived, classes are held at UH Mānoa. For more information, call AFROTC at 956-7734/7762.

Laboratory course on the basic skills of leadership and followership. Lab includes application of leadership/followership skills, various field trips to military installations, group projects, and physical training.

Repeatable one time. A-F only.

(2 hrs. lab. per week and two 1 hr. sessions of Physical Training, total 4 hrs. per week)

## AGRICULTURE (AG)

**AG 100 INTRODUCTION TO AGRICULTURAL SCIENCES (3) (DB)**

Recommended Prep: High School Biology

Introduction to diverse disciplines of agricultural sciences, industry, and contemporary issues in agriculture. (3 hrs. lect. per week)

## AMERICAN SIGN LANGUAGE (ASL)

**ASL 101 Elementary American Sign Language (4)**

Prerequisite: Placement in ENG 100

This course is an introduction to American Sign Language communication. Students will acquire basic proficiency in receptive and expressive signing skills through a linguistic, communicative, and cultural approach. (4 hrs. lect. per week)

**ASL 102 Elementary American Sign Language (4)**

Prerequisite: ASL 101

This course continues the introduction to American Sign Language communication. Students will acquire further proficiency in receptive and expressive signing skills through a linguistic, communicative, and cultural approach. (4 hrs. lect. per week)

**AMERICAN STUDIES (AMST)****AMST 150 AMERICA AND THE WORLD (3)***Prerequisite:* Placement in ENG 100 + ENG 100S*Recommended Prep:* ENG 100

Examines America's role in world history and the influence of world affairs on U.S. culture and society. Focuses on U.S. interdependence with Africa, European, Native American, Asian, and Polynesian civilizations, from 1492 to present. (3 hrs. lect. per week)

**AMST 201 THE AMERICAN EXPERIENCE: INSTITUTIONS AND MOVEMENTS (3) (DH)***Prerequisite:* Placement in ENG 100 + ENG 100S

Interdisciplinary course that examines diversity and changes in American values and institutions-political, economic, legal and social. (3 hrs. lect. per week)

**AMST 202 AMERICAN EXPERIENCE: CULTURE AND THE ARTS (3) (DH)***Prerequisite:* Placement ENG 100 + ENG 100S

Interdisciplinary course that examines diversity and changes in American values and culture-literature, film, visual arts, and architecture. (3 hrs. lect. per week)

**ANTHROPOLOGY (ANTH)****ANTH 135 PACIFIC ISLAND PEOPLES (3) (DH)***Recommended Prep:* Placement in ENG 100 + ENG 100S

Introduction to the peoples and cultures of the Pacific Islands. Emphasis is on cultural change and comparisons with Hawaiian ancient and modern cultures. Cross-listed as SSCI 125. (3 hrs. lect. per week)

**ANTH 150 HUMAN ADAPTATIONS (3)***Recommended Prep:* Placement in ENG 100 + ENG 100S

Human variation, physical and cultural, examined for its possible survival value under particular conditions from prehistoric times to present. How various ways of life and physical characteristics are adaptive or maladaptive. Implications for the future. (3 hrs. lect. per week)

**ANTH 151 EMERGING HUMANITY (3)***Recommended Prep:* Placement in ENG 100 + ENG 100S

Introduction to the paleontology of human biological evolution and the archaeology of culture in the world prior to AD 1500. (3 hrs. lect. per week)

**ANTH 200 CULTURAL ANTHROPOLOGY (3) (DS)***Prerequisite:* Placement in ENG 100 + ENG 100S

This course is concerned with the nature of culture; an introduction to basic concepts of analyzing cultural behavior; patterning, integration, and dynamics of culture; culture and the individual and cultural change. (3 hrs. lect. per week)

**APPLIED TRADES (APTR)****APTR 193V COOPERATIVE EDUCATION (1-6)***Instructor approval required.*

This course provides students with an opportunity to gain work experience related to the program major. This course was created according to an agreement between the Department of Navy and Honolulu CC for students under the SCEPT Program through the Office of Personnel Management (OPM). Students must be recommended by the work supervisor in order to enroll. Students may enroll 4 times for a maximum of 16 credits.

(75 hrs. of supervised work experience per credit)

**ARCHITECTURAL, ENGINEERING AND CAD TECHNOLOGIES (AEC)****AEC 101 CONSTRUCTION GRAPHICS AND CONVENTIONS (3)***Prerequisite or Co-requisite:* AEC 110

*Recommended Prep:* "C" or higher in a high school CAD drafting course, or equivalent CAD training/experience. AEC majors only.

Introduction to graphic communication and conventions as it is applied 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. Emphasis on how to locate information and cross reference with details, schedules, and specifications for clarification. Some computer architectural 3D modeling using SketchUp or similar software will be introduced. (3 hrs. lect. per week)

**AEC 110 BASIC AutoCAD (4)***Prerequisite or Co-requisite:* AEC 101 and AEC 118

*Recommended Prep:* "C" or higher in a high school CAD drafting course, or equivalent CAD training/experience. AEC majors only.

The foundation AutoCAD course in the Architectural, Engineering and CAD Technologies program. Basic commands and operations from 2D drawing and editing tools to creating solid models and rendering. 2D drawing, text, dimensions, blocks, hatching, reference files, sharing data, 3D drawing, plotting, and more. Designed to qualify students for Autodesk certification. This course also available non-credit in four modules. (4 hrs. lect. per week)

**AEC 111 INTRODUCTION TO PROFESSIONAL ETHICS (1)***Prerequisite or Co-requisite:* ENG 100

AEC majors only.

This course is designed for students preparing for employment or further training in architecture, engineering, or a related professional field and who will at some point work with others – colleagues, supervisors, clients, or the general public. Solving ethical problems is often more difficult than applying

technical or other specialized skills that the greatest amount of time is spent on in training. The course makes solutions of issues and dilemmas easier, which leads to greater success both on and off the job. Its focus is principally on applied ethics with minimum theoretical terminology, that is very practical – and comes with a lifetime benefit guarantee.  
(1 hr. lect. per week)

**AEC 118 CONSTRUCTION MATERIALS (3)**  
**(FORMERLY CMGT 114)**

*Prerequisite:* ENG 100 and AEC 110  
AEC majors only.

A broad survey of materials and products used in the building industry, their nature, characteristics, variety and uses. Concrete, masonry, wood, metals, conveying systems, electrical and mechanical systems, and other topics based on the CSI format. Emphasis on materials and construction in Hawai'i. An interactive Internet course—not a CAD or project-based course.  
(3 hrs. lect. per week)

**AEC 160 INTRODUCTION TO CONSTRUCTION DRAWINGS (4)**  
**(FORMERLY AEC 120 OR CMGT 122)**

*Prerequisite:* "C" or higher in AEC 110 and AEC 118  
AEC majors only.

A core AEC course in basic building construction and common construction drawings. Foundations, framing, doors and windows, cornices, roofs—architectural dimensions, materials symbols, drawing conventions, construction conceptualization, and more. An AutoCAD course that applies procedures from AEC 110 and materials information from AEC 118.  
(4 hrs. lect. per week)

**AEC 161 BUILDING INFORMATION MODELING SOFTWARE (3)**  
**(FORMERLY AEC 124 OR CMGT 123)**

*Prerequisite:* "C" or higher in AEC 101 and in AEC 118  
AEC majors only.

This course provides students with the opportunity to work on a medium-size modeling/drafting project using the latest architectural software. Emphasis is on the three-dimensional drawing tools of the Revit software. Architectural models, rendering, and animation are important elements of the course. Students create photo realistic computer images of buildings, components, and the project site.  
(3 hrs. lect. per week)

**AEC 163 CONSTRUCTION LAW (3)**  
**(FORMERLY CMGT 216)**

*Prerequisite:* "C" or higher in AEC 101

Construction Management focus AEC majors only. This course focuses on understanding the relationship between contract documents and the construction process. Students will explore contractual relationships, legal roles and responsibilities, and contract types. General condition clauses that affect levels of decision making authority, project close-out, and the superintendents role as an agent of the contractor will be studied. Students will study legal issues that often result in construction disputes including differing site conditions, time

and schedule impacts, change orders, and changed conditions. Students will also study contract dispute resolution including negotiations, alternatives dispute resolutions, and litigation of dispute.  
(3 hrs. lect. per week)

**AEC 164 RESIDENTIAL PLANNING AND DESIGN (3)**  
**(FORMERLY AEC 123)**

*Prerequisite:* "C" or higher in AEC 101

Architectural Tech focus AEC majors only.

A design fundamentals, development, and presentation course that precedes the project-based working drawings courses (AEC 101 and 110). Application of AEC 101 techniques to preliminary board designs of increasing complexity. Architectural design concepts and principles, application of AutoCAD and SketchUp, study models, rendering, group and juried presentations.  
(3 hrs. lect. per week)

**AEC 165 CONSTRUCTION ADMINISTRATION (3)**  
**(FORMERLY CMGT 220)**

*Prerequisite:* "C" or higher in AEC 101

Construction Management focus AEC majors only. Proper construction documentation is essential to an economical and effective system for planning, operating, and controlling a construction project. This course will guide the student in proper forms, form development, and how to adapt forms for your organization. How to write and prepare the various plans required by government agencies is also covered. (3 hrs. lect. per week)

**AEC 193V COOPERATIVE EDUCATION (1–4)**

*Prerequisite:* Placement in ENG 100; MATH 50, or

Placement in MATH 150 or higher

*Instructor approval required.*

AEC majors only.

This course provides students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Architectural, Engineering and CAD Technologies. Students may enroll 4 times for a maximum of 12 credits.  
(5 hrs. work experience per week per credit)

**AEC 209 PLANNING AND SCHEDULING (3)**  
**(FORMERLY CMGT 226)**

*Prerequisite:* "C" or higher in AEC 165

Construction Management focus AEC majors only.

The theory and practice of planning, scheduling, and reporting for a project through the use of bar chart and Critical Path Methodology. The course provides students with a thorough understanding of project planning and scheduling principles in the construction industry. It introduces various planning and control techniques in an integrated planning and control system. It helps students develop understanding of time, cost, and resource management principles as well as the ethical issues involved. The course also provides an overview of advanced project planning concepts.  
(3 hrs. lect. per week)

**AEC 210 RESIDENTIAL WORKING DRAWINGS (4)**  
**(FORMERLY AEC 130)**

*Prerequisite:* "C" or higher in AEC 160 and in AEC 161  
*Co-requisite:* AEC 213 or instructor approval  
*Architectural Tech focus AEC majors only.*

A core course in the advanced study and application of materials and methods of construction specifically related to two-story dwellings. Projects utilize light wood, steel, and/or masonry construction principles and practices. Basic residential planning, drafting expressions, architectural details, and complete working drawings. All drawing is done using computer-aided design (CAD) software.  
 (4 hrs. lect. per week)

**AEC 211 CONSTRUCTION ESTIMATING AND BIDDING (3)**  
**(FORMERLY AEC 138 OR CMGT 228)**

*Prerequisite:* AEC 118; "C" or higher in AEC 160; "C" or higher in ENG 100  
*AEC majors only.*

This course introduces students to construction contracts, types of estimates, construction costs, cost accounting, purposes and functions. Students also gain experience in generating material quantity takeoffs from construction drawings.  
 (3 hrs. lect. per week)

**AEC 213 CONSTRUCTION CODES (3)**  
**(FORMERLY AEC 131)**

*Prerequisite:* "C" or higher in AEC 160; "C" or higher in ENG 100  
*Co-requisite:* AEC 210  
*AEC majors only.*

This course explores the ramifications of codes on building projects. Students apply the material of the course relating to zoning, building, and accessibility requirements to drawing projects in the co-requisite course, AEC 210. This is a lecture-discussion-exercise course.  
 (3 hrs. lect. per week)

**AEC 217 STRUCTURAL DRAWING (3)**  
**(FORMERLY AEC 136)**

*Prerequisite:* "C" or higher in AEC 160; and in MATH 150/140 or higher, OR Placement in MATH 241  
*Recommended Prep:* AEC 118  
*AEC majors only.*

Introduction to structural drawing for building construction—to load analysis, concrete and steel plan and detail drawing, and wood frame design and drawing with CAD software. Emphases on roof framing, lintels and beams, and posts and columns. The goal is develop in students a "sense" and basic understanding of structure in building construction.  
 (3 hrs. lect. per week)

**AEC 236 Introduction to Sustainability (3)**

Introduction to Sustainability provides a comprehensive overview of the interdisciplinary field of sustainability. The focus is on furnishing solutions and equipping the student with both conceptual understanding and technical skills for the workplace. We will explore one aspect of the field each week,

first introducing relevant theory and presenting issues, then supplying tools for working towards solutions. Elements of sustainability will be examined, and exploration of ecosystems, social equity, environmental justice, food, energy, product life cycles, cities, and more. Techniques for management and measurement as well as case studies from around the world will be discussed. This section is S-Focus (SF), meaning that a significant portion of the assignments and content will concentrate on issues of sustainability. Open to non-majors.  
 (3 hrs. lect. per week)

**AEC 237 INTRODUCTION TO THE BUILT ENVIRONMENT (3)**  
**(FORMERLY AEC 135)**

*Prerequisite:* "C" or higher in ENG 250-257(A-Z)  
 This course explores the evolution of society's physical fabric as revealed by place, climate, culture, technology and time. The work of several well-known architects will be examined to study the impact of scientific knowledge and architectural design theory on history, culture, sociology and built form. Students will prepare several oral presentations to validate their understanding of the course content. Fall semester only. Open to non-majors. (3 hrs. lect. per week)

**AEC 239 FIELD SHADOW EXPERIENCE (1)**  
**(FORMERLY AEC 139)**

*Prerequisite:* "C" or higher in AEC 160; "C" or higher in ENG 250-257(A-Z)  
*Architectural Tech focus AEC majors only*  
 Students individually shadow an architect, engineer, or other industry professional for two hours per week (7 times) at times arranged. Three group meetings with all instructors for orientation and to share experiences. Placement tailored to student needs and interests. Students may enroll 2 times for credit.  
 (2 hrs. field experience per week for 7 weeks)

**AEC 260 COMMERCIAL WORKING DRAWINGS (4)**  
**(FORMERLY AEC 140)**

*Prerequisite:* "C" or higher in AEC 209 or 210  
*Co-requisite:* AEC 261  
*AEC majors only.*

A core course that includes the theory and practice involved in producing and organizing working drawings using computer-aided design techniques for multi-family and commercial projects. Students are exposed to design, layout, and construction methods used in steel, concrete, masonry, and wood systems. Independent research emphasized. All drawing is done using computer-aided (CAD) software.  
 (4 hrs. lect. per week)

**AEC 261 BUILDING SERVICES (3)**  
**(FORMERLY AEC 141 OR CMGT 214)**

*Co-requisite:* AEC 260 or instructor approval  
*Recommended Prep:* AEC 118  
*AEC majors only.*

Preliminary and detail planning of service and mechanical equipment and facilities in multi-family, commercial, industrial, and municipal buildings. Topics include energy, thermal control, acoustics, large capacity plumbing and electrical systems,



fire protection equipment, vertical transportation equipment, security systems, and service accesses. (3 hrs. lect. per week)

**AEC 263 VIRTUAL CONSTRUCTION (3)**

*Prerequisite: "C" or higher in AEC 161 and AEC 209*  
*Construction Management focus AEC majors only*  
This course introduces the student to Building Information Modeling in the context of project management and the lean construction process. The focus of this course is to provide knowledge and hands-on experience with state-of-the-art construction management systems and principles, such as 5D modeling strategies (the implementation and analysis of 5D-models for quantity take-off), location based production planning, and activity based planning using CAD software such as Autodesk Revit and NavisWorks. (3 hrs. lect. per week)

**AEC 264 ADVANCED MODELING AND PRESENTATION (3)**  
**(FORMERLY AEC 146)**

*Prerequisite: "C" or higher in AEC 110 and in AEC 161*  
*Architectural Tech focus AEC Majors only.*  
Advanced 3D modeling and rendering techniques using a high-end computer modeling program aimed primarily at building design. Topics include the user interface, basic modeling concepts, scene creation, object creation, material rendering, and, lighting. Students construct several 3D computer models. This course also available non-credit. (3 hrs. lect. per week)

**AEC 277 LAND SURVEYING I (3)**  
**(FORMERLY CMGT 211)**

*Prerequisite: "C" or higher in ENG 100*  
*Construction Management focus AEC majors only*  
This course is a basic course on land surveying. It provides the basic skills of plane surveying, using instruments for distance measurements, angular measurements, and determining elevations. The course provides experience with completing closed traverses and topographic surveying. Computer spreadsheets are utilized to facilitate common calculations associated with plane surveying. (2 hrs. lect.; 3 hrs. lab. per week)

**AEC 278 LAND SURVEYING II (3)**

*Prerequisite: "C" or higher in AEC 277*  
*Construction Management focus AEC majors only*  
This course is designed to build upon the skills attained in the Land Surveying I course and prepares individuals interested in taking the Certified Surveying Technician (CST) exam. (2 hrs. lect.; 3 hrs. lab. per week)

**AEC 280 CIVIL ENGINEERING DRAWING (3)**  
**(FORMERLY AEC 148)**

*Prerequisite: "C" or higher in AEC 209 or AEC 210, and in MATH 150/140 or higher, OR Placement in MATH 241*  
*Prerequisite or Co-requisite: AEC 210 or AEC 277*  
*AEC majors only.*  
Introduction to civil engineering drawing with AutoCAD and AutoCAD Civil 3D. Maps, surveys, scales

and conventions, contours and profiles, site plans, site utilities, topographic models, excavation, retaining walls, highway layout, subdivision and block plans. (3 hrs. lect. per week)

**AEC 289 PREPARATION FOR EMPLOYMENT IN THE AEC INDUSTRY (2)**  
**(FORMERLY AEC 149)**

*Prerequisite or Co-requisite: "C" or higher in AEC 264*  
*Architectural Tech focus AEC majors only.*  
A course in preparation for employment in the architectural, engineering, and construction industry. Half of the course is devoted to the AEC job market, job search strategies, resume writing, interviewing, and succeeding on the job. The other half of the course is devoted to designing and creating a professional portfolio. (2 hrs. lect. per week)

**ART (ART)**

**ART 30 THE VISUAL ARTS (3)**

An introduction to the visual ideas and materials of art for non-majors. (3 hrs. lect. per week)

**ART 101 INTRODUCTION TO THE VISUAL ARTS (3) (DA)**

*Prerequisite: Placement in ENG 100 + ENG 100S*  
Nature of visual art and its expression in various forms. Lectures, demonstrations. (3 hrs. lect. per week)

**ART 107D INTRODUCTION TO DIGITAL PHOTOGRAPHY (3) (DA)**  
*Recommended Prep: Placement in ENG 100 + ENG 100S; ART 112*

*Students are required to have access to a working digital camera (10+ MP, SLR preferred) plus their camera's operating instructions and application CD.*  
This course covers the basic history and practice of digital photography. Students will learn basic camera techniques, the specific features of their own camera, and how to convert their images to digital formats. The course will provide students with basic aesthetic principles as well as specific practical techniques needed for artistic expression and/or entry into the photographic workplace. Students may enroll 2 times for a maximum of 6 credits. (3 hrs. lect./lab. per week)

**ART 111 INTRODUCTION TO WATERCOLOR PAINTING (3)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
ART 111 provides a foundation in the materials and techniques of Watercolor Painting through lectures, field trips, demonstrations and in-class painting sessions. May be taken on a CR/N basis. (6 hrs. lect./lab. per week)

**ART 112 INTRODUCTION TO DIGITAL ART (3) (DA)**

*Recommended Prep: ICS 100; Placement in ENG 100 + ENG 100S*  
Introduction to the technology, vocabulary, and procedures of computer produced images; the use of computer graphics as an artist's tool. Students may enroll 2 times for a maximum of 6 credits. (2 hrs. lect.; 4 hrs. lab. per week)



**ART 113 INTRODUCTION TO DRAWING (3) (DA)***Prerequisite:* Placement in ENG 100 + ENG 100S

Two-dimensional visualization and rendering of forms, spaces, and ideas through a variety of approaches and media. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 115 INTRODUCTION TO 2D DESIGN (3)***Recommended Prep:* Placement in ENG 100 + ENG 100S

Basic design concepts, elements and principles of organization. Emphasizes problem-solving and technical skills with introduction to computer. May be graded on a CR/N basis. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 123 INTRODUCTION TO PAINTING (3) (DA)***Prerequisite:* Placement in ENG 100 + ENG 100S*Recommended Prep:* ART 113

Theory and practice of painting; basic material and technical procedures will be addressed. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 213 INTERMEDIATE DRAWING (3) (DA)***Prerequisite:* ART 113

Extension of ART 113; drawing concepts unique to this century. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 214 LIFE DRAWING (3)***Prerequisite:* ART 113 or 213 or instructor approval

Study of the figure. Repeatable once for credit. (2 hrs. lect.; 4 hrs. lab. per week)

**ART 223 INTERMEDIATE PAINTING (3)***Prerequisite:* ART 123

Survey of late 19th and 20th century studio practice with emphasis on abstraction and non-representational painting. (2 hrs. lect.; 4 hrs. lab. per week)

**ASIAN STUDIES (ASAN)****ASAN 100 ASIAN PERSPECTIVE (3) (DH)***Recommended Prep:* Placement in ENG 100 + ENG 100S

The purpose of this course will be to raise the student's awareness and understanding of the operation and composition of non-American cultures and societies. The skills of observation and analysis that students will acquire through this course should enable them to confront and interact with any other nonAmerican culture. (3 hrs. lect. per week)

**ASAN 201 INTRODUCTION TO ASIAN STUDIES: EAST ASIA (3) (DH)***Understanding East Asia through multidisciplinary approaches. Examines the interrelationship of policies, economy, literature, religion, the arts, and history as the basis for such an understanding. May be taken by Credit by examination or audited. (3 hrs. lect. per week)***ASAN 202 INTRODUCTION TO ASIAN STUDIES: SOUTH/SOUTH EAST ASIA (3) (DH)***Understanding East Asia through multidisciplinary approaches. Examines the interrelationship of policies, economy, literature, religion, the arts, and**history as the basis for such an understanding.**May be taken by Credit by examination or audited. (3 hrs. lect. per week).***ASAN 241 CIVILIZATIONS OF ASIA I (3) (DH)***Recommended Prep:* Placement in ENG 100 + ENG 100S

Historical survey of major civilizations of Asia from earliest times: East Asia, Southeast Asia, and South Asia. Cross-listed as HIST 241. (3 hrs. lect. per week)

**ASAN 242 CIVILIZATIONS OF ASIA II (3) (DH)***Recommended Prep:* Placement in ENG 100 + ENG 100S

Continuation of ASAN 241. Cross-listed as HIST 242. (3 hrs. lect. per week)

**ASAN 250 ASIAN POLITICS SINCE 1900 (3) (DS)***Recommended Prep:* Placement in ENG 100 + ENG 100S

This course will focus on ten Asian countries with the largest economics and populations, in order to familiarize students with the development of their politics, economics, and society. Cross-listed as POLS 250. (3 hrs. lect. per week)

**ASTRONOMY (ASTR)****ASTR 110 SURVEY OF ASTRONOMY (3) (DP)**

Survey of the nature of the astronomical universe for non-science majors, with emphasis on scientific method and development of scientific thought. (3 hrs. lect. per week)

**ASTR 110L SURVEY OF ASTRONOMY LABORATORY (1) (DY)***Prerequisite:* "C" or higher in MATH 24 OR placement in MATH 25. *Prerequisite or Co-requisite:* ASTR 110 or consent of instructor.

Demonstration of astronomical principles through laboratory observations and analysis of astronomical data. Not required for ASTR 110. May be taken on a CR/N basis. (3 hrs. lab. per week)

**ATMOSPHERIC SCIENCES (ATMO)****ATMO 101 INTRODUCTION TO METEOROLOGY (3) (DP) (Formerly MET 101)***Prerequisite:* Placement in ENG 100 + ENG 100S or ESL 23

This is an introductory course intended for the non-science majors, prospective science teachers and prospective science majors. This course will include an overview of basic atmospheric physics, sun-Earth-atmosphere interrelations, pollution, major weather systems, weather forecasting, and weather in Hawai'i. (3 hrs. lect. per week)

**ATMO 101L INTRODUCTION TO METEOROLOGY LAB (1) (DY) (Formerly MET 101L)***Prerequisite or Co-requisite:* ATMO 101

This introductory course is intended to accompany ATMO 101 and involves exercises with meteorological data and measurement systems, with particular focus on the characteristics of weather in Hawai'i. (3 hrs. lab. per week)

## AUTO BODY REPAIR AND PAINTING (ABRP)

### **ABRP 73 COLLISION PREP AND PANEL ALIGNMENT (4)**

*Co-requisite: ABRP 75*

*ABRP majors only.*

This course will introduce students to the auto body collision repair environment. The focal point of instruction will involve the unibody of the late model collision damaged vehicle and preparation of the vehicle for collision repair. Other areas of instruction will introduce students to the theory and practice of the adjustment and alignment of door, hood, decklid, etc. (120 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 5 weeks)

### **ABRP 75 DOOR SKIN ALIGNMENT AND REPLACEMENT (2)**

*Co-requisite: ABRP 73*

*ABRP majors only.*

This course will cover fundamental procedures in the removal, reinstallation, and adjustment of movable door glass. Major emphasis on the theory of removing and replacing door outer skins will also be included. (60 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 2.5 weeks)

### **ABRP 78 COLLISION DAMAGE ANALYSIS (3)**

*Co-requisite: ABRP 79, 80*

*ABRP majors only.*

Specific areas to be covered relate to the identification and analysis of damage through visual inspection and measuring techniques. Emphasis will be placed on the ability to identify quick telltale signs of damage. Students will also move from basic structural measuring principles, techniques, and equipment to various types of state-of-the-art frame measuring equipment. The unibody of the late model vehicle will be the focal point of instruction. (90 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 3.75 weeks)

### **ABRP 79 STRUCTURAL STRAIGHTENING TECHNIQUES (3)**

*Co-requisite: ABRP 78, 80*

*ABRP majors only.*

Students will learn, practice, and demonstrate their skills as they relate to different anchoring systems, and their set-up. This course will further introduce students to the theory and practice of various straightening techniques and systems. (90 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 3.75 weeks)

### **ABRP 80 PANEL REPLACEMENT (6)**

*Co-requisite: ABRP 78, 79*

*ABRP majors only.*

This course will expose students to factory attachment methods of structural/non-structural components and the proper procedures for replacing these components. The method of sectioning structural/non-structural components will also be explored. (180 hrs. total. 6 hrs. lect.; 18 hrs. lab. per week over 7.5 weeks)

### **ABRP 93V COOPERATIVE EDUCATION (1-4)**

*Respirator use clearance and valid driver's license.*

*ABRP majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Auto Body Repair and Painting. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit.)

### **ABRP 101 FOUNDATIONS TO AUTO BODY REPAIR (12)**

*Prerequisite: Respirator use clearance and valid driver's license.*

*Recommended Prep: Industrial Arts, Mechanical Drawing, Mathematics, Physical Science, Communication Skills - reading and speaking.*

*ABRP majors only*

This course design is to introduce the student to the safe practices in the shop environment while developing an understanding and skill level that is pertinent to entry-level skills needed to be productive in the industry. The student will develop skills that are necessary to repair minor damages to the vehicle. The student will gain an understanding of the safe operation, proper use and general maintenance of tools and equipment required of entry-level technicians. (6 hrs. lect.; 18 hrs lab per week)

### **ABRP 102 INTERMEDIATE AUTO BODY REPAIR (12)**

*Prerequisite: ABRP 101; Respirator use clearance and valid driver's license.*

*Recommended Prep: Industrial Arts, Mechanical Drawing, Mathematics, Physical Science, Communication Skills - reading and speaking.*

*ABRP majors only*

This course will further strengthen the student's ability to do minor metalwork and body filling while progressing them into the repair of advanced damages of the modern vehicle. The student will be introduced into the safe operation and maintenance of intermediate equipment commonly used in the repair shop. Topics of new discovery will include: composite repair; understanding the fundamentals of an equipment estimate and work order; process of full and partial panel replacement of commonly replaced components; proper vehicle pre-delivery processes. Students will be introduced to the safe handling and repair of aluminum components with an introduction to higher end welding techniques. (6 hrs lect.; 18 hrs. lab per week)

### **ABRP 103 TRANSITIONING CLASS TO INDUSTRY (4)**

*Prerequisite: ABRP 101, ABRP 102; Respirator use clearance and valid driver's license.*

*Recommended Prep: Industrial Arts, Mechanical Drawing, Mathematics, Physical Science, Communication Skills - reading and speaking.*

*ABRP majors only*

This course is a culmination of a student's knowledge and skill development, it will give them real life experiences in the day-to-day operation of the industry. Students will be required to intern at various businesses within the State while still attending class.

It is designed to hone their school training to further meet industry demands and give them an insight to the many career paths within the industry. Students will intern 5 days a week for 4 hours a day at arranged businesses by the student, instructor and business owner. Placements are based on student interest in conjunction with the fulfillment of program objectives. Students will also be required to attend class 5 days a week for 4 hours a day to further their study of the industry. (5 hrs lect.; 15 hrs. lab per week over 6 weeks)

## AUTOMOTIVE TECHNOLOGY (AMT)

### **AMT 20 INTRODUCTION TO AUTOMOTIVE MECHANICS (2)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 50 OR Placement in MATH 150 or higher

*Valid driver's license*

*Co-requisite:* AMT 153 and AMT 155.

*AMT majors only.*

This course exposes students to the policies and procedures of the Automotive Mechanics Technology (AMT) program. Students will have an opportunity to learn about various positions in the automotive field, understand and apply shop safety, identify and explain issues related to hazardous materials, identify systems and components of an automobile, reference technical manuals appropriately, identify and use basic hand tools and precision measuring equipment, perform fastener repair and identification and understand the importance of maintenance scheduling. (60 hrs. lect./lab. per term)

### **AMT 22 SURVEY OF AUTOMOTIVE TECHNOLOGY (4)**

*Prerequisite:* Valid driver's license

*Recommended Prep:* Auto Academy Participant Administrative approval required.

This course covers content similar to AMT 20 - Introduction to Automotive Mechanics, but includes an internship and an overview of automotive technology. This course exposes students to the policies and procedures of the Automotive Mechanics Technology (AMT) program. Students will have an opportunity to learn about various positions in the automotive field, understand and apply shop safety, identify and explain issues related to hazardous materials, identify systems and components of an automobile, reference technical manuals appropriately, identify and use basic hand tools and precision measuring equipment, perform fastener repair and identification and understand the importance of maintenance scheduling. Students will also have an opportunity to learn about the eight general areas of automotive technology which include, Steering and Suspension, Brakes, Manual Drive Train and Axles, Automatic Transmissions and Transaxles, Electrical and Electronic Systems. Engine Repair, Heating and Air Conditioning, and Engine Performance. (20 hrs. lect./lab. per week)

### **AMT 130 ENGINES (8)**

*(Formerly AMT 30)*

*Prerequisite:* AMT 153 and AMT 155

*Co-requisite:* AMT 140

*Recommended Prep:* Employed in the automotive industry AMT majors only.

This course will cover shop safety, tools and all components found in the modern internal combustion engine. The course is designed to provide students with an understanding of the fundamental operation and construction of internal combustion engines. Instruction will include theory and laboratory (shop) activities in which students will learn how to inspect, service, maintain, diagnose, and repair automobile engine malfunctions. Course includes live work. (240 hrs. lect./lab. per term)

### **AMT 140 ELECTRICAL SYSTEMS I (4)**

*(Formerly AMT 40)*

*Prerequisite:* AMT 153 & 155

*Co-requisite:* AMT 130

*Recommended Prep:* Employed in the automotive industry AMT majors only.

This course will cover shop safety, applicable tools and equipment. It is designed to provide students with the essential theories and practical skills to service and repair battery, starting, charging, and lighting systems. Diagnostic procedures using wiring diagrams and electrical test equipment to locate shorts, grounds, opens and resistance problems will also be covered. Course includes live work. (120 hrs. lect./lab. per term)

### **AMT 142 ELECTRICAL SYSTEMS II (8)**

*(Formerly AMT 42)*

*Prerequisite:* AMT 146 and AMT 151

*Co-requisite:* AMT 143

*AMT majors only.*

This Electrical Systems II course deals with the systematic approach to diagnosing and repairing electrical, electronic, and ignition systems. The course focuses on small motor devices, relay controls, instrument clusters, and ignition systems found in the modern vehicle. Students will be introduced to common symptoms and pinpoint test procedures used to evaluate various circuits. They will demonstrate awareness of the safety aspects, operation, and characteristics of Hybrid/Electric Vehicles. Other subject areas include basic electrical repairs, shop safety, and the proper utilization of tools and equipment. Course may include live work. (240 hrs. lect./lab. per term)

### **AMT 143 AIR CONDITIONING (4)**

*(Formerly AMT 43)*

*Prerequisite:* AMT 146 and AMT 151

*Co-requisite:* AMT 142

*Recommended Prep:* Employed in the automotive industry AMT majors only.

This course covers shop safety, training in specialty tools and equipment. Included are fundamental theories, diagnosis, and repair practices to automotive air conditioning systems. Presented in the course are

the operation and function of the vacuum, electrical, refrigeration circuits, along with computer controlled climate control systems. Course includes live work. (120 hrs. lect./lab. per term)

**AMT 146 POWERTRAIN AND MANUAL TRANSMISSIONS (5)**

(Formerly AMT 46)

*Prerequisite:* AMT 130 and AMT 140; PHYS 100 & 100L or PHYS 104

*Co-requisite:* AMT 151

*AMT majors only.*

In this class, students will learn shop safety, proper use of related tools and equipment. The various designs of manual transmissions, differentials, and transaxles are covered in this course along with the many drive line components found in the undercarriage of the automobile. Each major component is covered in detail, including such topics as purpose, application, operation, inspection, diagnosis, and repair. Course includes live work. (150 hrs. lect./lab. per term)

**AMT 151 AUTOMATIC TRANSMISSIONS/TRANSAXLES (7)**

(Formerly AMT 50)

*Prerequisite:* AMT 130 and AMT 140

*Co-requisite:* AMT 146

*Recommended Prep:* Employed in the automotive industry  
*AMT majors only.*

This course explains the fundamental principles of automatic transmission designs and operations found on both Front Wheel Drive (FWD) and Rear Wheel Drive (RWD) vehicles. Service and overhaul procedures are given on various import and domestic automatic transmissions according to the manufacturer's standards. Introduction to Electronically Controlled Automatic Transmissions (ECAT) also included. (210 hrs. lect./lab. per term)

**AMT 153 BRAKES (5)**

(Formerly AMT 53)

*Prerequisite or Co-requisite:* AMT 20

*Co-requisite:* AMT 155

*AMT majors only.*

This course covers shop safety, related tools, fundamental principles of operation and practical application needed to perform repairs to automotive braking systems. Various mechanical, hydraulic, vacuum, electrical, and computer devices incorporated in the automobile's braking system will be covered. They include an introduction to Anti-lock Braking Systems manufactured by Teves, Bosch, Delco, and Kelsey-Hayes along with established troubleshooting and service procedures. Course includes live work. (150 hrs. lect./ lab. per term)

**AMT 155 SUSPENSION AND STEERING (5)**

(Formerly AMT 55)

*Prerequisite or Co-requisite:* AMT 20

*Co-requisite:* AMT 153

*AMT majors only.*

This course covers the need of today's automotive suspension system specialist. Fundamental information, repair procedures and current service practices are included. Various types of suspension

and steering components found in the modern automobile are covered with steering geometry and wheel alignments of 2 and 4 wheel steering automobiles. An introduction to Supplemental Restraint Systems (air bags) also included. (150 hrs. lect./lab. per term)

**AMT 167 ENGINE PERFORMANCE (12)**

(Formerly AMT 67)

*Prerequisite:* AMT 20, 130, 140, 142, 143, 146, 151, 153, 155  
*AMT majors only.*

This course will deal with the systematic diagnostic approach to isolate malfunctions for computerized engine control systems. Students will be introduced to various components and their relationship to others in system functions. The course covers service codes, analysis of drivability symptoms, and pin-point test procedures using modern diagnostic strategies and various state-of-the-art equipment. (360 hrs. lect./lab. per term)

**AMT 93V COOPERATIVE EDUCATION (1-4)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 50 OR Placement in MATH 150 or higher

*Valid driver's license*

*Instructor approval required.*

*AMT majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Automotive Mechanics Technology. Students may enroll 4 times for a maximum of 12 credits.  
(5 hrs. work experience per week per credit.)

**BIOCHEMISTRY (BIOC)**

**BIOC 141 FUNDAMENTALS OF BIOCHEMISTRY (3) (DP)**

[FORMERLY BIOC 241]

*Prerequisite:* MATH 25

Biological chemistry stressing integration of concepts of general, inorganic, and biochemistry and applications to life chemistry. (3 hrs. lect. per week)

**BIOC 142 ELEMENTS OF BIOCHEMISTRY (3) (DP)**

[FORMERLY BIOC 251]

*Prerequisite:* BIOC 141 or CHEM 151

Biochemical principles and concepts as applied to living systems. Includes sufficient organic chemistry to understand these principles. (3 hrs. lect. per week)

**BIOLOGY (BIOL)**

**BIOL 100 HUMAN BIOLOGY (3) (DB)**

An introduction to the structure and function of cells, tissues, organs, and organ systems of the body. In addition, there will be selected topics on nutrition, infectious diseases and immunity, the nature of cancer, reproductive biology, and human genetic disorders. (3 hrs. lect. per week)



**BIOL 103 PRINCIPLES OF ZOOLOGY (3) (DB)**

*Recommended Prep: High School Biology*  
Structure, development, physiology, reproduction, evolution, behavior, and ecology of animals.  
Cross-listed as ZOOL 101. (3 hrs. lect. per week)

**BIOL 103L PRINCIPLES OF ZOOLOGY LAB (1) (DY)**

*Recommended Prep: High School Biology*  
Structure, development, physiology, reproduction, evolution, behavior, and ecology of animals.  
Cross-listed as ZOOL 101L. (3 hrs. lab. per week)

**BIOL 123 HAWAIIAN ENVIRONMENT SCIENCE (3) (DB)**

*Recommended Prep: High School Biology*  
Characteristics of science and interaction with society illustrated by topics in geology, astronomy, oceanography, and biology of Hawaiian Islands.  
(3 hrs. lect. per week)

**BIOL 124 ENVIRONMENT AND ECOLOGY (3) (DB)**

*Co-requisite: BIOL 124L*  
Biological and physical principles affecting human/environment interaction; impact of science, technology, value and perceptions on global society and ecology; projections and options about human ecology. (3 hrs. lect. per week)

**BIOL 124L ENVIRONMENT AND ECOLOGY LAB (1) (DY)**

*Co-requisite: BIOL 124*  
Laboratory experiments, field surveys/studies, demonstrations and projects illustrating topics in human ecology. (3 hrs. lab. per week)

**BIOL 171 INTRODUCTION TO BIOLOGY I (3) (DB)**

*Prerequisite or Co-requisite: CHEM 151 or CHEM 161 or Instructor Approval*  
*Co-requisite: BIOL 171L*  
*Recommended Prep: High School Biology*  
Introductory biology for all life science majors. Cell structure and chemistry; growth, reproduction, genetics, evolution, viruses, bacteria and simple eukaryotes. (3 hrs. lect. per week)

**BIOL 171L INTRODUCTION TO BIOLOGY I LAB (1) (DY)**

*Prerequisite or Co-requisite: CHEM 151L or CHEM 161L or Instructor Approval*  
*Co-requisite: BIOL 171 or Instructor Approval*  
*Recommended Prep: High School Biology*  
Laboratory to accompany BIOL 171.  
(3 hrs. lab. per week)

**BIOL 172 INTRODUCTION TO BIOLOGY II (3) (DB)**

*Prerequisite: BIOL 171 and 171L or Instructor Approval*  
*Co-requisite: BIOL 172L or Instructor Approval*  
*Recommended Prep: High School Biology and college level reading and writing skills*  
Introduction to biology for all life science majors. Continuation of BIOL 171. Exploration of biology with emphasis on biological diversity, anatomy and physiology of plants and animals, ecology and the biosphere. (3 hrs. lect. per week)

**BIOL 172L INTRODUCTION TO BIOLOGY II LAB (1) (DY)**

*Prerequisite: BIOL 171 and 171L or Instructor Approval*  
*Co-requisite: BIOL 172 or Instructor Approval*  
*Recommended Prep: High School Biology and college level reading and writing skills*  
Laboratory to accompany BIOL 172.  
(3 hrs. lab. per week)

**BLUEPRINT READING (BLPR)****BLPR 22 BLUEPRINT READING (3)**

A basic course designed primarily for students in the construction trades. Topics include principles of graphic representation, basic building construction, interpretation of working drawings, and building specifications. (3 hrs. lect. per week)

**Boat Maintenance and Repair**

(See Small Vessel Fabrication and Repair)

**BOTANY (BOT)****BOT 101 GENERAL BOTANY (3) (DB)**

*Co-requisite: BOT 101L*  
This course will cover introduction to plant biology; structures and functions of plant cells, tissues, and organs such as roots, stems, leaves and flowers; concepts of biological evolution and classification; the diversity of plants; genetics; ecology; and current topics of interest: biotechnology, agriculture and pollution effects on plants. (3 hrs. lect. per week)

**BOT 101L GENERAL BOTANY LABORATORY (1) (DY)**

*Co-requisite: BOT 101*  
Laboratory sessions will involve specific application of lecture material. Laboratory observations, experiments and field trips will illustrate the basic principles of plant biology, plant propagation and environmental issues affecting plant growth. Students will be exposed to diverse farming technologies for sustainable food production. (3 hrs. lab. per week)

**BOT 105 MEA KANU: HAWAIIAN PLANTS & THEIR USES (3) (DS)**

*Prerequisite: Placement in ENG 100 + ENG 100S*  
This course explores the cultural uses of plants by humans in the Hawaiian archipelago and elsewhere in Polynesia. Focus will be upon those plants that were originally found in Hawai'i when early settlers came and those plants that were brought by them. Cross-listed as HWST 105. (3 hrs. lect. per week)

**BOT 130 PLANTS IN THE HAWAIIAN ENVIRONMENT (3) (DB)**

*Co-requisite: BOT 130L*  
This course is a study of some of the plants which grow in Hawai'i. Plants will be identified and discussed in regard to their form and structure. Evolution and ecology of the plants will also be considered.  
(3 hrs. lect. per week)



### **BOT 130L PLANTS IN THE HAWAIIAN ENVIRONMENT LABORATORY (1) (DY)**

*Co-requisite: BOT 130*

Laboratories will involve specific application of lecture material and several field trips to various parts of O'ahu. (3 hrs. lab. per week)

## **BUSINESS (BUS)**

### **BUS 300 FUNDAMENTALS OF MANAGEMENT FOR IT (3)**

*Prerequisite: ENG 100 and A.S. degree in CENT or equivalent*

*Recommended Prep: ENG 209*

This course provides an introduction to the world of business and organizations and examines the functions and relationships of marketing, human resources, accounting, information systems and law, with specific application to the field of Information Technology. (3 hrs. lect. per week)

## **BUSINESS LAW (BLAW)**

### **BLAW 200 LEGAL ENVIRONMENT OF BUSINESS (3)**

*Prerequisite: ENG 100 or Placement in ENG 201-296; MATH 25 or Placement in MATH 100 or higher*

Introduction to the legal environment of business operations with particular attention to principles of law relating to contracts, agency, partnerships, and corporations. May be taken on a CR/N basis. (3 hrs. lect. per week)

## **CARPENTRY TECHNOLOGY (CARP)**

### **CARP 20 CARPENTRY BASICS (3)**

*Prerequisite: Placement in ENG 100; MATH 50 or Placement in MATH 150 or higher.*

*Co-requisite: CARP 26 and CARP 30.*

*CARP majors only.*

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 and power tools is emphasized. (6 hrs. lect./lab. per week)

### **CARP 22 CONCRETE FORM CONSTRUCTION (11)**

*CARP majors only.* This course is designed to familiarize students with concrete form construction. Topics include the construction terms, materials, methods used in construction, techniques in heavy concrete construction, uses of the builder's transit for leveling, setting grade lines, sighting overhead points, and plumbing columns. (5 hrs. lect.; 18 hrs. lab. per week)

### **CARP 26 CARPENTRY I (9)**

*Co-requisite: CARP 20 and CARP 30*

This course provides students with an opportunity to acquire basic skills required for success in the Carpentry Trade. Students will complete projects using appropriate tools, materials, procedures and safety practices currently used in the industry. (18 hrs. lect./lab. per week)

### **CARP 30 BLUEPRINT READING FOR CARPENTERS (3)**

*Co-requisite: CARP 20 and CARP 26*

*CARP majors only.*

The interpretation of symbols, conventions, legends, abbreviations, dimensioning techniques, visualization of subject projects, techniques and procedures for extraction from a set of construction drawings, information for accurate construction and the preparation of necessary drawings and sketches as required by the carpenter. (3 hrs. lect. per week)

### **CARP 41 ROUGH FRAMING AND EXTERIOR FINISH (11)**

*Co-requisite: IS 106*

*CARP majors only.*

This course is designed to show students the basics of good house construction. Topics include layout and construction techniques of the various parts of a building—footings, foundations, wall and roof framings, roofings, exterior sidings, and door and window frames. City and County of Honolulu and Uniform Building Code regulations are introduced. (5 hrs. lect.; 18 hrs. lab. per week)

### **CARP 42 FINISHING (11)**

*CARP majors only.*

This course is designed to show students the methods and materials used to finish the interior of a house. Topics include the reading of plans, preparation and application of the various ceiling materials, partition layout, wall and partition panels, door frames, hanging doors, closets, bathroom linings, kitchen cabinets, interior trims, finishing hardware, and material estimating. (5 hrs. lect.; 18 hrs. lab. per week)

### **CARP 93V COOPERATIVE EDUCATION (1-4)**

*Prerequisite: Placement in ENG 100; MATH 50, OR Placement in MATH 150 or higher.*

*Instructor approval required.*

*CARP majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in carpentry. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)

## **CHEMISTRY (CHEM)**

### **CHEM 100 CHEMISTRY AND SOCIETY (3) (DP)**

*Co-requisite: CHEM 100L*

A non-mathematical descriptive overview designed to give the non-science major a basic understanding of chemistry, particularly as it relates to problems of society and the environment. The course includes topics such as atomic structure, chemical bonding, nuclear power and energy sources, air and water pollution, pesticides, drugs, plastics, soaps and detergents, and nutrition. (3 hrs. lect. per week)

### **CHEM 100L CHEMISTRY AND SOCIETY LABORATORY (1) (DY)**

*Co-requisite: CHEM 100*

Experiments illustrating the role of chemistry in society to the nonscientist. (3 hrs. lab. per week)

**CHEM 105 ENVIRONMENTAL CHEMISTRY (4) (DP) + (DY)***Prerequisite: ENG 100 + ENG 100T OR ESL 13 & 14 OR**Placement in ENG 100 + ENG 100S or ESL 23;**Placement in MATH 24 or higher or Completion of MATH 50**OESM and FIRE majors (LBRT: Request Instructor Approval)*

Introductory chemistry course covering basic and applied chemistry necessary for understanding toxicological and environmental effects of chemicals. Coordinated lecture and laboratory activities in basic chemistry, hazardous materials, applied biochemistry, and environmental chemistry.

(3 hrs. lect.; 3 hrs. lab. per week)

**CHEM 105C COSMETIC CHEMISTRY (3) (DP)***Co-requisite: COSM 30 and COSM 31L.**COSM majors only.*

Application of chemical principles to cosmetology. The course content will include: atomic structure, chemical bonding, acids and bases, hair structure, shampoos, bleaches and tints, waving and hair straightening.

(3 hrs. lect. per week)

**CHEM 105E ESTHETICIAN CHEMISTRY (4) (DP+DY)***Prerequisite: "C" or higher in ENG 100 + ENG 100T, OR ESL**13 & 14, OR Placement in ENG 100 + ENG 100S or ESL 23;**MATH 50, or Placement in MATH 24 or higher**COSM majors only.*

Application of chemical principles to an esthetician specialty. The course content will include: atomic structure, chemical bonding, acids and bases, hair structure, skin structure, shampoos, and chemical nature of skin products.

(3 hrs. lect.; 3 hrs. lab. per week)

**CHEM 131 PREPARATION FOR GENERAL CHEMISTRY (3)***Prerequisite: MATH 25 OR Placement in MATH 103*

For students lacking preparation in chemistry.

Provides background in algebra and elementary concepts of chemistry in preparation for entering the General Chemistry sequence. May be taken on a CR/N basis. (3 hrs. lect. per week)

**CHEM 151 ELEMENTARY SURVEY OF CHEMISTRY (3) (DP)***Prerequisite: MATH 25 OR Placement in MATH 103*

Intended to provide the beginning student with a non-rigorous, but adequate, background in the fundamentals of chemistry. Suitable for students preparing for training in the life sciences and for those seeking a practical approach to chemistry. (3 hrs. lect. per week)

**CHEM 151L ELEMENTARY SURVEY OF CHEMISTRY LABORATORY (1) (DY)***Prerequisite: MATH 25 OR Placement in MATH 103**Co-requisite: CHEM 151*

Experiments introducing laboratory techniques and illustrating chemical principles.

(3 hrs. lab. per week)

**CHEM 161 GENERAL CHEMISTRY I (3) (DP)***Prerequisite: MATH 103, OR Placement in MATH 135**Co-requisite: CHEM 161L*

Basic principles of chemistry including stoichiometry. Introduction to solution phase chemistry. Gas phase chemistry. Introduction to thermodynamics, including enthalpies of formation and reaction. Introduction to atomic structure, periodic trends, chemical bonding, molecular structure. (3 hrs. lect. per week)

**CHEM 161L GENERAL CHEMISTRY I LABORATORY (1) (DY)***Prerequisite: MATH 103, OR Placement in MATH 135**Co-requisite: CHEM 161*

Laboratory experiments illustrating concepts of chemistry discussed in CHEM 161.

(3 hrs. lab. per week)

**CHEM 162 GENERAL CHEMISTRY II (3) (DP)***Prerequisite: CHEM 161 and MATH 135 OR Placement in MATH 140**Co-requisite: CHEM 162L*

(Continuation of CHEM 161) Liquids and solids. Solutions and colligative properties. Continuation of thermodynamics, including entropy and free energy. Principles and applications of chemical equilibrium, including acid-base chemistry (titrations, buffers). Kinetics. Redox reactions and electrochemistry. (3 hrs. lect. per week)

**CHEM 162L GENERAL CHEMISTRY II LABORATORY (1) (DY)***Prerequisite: CHEM 161L and MATH 135 OR Placement in MATH 140**Co-requisite: CHEM 162*

Laboratory experiments illustrating concepts of chemistry discussed in CHEM 162.

(3 hrs. lab. per week)

**CHEM 272 ORGANIC CHEMISTRY I (3) (DP)***Prerequisite: CHEM 162**Co-requisite: CHEM 272L*

CHEM 272 is the first semester of a comprehensive introduction to organic chemistry including molecular structure, nomenclature, stereochemistry, spectroscopy, reactions and reaction mechanisms, synthesis, and applications to biology. (3 hrs. lect. per week)

**CHEM 272L ORGANIC CHEMISTRY I LAB (2) (DY)***Prerequisite: CHEM 162L**Co-requisite: CHEM 272*

CHEM 272L is a comprehensive introduction to laboratory principles of organic chemistry including molecular structure, nomenclature, stereochemistry, spectroscopy, reactions and reaction mechanisms, synthesis, and applications to biology.

(4 hrs. lab. per week)

## CHINESE (CHN) \*

### CHN 30 ELEMENTARY CONVERSATIONAL MANDARIN CHINESE (3)

*Instructor approval required.*

*There is no required prerequisite and this course can be taken concurrently with CHN 101.*

An elementary Mandarin Chinese language course for basic conversation skills and cultural awareness. Materials are presented in the official romanization, pinyin, used in the PRC. May be taken on a CR/N basis. (3 hrs. lect. per week)

### CHN 101 ELEMENTARY MANDARIN I (4)

*Prerequisite: Placement in ENG 100 OR "C" or higher in ENG 100 OR Instructor Approval*

This course is the first half of Elementary Chinese that teaches basic listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (4 hrs. lect. per week)

### CHN 102 ELEMENTARY MANDARIN II (4)

*Prerequisite: CHN 101*

This course is the second half of Elementary Chinese that teaches basic listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (4 hrs. lect. per week)

*\* Native speakers may not take language courses for credit.*

## CIVIL ENGINEERING (CE)

### CE 211 SURVEYING I (3)

*Prerequisite: MATH 140 OR Placement in MATH 241*

Basic principles of plane surveying including reference planes and surfaces; use of instruments for distance and angular measurements; traverse adjustment; heights; measurement theory; computer applications; topographic surveying. (2 hrs. lect.; 3 hrs. lab. per week)

### CE 270 APPLIED MECHANICS I (3)

*Prerequisite: PHYS 170*

The study of equilibrium of rigid bodies under the action of forces and the application of the principles of mechanics to solve static problems in engineering. Vectors, force systems, friction, centroids and moment of inertia. (3 hrs. lect. per week)

### CE 271 APPLIED MECHANICS II (3)

*Prerequisite: "C" or higher in CE 270 and in MATH 242*

Dynamics of particle and rigid bodies; force-acceleration; impulse-momentum; work-energy. (3 hrs. lect. per week)

## COMMUNICATION ARTS (CA)

### CA 100 SURVEY OF GRAPHIC STYLES (3)

*Prerequisite: Placement in ENG 100*

The history, theory and criticism of communication arts since the industrial revolution, including how

technology has been integrated into its production. The course will include an overview of production methods used in the communication arts today. (3 hrs. lect. per week)

### CA 101 POWER OF ADVERTISING (3)

*Prerequisite: Placement in ENG 100*

A look at the world of mass communications and its interrelationship to our culture. This course studies the impact and relevance of mass media on our society as technology moves us even farther into the information age. Emphasis is on how media affects and manipulates popular culture today through the understanding of the relationship between mass communication and culture. (3 hrs. lect. per week)

### CA 121 ART AND MEDIA PREPARATION I (4)

*CA majors only.*

Art and Media Preparation I focuses on the preparation and the creation of media assets of art work for printing and web delivery. Emphasis is on Illustrator and PhotoShop for direct and indirect input to include drawing, tracing, manipulating, and motion imaging for importing/exporting. (4 hrs. lect./demo. per week)

### CA 122 COPY PREPARATION (4)

*CA majors only.*

Copy Preparation focuses on preparing text for print production and web delivery using appropriate programs in combination with applicable hardware. Emphasis is on skill development in typesetting to include understanding type fundamentals, fonts, typographic imaging for special effects, as well as type for the web. (4 hrs. lect./demo. per week)

### CA 123 COLOR THEORY AND ISSUES (4)

*CA majors only.*

Color is the study of basic color theories that focuses on understanding hue, value and saturation as it applies to the perception of color and color mixing to control contrasts, illusions, and spatial effects. Some of the issues include: digital color and its differences from pigment-based color; color spaces; hexadecimal colors on through digital display concerns on resolution and its effect on color. (4 hrs. lect. per week)

### CA 125 BEGINNING GRAPHIC DESIGN (4)

*CA majors only.*

An introductory course in graphic design solutions, to include the application of art and communication skills to problem solve for visual solutions for business and industry needs. Emphasis is on design fundamentals; communicative concepts, strategy, and problem solving processes; typography; as well as various delivery formats. Students may enroll 2 times for a maximum of 8 credits. (4 hrs. lect. per week)

### CA 131 ART AND MEDIA PREPARATION II (4)

*Prerequisite: CA 121*

Art and Media Preparation II focuses on the preparation and the creation of media assets of art work for printing and web delivery. Emphasis is on digital photographs and basic video editing to prepare

video clips for use as assets in other media. Topics to also include color and color correction, calibration and compression issues. (4 hrs. lect. per week)

#### **CA 132 PAGE COMPOSITION (4)**

*Prerequisite:* CA 121 and CA 122

*CA majors only.*

Page Composition is a design and layout course for preparing digital files primarily for offset print production while addressing web layout differences. Emphasis is on composing layouts for brochures, newspaper ads and other print formats incorporating special effects, as well as single, spot and full color separations and trapping. (4 hrs. lect. per week)

#### **CA 134 DIGITAL PHOTOGRAPHY (4)**

Introduction to digital photography. Emphasis on tools, techniques, and software used to acquire and manipulate digital images. Digital camera required. (4 hrs. lect. per week)

#### **CA 135 TYPOGRAPHIC DESIGN (4)**

*Prerequisite:* CA 122

*Prerequisite or Co-requisite:* CA 125

*CA majors only.* A design course emphasizing the function of type to convey a message, establish a mood, attract attention, and/or create emphasis through typographic design projects that use type as the primary element in composition. Topics to include historical and contemporary type issues as well as web specific issues. Students may enroll 2 times for a maximum of 8 credits. (4 hrs. lect./demo. per week)

#### **CA 142 PAGE AND WEB LAYOUT (4)**

*Prerequisite:* CA 131 and CA 132

*CA majors only.*

A composing course for preparing and managing digital media assets and layouts for web delivery and print production. Emphasis is on multiple deliveries and encompasses understanding of internet technologies and services. (4 hrs. lect. per week)

#### **CA 143 PREPRESS AND DIGITAL PRINTING (4)**

*Prerequisite:* CA 123 and CA 132

*CA majors only.*

Prepress and Digital Printing focuses on correcting and printing composited page layout files. Emphasis is on the preparation of the mechanical to successfully output to a digital device. Topics include color management, preflighting, printing, line conversion, full color separation, as well as hard and soft proofing. Students may enroll 2 times for a maximum of 8 credits. (4 hrs. lect. per week)

#### **CA 145 GRAPHIC DESIGN (4)**

*Prerequisite:* CA 100, 101, 123, 132, 135

*CA majors only.*

An advanced course in design solutions for various print related needs such as posters, brochures, publications, symbols and corporate systems. Topics to include web design principles as well.

Communication skills to include oral, written and visual presentation. Students may enroll 2 times for a maximum of 8 credits. (4 hrs. lect. per week)

#### **CA 146 ADVERTISING DESIGN (4)**

*Prerequisite:* CA 100, 101, 123, 132, 135

*CA majors only.*

An advanced design course for planning and producing promotional and advertising material primarily for print media in consumer advertisements, direct advertising, point of purchase and public relations. Emphasis is on art direction and techniques used in the development of an ad campaign. Topics will include web and social media issues. Students may enroll 2 times for a maximum of 8 credits. (4 hrs. lect. per week)

#### **CA 150 SPECIAL PROJECTS (4)**

*Prerequisite:* CA 132

*CA majors only.* An advanced course that provides students with on-the-job experience in a classroom environment. Emphasis is on producing posters, brochures, and other publications from conception to finish printed material. Extensive use of computer and other media skills. (4 hrs. lect. per week)

#### **CA 152 THE BUSINESS OF ADVERTISING (4)**

*Prerequisite:* CA 101

*Prerequisite or Co-requisite:* CA 145 or CA 146

*CA majors only.*

Overview of the structure of the advertising industry including an in-depth look at current business practice and employment in the various areas of the industry. (4 hrs. lect. per week)

#### **CA 155 PORTFOLIO PRESENTATION AND REVIEW (4)**

*Prerequisite:* CA 145

*CA majors only.*

Preparation, presentation, and review of a professional visual portfolio as required for employment in Communications Art and related fields. Emphasis on developing a cohesive presentation format of projects reflecting various skills. (4 hrs. lect. per week)

#### **CA 193V COOPERATIVE EDUCATION (1-4)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 24 OR Placement in MATH 25 or higher

*Instructor approval required.*

*CA majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Communication Arts. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)



## COMPUTING, ELECTRONICS, AND NETWORKING TECHNOLOGY (CENT)

(See also Information and Computer Science)

### **CENT 110 INTRODUCTION TO INFORMATION SYSTEMS (3)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 103 or MATH 135 or higher; and ICS 100 or ICS 101

This course provides an overview of Information Technology and introduces Internet resources and the fundamental concepts and skills of software development. Topics related to Internet resources include terminology, file formats, naming conventions, and current issues related to the Internet. Students will also learn basic programming skills and software development including discussion of compilers, interpreters, clients and servers, naming issues, programming languages and syntax. Another course may be substituted if ICS 111 has already been completed. Cross-listed as ICS 110. (2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 112 FUNDAMENTALS OF ELECTRONICS (4)**

*Prerequisite:* Placement in ENG 100; AND "C" or higher in MATH 24, OR Placement in MATH 25

This course covers the basics of electricity and electronics. Topics include electrical principles, Ohm's Law, Kirchhoff's Laws, DC circuit analysis fundamentals, power semiconductor diodes, and transistors. Students will build and test their own electronic circuits. (3 hrs. lect.; 3 hrs. lab. per week)

### **CENT 116 SECURITY AWARENESS CONCEPTS AND PRINCIPLES (1)**

*Prerequisite:* ICS 100 or ICS 101

This course provides a basic survey of IT security awareness and data confidentiality, using a broad, easy to understand approach that explains the value of securing data, both for individuals and organizations. The class provides an overview of legislation, local, state, and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity. The course introduces risk management, security policies, and common threats and countermeasures. The course also presents best practices in access control and password policies. (1 hr. lect. per week)

### **CENT 132 ICT SUPPORT (4)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 103 or MATH 135 or higher; AND ICS 100 or ICS 101

This course will provide the student with an introduction to Information and Communication Technology (ICT) support. The student will learn how to install, configure and maintain devices, PCs and software. Additional topics in wired and wireless networking, security and troubleshooting are also covered in this course. This course is based upon ICT industry certification standards. (3 hrs. lect.; 3 hrs. lab. per week)

### **CENT 140 COMPUTER NETWORKING I (4)**

*Prerequisite:* CENT 132

This course introduces the OSI and TCP/IP models, industry standards, commonly used network topologies, IPv4 and IPv6 addressing, basic network copper cabling, routing and switching concepts, VLANs, distance vector routing protocols, ACLs, DHCP, NAT, and the configuration and use of routers and switches in the network. This course helps to prepare the student for the Cisco Certified Entry Networking Technician (CCENT) exam. (2 hrs. lect.; 6 hrs. lab. per week)

### **CENT 227 NETWORKING WITH TCP/IP (4)**

*Prerequisite:* CENT 140

This course covers the essentials of networking computers using the TCP/IP protocol. Students examine the OSI model layers 2 through 7 in great detail. Lab work includes using a protocol analyzer to view and analyze network traffic. Credit may be received for only CENT 227 or for ICS 227, but not for both. (3 hrs. lect.; 3 hrs. lab. per week)

### **CENT 228 SYSTEM ADMINISTRATION & TCP/IP NETWORKING WITH UNIX/LINUX (4)**

*Prerequisite:* CENT 110

*Prerequisite or Co-requisite:* CENT 140

The System Administration component of this course uses the Linux operating systems to introduce essential knowledge and skills for maintaining a computer that uses UNIX or Linux operating system. Students install the operating system, maintain user accounts, manage file systems and processes, install and configure software, and perform routine system maintenance and backup functions. The TCP/IP Networking with Unix/Linux component of the course examines protocols commonly used in TCP/IP networks. Students will use a protocol analyzer to examine data packets at the bit level for a various protocols including Ethernet, Address Resolution Protocol (ARP), Internet Control Messaging Protocol (ICMP), the User Datagram Protocol (UDP), Transmission Control Protocol (TCP), and the Domain Name System (DNS). (3 hrs. lect., 3 hrs. lab. per week)

### **CENT 231 TELECOMMUNICATIONS (4)**

*Prerequisite or Co-requisite:* CENT 240

*Recommended Prep:* PHYS 105

This course provides an introduction to telecommunication systems with an emphasis on digital data communication. Topics include transmission techniques, transmission media, the public switched telephone system, digital encoding schemes, and the emerging technologies of data communication. (3 hrs. lect.; 3 hrs. lab. per week)

### **CENT 240 COMPUTER NETWORKING II (4)**

*Prerequisite:* CENT 140

This is an intermediate course in computer networking. Hierarchical and scalable network design concepts are introduced. Topics include LAN redundancy, link aggregation, wireless LANs, OSPF, EIGRP, WAN technologies, point to point connections,



Frame Relay, NAT, options for broadband WAN connections, remote access connections and security using VPNs and IPSec, and network monitoring and troubleshooting. This course helps to prepare the student for the Cisco Certified Network Associate (CCNA) Routing and Switching exam.  
(3 hrs. lect.; 3 hrs. lab. per week)

#### **CENT 253 SYSTEM ADMINISTRATION WITH UNIX/LINUX I (4)**

*Prerequisite: CENT 132, CENT 110*

*Prerequisite or Co-requisite: CENT 140*

This course uses the Linux operating system to introduce essential knowledge and skills for maintaining a computer that uses a UNIX or Linux operating system. Students install the operating system, maintain user accounts, manage file systems and processes, install and configure software and hardware, and perform routine system maintenance and backup functions. Students learn accepted practices and responsibilities of system administrators.  
(3 hrs. lect.; 3 hrs. lab. per week)

#### **CENT 270 NETWORK OPERATING SYSTEMS I (4)**

*Prerequisite: CENT 140*

This course covers the installation, configuration and administration of a network server and the deployment and administration of workstation machines. This course also introduces the student to the management of a Computer Network.  
(3 hrs. lect.; 3 hrs. lab. per week)

#### **CENT 272 NETWORK OPERATING SYSTEMS II (4)**

*(Changed to CENT 372, effective Fall 2008)*

#### **CENT 275 SECURITY ESSENTIALS (3)**

*Prerequisite: CENT 228 or CENT 253*

*Prerequisite or Co-requisite: CENT 240 and CENT 270*

This course will provide the student an introduction to the basics of information security. Topics include risk identification and mitigation; security controls used to maintain confidentiality, integrity and availability; and the identification of appropriate technologies and products used to secure an information system. Awareness of applicable policies, laws and regulations, infrastructure, application, and information security are also discussed in this course.  
(2 hrs. lect.; 3 hrs. lab. per week)

#### **CENT 280 DATABASE SYSTEMS I (3)**

*Prerequisite: CENT/ICS 110 and CENT 132*

*CENT 280 is a prerequisite for the CENT APC Program CENT, ISA and ICS majors only*

This course will introduce the student to the field of database systems. Students will learn concepts, principles, and types of database models including: flat file, relational, object relational and object-oriented. Extensive coverage of modeling and design of common database systems like relational databases will be the major focus of this course. Students will learn concepts and principles of database query languages, such as structured query language (SQL).  
(2 hrs. lect.; 3 hrs. lab. per week)

#### **CENT 285 INTRODUCTION TO INTERNET APPLICATIONS/WEB APPLICATIONS (3)**

*Prerequisite: ICS 111 and CENT 280*

This course will introduce the student to the fields of Internet applications and Web applications. Students will learn concepts, technologies, and principles that support these applications including the development of an application architecture, an interface design, implementation of business rules and storage of data necessary for modern interactive applications. Students will also become familiar with special considerations to be accounted for when developing these types of applications including performance, security and other related issues.  
(2 hrs. lect.; 3 hrs. lab. per week)

#### **CENT 290V CENT INTERNSHIP (1-4)**

*Prerequisite: CENT 140*

*Instructor approval required.*

*CENT majors only.*

CENT Internship provides instruction and hands-on work experience related to the major field of interest, under the guidance of an Honolulu CC faculty member and a work site supervisor. The semester's study should be comprehensive, covering as many aspects of the career field as possible. Emphasis is placed on integrating classroom and laboratory instruction with real world experience. In addition to work production and technical skills, particular attention will be directed towards workplace ethics and the student's ability to demonstrate positive work habits. Under special circumstances, and with prior approval, CENT 290V/293V may be repeated for up to 8 credits. However, only 3 credits can be applied toward CENT program requirements.  
(5 hrs. work experience per week per credit)

#### **CENT 293V COOPERATIVE EDUCATION (1-4)**

*Prerequisite: CENT 140*

*Instructor approval required.*

*CENT majors only.*

Cooperative Education provides instruction and paid hands-on work experience related to CENT, under the guidance of an Honolulu CC faculty member and a work site supervisor. The semester's study should be comprehensive, covering as many aspects of the career field as possible. Emphasis is placed on integrating classroom and laboratory instruction with real world experience. In addition to work production and technical skills, particular attention will be directed towards workplace ethics and the student's ability to demonstrate positive work habits. Under special circumstances, and with prior approval, CENT 290V/293V may be repeated for up to 8 credits. However, only 3 credits can be applied toward CENT program requirements.  
(5 hrs. work experience per week per credit)

#### **CENT 300 SYSTEMS ANALYSIS AND DESIGN (3)**

*Prerequisite: CENT 280*

*Prerequisite or Co-requisite: CENT 275*

This course will provide the student with a practical approach to systems analysis and design using a blend

of traditional developments and current technologies. The student will learn how to apply the five phases of the systems development life cycle.  
(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 305 INFORMATION SYSTEMS SECURITY (3)**

*Prerequisite or Co-requisite: CENT 275*

This course is designed to introduce students to the fundamental concepts of information systems security. Students will learn the basics of developing a security policy, network security, security software tools, layered security, incident handling, intrusion detection and legal issues. Network security devices such as firewalls and packet filters will also be featured.  
(3 hrs. lect. per week)

### **CENT 310 NETWORK SECURITY (3)**

*Prerequisite or Co-requisite: CENT 275*

This course introduces the student to the various methodologies for defending a network. Security is presented from the perspective of Defense in Depth. The students will be exposed to information system vulnerabilities and threats along with various methods of mitigation. The student will be introduced to the concepts, principles, types and topologies of firewalls including: packet filtering, proxy firewalls, application gateways, and stateful inspection. This course will expose the student to the various defense methodologies associated with Virtual Private Networks (VPN), Host Intrusion Detection Systems (HIDS) and Network Intrusion Detection Systems (NIDS). The student will also be introduced to securing wireless, voice, and video systems. Securing Internet and collaborative applications will also be discussed.  
(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 315 NETWORK MANAGEMENT (3)**

*Prerequisite or Co-requisite: CENT 275*

This course is designed to introduce students to the basics of managing a computer network. This course will cover the role of the network manager in developing and maintaining a computer networking environment. Concepts such as network planning, network administration, traffic monitoring, and network performance will be covered. Students will learn how to use network management tools.  
(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 330 ETHICAL HACKING (3)**

*Prerequisite: CENT 275*

This course will provide the student with an overview of common methods and techniques used by attackers to penetrate and exploit a network or information system. Also featured in this course are the protocols and technologies used to build networked systems and the methods and controls which can be used to protect them. (2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 331 TELECOMMUNICATIONS II (3)**

*Prerequisite: CENT 231 and CENT 140*

*Recommended Prep: CENT 345*

This course will provide the student with a foundation in connection-oriented networks. SONET, ATM, MPLS and Carrier Ethernet are the featured technologies

of this course. Traffic Engineering, Quality of Service, Virtual Private Networks and Transitional Technologies are also covered in this course.  
(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 340 ADVANCED ROUTING (3)**

*Prerequisite: CENT 240*

*Recommended Prep: CCNA*

CENT 340 is a lecture/lab course focusing on advanced networking topics related to routing such as RIP version 2, EIGRP, OSPF, and BGP, route optimization and path control techniques, IPv6, and support for branch offices and mobile workers. This course prepares the student for the CCNP ROUTE certification exam. (2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 345 MULTILAYER SWITCHING (3)**

*Prerequisite: CENT 240*

This course covers the features and operation of multilayer switching. Topics include: VLANs, VTP, STP, InterVLAN routing, Multilayer switching features, redundancy, QoS, and LAN security. This course is designed to help prepare the student for the Multilayer Switching CCNP Certification exam.  
(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 350 JUNOS ROUTING (3)**

*Prerequisite: CENT 240*

This course will introduce the student to the Junos Operating System. Routing protocols such as OSPF and BGP, as well as routing instances are featured in this course. Routing policies, filters and class of service are also covered in this course.  
(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 370 INTEGRATED NETWORK APPLICATIONS (3)**

*Prerequisite or Co-requisite: CENT 275*

This course provides an introduction to installing, configuring, and administering various network applications using a variety of network operating systems, such as Windows and Linux. Examples of network applications include messaging systems, naming systems, and other network management systems. (2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 372 NETWORK OPERATING SYSTEMS II (3)**

*Prerequisite: CENT 270*

This course covers the installation, configuration and administration of a Network Infrastructure. Various network services and applications that enhance the administration, management and performance of a Computer Network are featured. Window server operating systems are emphasized.  
(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 375 VIRTUALIZATION (3)**

*Prerequisite: CENT 240 and CENT 270*

This course will provide the student with a foundation in server and client virtualization. The student will install, configure and manage a server virtual environment. Virtual machines, live motion, monitoring, resource management, virtual networking, data recovery, high availability and fault tolerance are also covered in this course. Data center

storage is also a featured topic of this course. Students may enroll 2 times for a maximum of 6 credits.  
(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 377 CLOUD INFRASTRUCTURE AND SERVICES (3)**

*Prerequisite:* CENT 240 and CENT 270

This course will provide the student with an introduction to the technologies used to support traditional, virtualized, and cloud data center environments. Cloud deployment and service models, cloud infrastructure, and the key considerations in migrating to a cloud environment, are covered in this course. Backup/recovery, business continuity, security, and management of cloud environments are topics also covered in this course.

(2 hrs. lect.; 3 hrs. lab. per week)

### **CENT 390 SPECIAL TOPICS IN CENT (3)**

*Prerequisite or Co-requisite:* ENG 209 or 210 or 200; AND MATH 103 or 135 or higher

*Instructor approval required.*

This course will provide the student with the opportunity to develop skills in a specialized field of Information Technology. The content of this course will change as technology changes. The student should check with the instructor beforehand to determine the specific content of this course.

(2 hrs. lect.; 3 hrs. lab. per week)

## **COSMETOLOGY (COSM)**

### **COSM 20 ELEMENTARY COSMETOLOGY THEORY (3)**

*Prerequisite:* High School diploma or equivalent

*Co-requisite:* COSM 21, 22, 23 and FAMR 296

*Recommended Prep:* Placement

*in ENG 100 and MATH 100*

*COSM majors only.*

Covers basic theory in hygiene and personal grooming; safety and infection control, salon ecology, design decisions, the law of color, the structure, diseases and disorders of hair, skin and nails. The Hawaii Revised Statutes 438 and 439; Hawaii Administrative Rules, Title 16, Chapter 78; Title 11, Board of Health Chapter 11.

(3 hrs. lect. minimum per week)

### **COSM 21 ELEMENTARY COSMETOLOGY LABORATORY (4)**

**(Formerly COSM 21L)**

*Prerequisite:* High School diploma or equivalent

*Co-requisite:* COSM 20, 22, 23 and FAMR 296

*Recommended Prep:* Placement in ENG 100 and MATH 100

*COSM majors only.*

*Comment:* Students must purchase a basic Cosmetology Kit and textbooks on the first day of class. Students are required to wear a uniform for safety while in the program and covered soft sole shoes (protects feet from chemical splashes and injury, and slipping on wet surfaces).

Basic practice of practical skills in hair cutting, styling, hair coloring, permanent waving, and hair relaxing under the supervision of the instructor.

(12 hrs. lab. per week)

### **COSM 22 Basic Cosmetology Skills (6)**

*Prerequisite:* High School Diploma or equivalent

*Co-requisite:* COSM 20, 21, 23 and FAMR 296

*Recommended Prep:* Placement in ENG 100 and MATH 100  
*COSM majors only.*

*Comment:* Students must purchase a basic Cosmetology Kit and textbooks on the first day of class. Students are required to wear a uniform for safety while in the program; covered soft sole shoes (protects feet from chemical splashes and injury, and slipping on wet surfaces).

Basic cosmetology skills takes an up close and personal look at the art and sciences of hair sculpting, hair care, wet and thermal hair design, hair color, and texture services. Using art principals and elements, students see the overall bigger picture of what can be achieved by altering the form, direction, color and texture using the medium of hair. A basic introduction to how and why procedural steps are used, is applied to hair service in sculpting (hair cutting), hair care, wet and thermal hair designs application of hair color and recognizing hair texture and the ability to change it. After the introduction and demonstration of each area, the student will be performing the techniques focusing on accurate application to produce predictable results.  
(3 hrs. lect.; 9 hrs. lab. per week minimum)

### **COSM 23 BASIC HAIR, SKIN AND NAIL CARE SKILLS (2)**

*Prerequisite:* High School diploma or equivalent

*Co-requisite:* COSM 20, 21, 22 and FAMR 296

*Recommended Prep:* Placement in ENG 100 and MATH 100  
*COSM majors only.*

Basic hair and nail care takes a closer look into Tricology, Dermatology and Onychology. The introduction of why and how to perform maintenance services for promoting healthy hair, skin and nails. This course will include the safety and infection control measures necessary for the industry.  
(9 hrs. lect./lab per week)

### **COSM 30 INTERMEDIATE COSMETOLOGY THEORY (3)**

*Prerequisite:* "C" or higher in COSM 20, 21, 22, 23

*Co-requisite:* COSM 31, 32, 33, and CHEM 105C

*COSM majors only.*

Theory of anatomy, electricity, and the Hawaii Revised Statutes 438 and 439; Hawaii Administrative Rules, Title 16, Chapter 78; Title 11, Board of Health Chapter 11. Subjects of hair care, sculpture, and hair design will also be reviewed.

(3 hrs. lect. minimum per week)

### **COSM 31 INTERMEDIATE COSMETOLOGY CLINIC (5)** **(Formerly COSM 31L)**

*Prerequisite:* "C" or higher in COSM 20, 21, 22, 23

*Co-requisite:* COSM 30, 32, 33 and CHEM 105C

*COSM majors only.*

*Comment:* Student must have tools and implements required for the Cosmetology program and for the Intermediate courses. Students are required to have the proper dress requirements for safety and professional guidelines for the Cosmetology industry.

The students engage in practice of the skills that they have acquired in their training on guests from the community in a beauty salon atmosphere. The students develop product recommendation skills in retailing. (19 hrs. lab. per week)

**COSM 32 INTERMEDIATE COSMETOLOGY SKILLS (6)**

*Prerequisite:* "C" or higher in COSM 20, 21, 22, 23

*Co-requisite:* COSM 30, 31, 33 and CHEM 105C

*COSM majors only.*

*Comment:* Student must have tools and implements required for the Cosmetology program and for the Intermediate courses. Students are required to have the proper dress requirements for safety and professional guidelines for the Cosmetology industry.

Intermediate cosmetology skills takes an up close and personal look at the art and sciences in the area of European type of skin care treatment, men's hair sculpting, men's color design, spa nail treatments, advanced chemical texturizing, makeup techniques, and advanced wet and thermal hair design. A design connection of art principals and elements are used to see the overall bigger picture of what can be achieved. After the introduction and demonstration of each area, the student will be performing the techniques, focusing on accurate application to produce predictable results. (3 hrs. lect.; 9 hrs. lab. minimum per week)

**COSM 33 LIFE SKILLS FOR COSMETOLOGY (1)**

*Prerequisite:* "C" or higher in COSM 20, 21, 22, 23

*Co-requisite:* COSM 30, 31, 32 and CHEM 105C

*COSM majors only.*

This course contains the content of essential life skills that will create a personal foundation for learners. As a salon professional dealing with the public every day, these skills are particularly important. Students will have the opportunities to practice and refine these skills on the clinic floor, which will elevate the impact of their performance when relating to guests visiting the clinic and eventually the salon. Skills for character development, interpersonal relationships, professional communication, career planning and self-management are imparted. (1 hr. lect. per week)

**COSM 40 ADVANCED COSMETOLOGY THEORY (3)**

*Prerequisite:* "C" or higher in COSM 30, 31, 32, 33

*Co-requisite:* COSM 41, 42, 43, and PHIL 101

*COSM majors only.*

Theory of salon business and management, chemistry and review of hair texture, hair color, nails, skin and the Hawaii Revised Statutes 438 and 439; Hawaii Administrative Rules, Title 16, Chapter 78; Title 11, Board of Health Chapter 11. (3 hrs. lect. minimum per week)

**COSM 41 ADVANCED COSMETOLOGY CLINIC (5)**

**(Formerly COSM 41L)**

*Prerequisite:* "C" or higher in COSM 30, 31, 32, 33

*Co-requisite:* COSM 40, 42, 43, and PHIL 101

*COSM majors only.*

The students engage in practice of the skills they have acquired in their training on patrons from the

community in a beauty salon atmosphere.

The students have the opportunity to develop product recommendation skills with retailing.

(15 hrs. lab. minimum per week)

**COSM 42 ADVANCED COSMETOLOGY (6)**

*Prerequisite:* "C" or higher COSM 30, 31, 32, 33

*Co-requisite:* COSM 40, 41, 43, and PHIL 101

*COSM majors only.*

Advanced cosmetology skills looks at the art and sciences of using combinations of skills learned in previous courses to created new hair sculpting, advanced hair care treatments, long hair designs, special hair color effects, and advanced hair relaxing services, nail enhancements, skin care treatments, wigs and hair additions. Using art principals and elements, students see the overall picture of what can be achieved. Advanced procedural steps are applied to hair services to achieve a finished look in preparation for the entry level in the industry. After the introduction and demonstration of each area, the student will be performing the techniques focusing on accurate application under the supervision of the instructor. (3 hrs. lect., 9 hrs. lab. per week minimum)

**COSM 43 SALON MANAGEMENT (1)**

*Prerequisite:* "C" or higher in COSM 30, 31, 32, 33

*Co-requisite:* COSM 40, 41, 42, and PHIL 101

*COSM majors only.*

The students engage in the understanding of salon management skills, with the emphasis on how to build and maintain a clientele necessary to become successful in the cosmetology industry. (1 hr. lect. per week)

**COSM 50V COSMETOLOGY THEORY AND PRACTICE (2-12)**

*Prerequisite:* "C" or higher in COSM 40, 41, 42, 43

*Instructor approval required.*

*COSM majors only.*

Continuation of cosmetology theory and lab. Hours attended apply toward the 1800 hours required to qualify for the Cosmetology Licensing State Board Examination. Students may enroll 2 times for a maximum of 12 credits. (33 hrs. lect./lab. minimum per week)

**COSM 60 BASIC ESTHETICIAN THEORY (5)**

*Prerequisite:* High school diploma or equivalent

*Co-requisite:* COSM 61L

*COSM majors only.*

Basics of bacteriology, sterilization, disinfection and safety in the salon. Basics of physiology and histology and disorders of skin; ingredients and product analysis and color theory. (5 hrs. lect. per week)

**COSM 61L BASIC ESTHETICIAN LABORATORY (5)**

*Prerequisite:* High school diploma or equivalent

*Co-requisite:* COSM 60

*COSM majors only.*

A basic foundation of practical skills in facial cleansing, facial massage, facial treatments, hair removal and makeup application. (15 hrs. lab. minimum per week)



**COSM 70 ADVANCED ESTHETICIAN THEORY (5)***Prerequisite: "C" or higher in COSM 60 and in 61L**Co-requisite: COSM 71L**COSM majors only.*

Basic scientific theory of cells, anatomy, physiology, chemistry, nutrition, aging factors and health of the skin. Types of cosmetic surgery, aromatherapy, and working with physicians. Retailing, business ethics and services. (5 hrs. lect. per week)

**COSM 71L ADVANCED ESTHETICIAN LABORATORY (5)***Prerequisite: "C" or higher in COSM 60 and in 61L**Co-requisite: COSM 70**COSM majors only.*

Students engage in advanced practice in esthetic services and treatments in a salon atmosphere. Enhanced procedures and skills are introduced for job placement. (15 hrs. lab. per week)

**COSM 72V ESTHETICIAN THEORY AND PRACTICE (1-6)***Prerequisite: "C" or higher in COSM 70 and in 71L**Instructor approval required.**COSM majors only.*

Continuation of esthetician theory and lab. Hours apply toward the 600 hours required for Esthetician to qualify for the State Board Examination. Repeatable 3 times. (20 hrs. lect./lab. minimum per week)

**COSM 80V COSMETOLOGY INSTRUCTOR TRAINING (1-13)***Prerequisite: Valid Cosmetology license, one year**Cosmetology full-time work experience and meet all the Hawai'i State Cosmetology Board Teacher Training requirements; AND Placement in ENG 100.**Instructor approval required.**COSM majors only.*

The application of teaching principles in the area of cosmetology with the development of communication skills in theoretical and technical knowledge acquired from experience in the field of cosmetology. Techniques of individual and group instruction in laboratory and related classes; evaluation of various methods. Student may meet criteria to take Hawai'i State Cosmetology Board Teacher's Exam for license. Repeatable until 13 credits are earned. (40 hrs. lect./lab. maximum per week)

**COSM 93V COOPERATIVE EDUCATION (1-4)***Prerequisite: "C" or higher in COSM 20, 21L, and COSM 30, 31L; 1200 clock hours in Cosmetology**Proof of medical insurance.**Instructor approval required.**COSM majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Cosmetology. Students may enroll 2 times for a maximum of 4 credits. (5 hrs. work experience per week per credit)

**DIESEL MECHANICS TECHNOLOGY (DISL)**

(Course hours are expressed as total hours for a term.)

**DISL 20 TECHNICAL PRACTICES (2)***Prerequisite: Placement in ENG 100; MATH 50 or**Placement in MATH 150 or higher**Co-requisite: DISL 22, DISL 24, DISL 27**DISL majors only.*

Classroom instruction and laboratory training in the identification, selection, safety procedures, use, and maintenance of protective hardware; lubricants and sealants; hand power tools; cleaning and lifting equipment; and precision measuring tools. The course also discusses hazardous waste. (60 hrs. lect./lab. per term)

**DISL 22 R & R COMPONENTS (3)***Prerequisite: DISL 20**Co-requisite: DISL 24, DISL 27**DISL majors only.*

Classroom instruction and hands-on training in the safe and proper techniques for the removal and replacement of S-Cam brakes, spring brake chamber, diaphragm, and wedge brakes; differentials, transmissions, and clutch assemblies; axle shafts, wheel bearings, and wheels (tire and rim assembly); front and rear spring assemblies, spring center bolts; walking beams; torque arms; drive shafts; and batteries, starters, fan belts, headlight and stop light bulbs. Adjustment of brakes, clutches, torque arms, wheel bearings, fan belts, and headlights follows manufacturer's specifications. (90 hrs. lect./lab. per term)

**DISL 24 OPERATOR ORIENTATION (2)***Co-requisite: DISL 20, DISL 22, DISL 27**DISL majors only.*

Classroom instruction and laboratory training in safely moving a diesel truck in and out of a work stall. Instruction includes pre-trip inspection procedures; use of mirrors, guide persons, monitor gauges; starting and stopping the engine; applying service and parking brakes; moving forward and backward in a straight line, stopping on command, and turning in a forward and backward direction. Training also includes hoisting, tilting, and stacking pallets with a forklift. This course develops some of the competencies required for a CDL license. (60 hrs. lect./lab. per term)

**DISL 27 PREVENTATIVE MAINTENANCE (5)***Co-requisite: DISL 20, DISL 22, DISL 24*

Classroom instruction and laboratory training in correct procedures and practices of medium/heavy duty truck inspection. Students will learn to perform entry-level technician inspection tasks. (150 hrs. lect./lab. per term)



### **DISL 31 DRIVE TRAIN (4)**

*Prerequisite:* DISL 20

*Co-requisite:* DISL 41

Classroom instruction and laboratory training covering both standard (single and multiple countershaft) manual transmissions. Specifically, through the disassembly, inspection, assembly, and adjustment of transmissions, a foundation will be provided for an understanding of the operating principles, basic components, and proper rebuilding and trouble shooting methods for transmissions. Also included will be Classroom instruction and laboratory training covering the disassembly, inspection, identification, and adjustment of several different models of differentials. Specifically, work stations will include: single reduction, two speed planetary reduction, and double reduction and interaxle differentials. Course exit competencies will include the ability to: disassemble and assemble; inspect parts; set bearing preload, backlash, and endplay; identify tooth contact pattern; and check gear runout and torque fasteners. All of these tasks will be performed to the required manufacturer specifications as found in the component manuals. (120 hrs. lect./lab. per term)

### **DISL 34 BRAKES - AIR AND HYDRAULIC (5)**

*Prerequisite:* DISL 20

*Co-requisite:* DISL 36, DISL 56

*DISL majors only.*

Classroom instruction and laboratory training covering air and hydraulic brake systems utilizing cutaways, training boards, components, and truck systems. Instruction in air brakes will include the assembly of a complete working system, followed by troubleshooting problems in the system. Also included will be proper brake adjustments and system testing, as well as repairs and safety when working with compressed air and spring brake chambers. Instruction in hydraulic brakes will include brake components, systems, troubleshooting and repairs, cutting drums and discs, and brake adjustments. Instruction will also include Air and Hydraulic Antilock Brake Systems (ABS) and Automatic Traction Control (ATC). (150 hrs. lect./lab. per term)

### **DISL 36 SUSPENSION AND STEERING (5)**

*Prerequisite:* DISL 20

*Co-requisite:* DISL 34, DISL 56

*DISL majors only.*

Classroom instruction and laboratory training in suspension and steering component names and functions; frame inspection and repair; alignment of all axles; proper jacking and support of frame; overhaul of steering gear box and king pins; inspection of springs and hangars; driveline angle; checking and adjustment to front end caster, camber, toe, height, and tire balance; KPI and centering of gear box. Laboratory instruction will also include the disassembly, inspection, assembly, and adjustment of actual truck suspension systems, and computerized wheel alignment. (150 hrs. lect./lab. per term)

### **DISL 41 DIESEL ENGINES (8)**

*Prerequisite:* DISL 20

*Co-requisite:* DISL 31

Instruction will center around the theory and operation of two and four cycle diesel engines. Instruction will include the disassembly, reassembly, maintenance, and repair of Detroit Diesel, Cummins Diesel, Caterpillar Diesel, and International Diesel engines. Cooling systems, lubrication, air and exhaust systems, fuel delivery and injection systems, and starting systems will also be covered. (240 hrs. lect./lab. per term)

### **DISL 52 ELECTRICAL/ELECTRONIC SYSTEMS (8)**

*Prerequisite:* DISL 20

*Prerequisite or Co-requisite:* PHYS 100 & 100L, or PHYS 104

*Co-requisite:* DISL 61

*DISL majors only.*

Classroom instruction and laboratory training covering the purpose, design, theory, and operating principles of electrical/electronic systems. Special emphasis will be placed on developing the skills required to test, service, and repair electrical/electronic components and associated systems. (240 hrs. lect./lab. per term)

### **DISL 56 HYDRAULICS (2)**

*Prerequisite:* DISL 20

*Co-requisite:* DISL 34, DISL 36

*DISL majors only.*

Instruction beginning with the fundamentals of hydraulic theory followed by instruction in the service, repair, and overhaul of the hydraulic circuits used on both stationary and mobile machinery. (60 hrs. lect./lab. per term)

### **DISL 61 HEATING, VENTILATION, AND AIR CONDITIONING (4)**

*Prerequisite:* DISL 20

*Co-requisite:* DISL 52

This course covers shop safety, training in specialty tools and equipment. Included are fundamental theories, diagnosis, and repair practices to automotive air conditioning systems. Presented in the course are the operation and function of the vacuum, electrical, and refrigeration circuits, along with computer controlled climate control systems. (120 hrs. lect./lab. per term)

### **DISL 93V COOPERATIVE EDUCATION (1-4)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

Placement in MATH 150 or higher

*Instructor approval required.*

*DISL majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Diesel Mechanics Technology. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)

## EARLY CHILDHOOD EDUCATION (ECED)

### **ECED 105 INTRODUCTION TO EARLY CHILDHOOD EDUCATION (3)**

*Prerequisite: ENG 100 OR Placement in ENG 100*

Introduces and explores the historical roots and fundamental principles of early childhood care and education programs, the variety and scope of programs in the community, issues confronting the field, and career options. Students learn about and practice using observation and assessment tools to record children's growth and learning. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ECED 110 DEVELOPMENTALLY APPROPRIATE PRACTICES (3)**

Provides an overview of the basic attitudes, knowledge and skills necessary for working with children birth through age eight, including those with special needs. Introduces concepts of developmentally appropriate practices including health and safety, the value of play, safe and healthy learning environments and appropriate child guidance. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ECED 115 HEALTH, SAFETY AND NUTRITION FOR THE YOUNG CHILD (3) Formerly ECED 215**

*Prerequisite or Co-requisite: ENG 100 + ENG 100S or ESL 23, OR Placement in ENG 100.*

Introduces theories and practices for creating and maintaining a safe, healthy learning environment for young children and adults in group settings. Introduces guidelines and practices for providing for the nutritional needs of young children and adults in group settings. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ECED 127 ISSUES IN DIVERSITY (3)**

*Prerequisite: Placement in ENG 100*

This course compares and analyzes the dynamic interaction of race, culture, gender and class as it relates to the education of children from diverse populations. Students contrast cultural and historical perspectives of various groups to increase knowledge, attitudes and skills necessary to educate children in a multicultural and pluralistic society. Barriers that interfere with working effectively with diverse families or groups are addressed. (3 hrs. lect. per week)

### **ECED 131 EARLY CHILDHOOD DEVELOPMENT: THEORY INTO PRACTICE (3)**

Covers principles of human development from conception through early childhood. Focuses on the interrelation of physical, cognitive, emotional and social aspects of the individual during this period and how this information about development affects one's expectations and relationship to the individual child. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ECED 140 GUIDING YOUNG CHILDREN IN GROUP SETTINGS (3)**

*Prerequisite: "C" or higher in ECED 131 and Placement in ENG 100*

Addresses positive ways to support children's social-

emotional development. Focuses on adult-child and child-child interactions and relationships. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ECED 151 FIELD EXPERIENCE PRACTICUM #1 IN EARLY CHILDHOOD EDUCATION SEMINAR (1)**

*Prerequisite: "C" or higher in ECED 131 or FAMR 230, and ECED 110 and Placement in ENG 100*

*Prerequisite or Co-requisite: "C" or higher in ECED 140*

*Co-requisite: ECED 191*

*Instructor approval required.*

A discussion seminar designed to accompany ECED 191 and to support students as they integrate content knowledge with practice. May be repeated. Students must be concurrently enrolled in ECED 191. (1 hr. lect. per week)

### **ECED 152 EARLY LITERACY DEVELOPMENT (3)**

*Prerequisite: Placement in ENG 100*

This course begins with a survey of the history and contemporary issues and trends in early literacy development. It includes an in-depth exploration of how young children learn to read and write and what teachers and caregivers need to know and be able to do to support literacy development from birth through the primary years. (3 hrs. lect. per week)

### **ECED 155 CREATIVE ART FOR YOUNG CHILDREN (3)**

*Prerequisite: "C" or higher in ECED 110 and Placement in ENG 100*

Principles and practices in planning, implementation and assessment of appropriate creative art and aesthetics experiences in early childhood settings. Students will experience diverse art and aesthetics activities that are appropriate for young children. Individual and as a group, the students will then develop appropriate activities and experiences for young children. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ECED 156 MUSIC AND MOVEMENT FOR YOUNG CHILDREN (3)**

*Prerequisite: "C" or higher in ECED 110 and Placement in ENG 100*

Principles and practices in planning, implementation and assessment of appropriate music and creative movement experiences in early childhood settings. Students will experience diverse activities that are appropriate for young children. Individual and as a group, the students will then develop appropriate activities and experiences for young children. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **ECED 157 PUPPETRY FOR YOUNG CHILDREN (3)**

*Prerequisite: "C" or higher in ECED 110 and Placement in ENG 100*

This course introduces making and using puppets with children for curriculum enhancement and promotion of children's skills in language and literacy, reasoning, problem solving, and expression of feelings. It includes designing meaningful puppetry activities and evaluating those activities when implemented. (3 hrs. lect. per week)

**ECED 158 THE HAWAIIAN CULTURE FOR YOUNG CHILDREN (3)**

*Prerequisite: "C" or higher in ECED 110 and Placement in ENG 100*

This course gives an overview of the culture of Hawai'i that can be brought into the preschool classroom. Students will explore and study different aspects of the culture to identify understandings of the culture that are appropriate for young children. Individually and as a group, the students will develop appropriate activities and experiences for young children. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ECED 170 INTRODUCTION TO WORKING WITH INFANTS AND TODDLERS (3)**

*Prerequisite: Placement in ENG 100*

Provides an overview of the basic skills needed for working with infants and toddlers their families in group care settings. The course focuses on the pivotal role of the family in supporting each child's individual development and includes strategies for promoting strong relationships between caregivers and families. Knowledge of development of very young children, infant-toddler caregiving routines, caregiver practices that enrich experiences, and caregiver roles are emphasized. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ECED 191 FIELD EXPERIENCE PRACTICUM #1 IN EARLY CHILDHOOD (3)**

**[FORMERLY ECED 191V]**

*Prerequisite: "C" or higher in ECED 131 or FAMR 230, and ECED 110 and Placement in ENG 100.*

*Prerequisite or Co-requisite: "C" or higher in ECED 140*  
*Co-requisite: ECED 151*

*Instructor approval required.*

A field-based practicum that serves as a mid-program supervised work experience in an early childhood education and care setting. It is designed to support students in integrating content knowledge with practice. (15 hrs. practicum per week)

**ECED 234 OBSERVATION AND ASSESSMENT (2)**

*Prerequisite: "C" or higher in ECED 105, ECED 131 AND in ENG 100*

Advanced skills in methods of observing and recording behavior and assessing children. May be taken on a CR/N basis. (2 hrs. lect. per week)

**ECED 245 CHILD, FAMILY AND COMMUNITY (3)**

*Prerequisite: ENG 100; and "C" or higher in ECED 105*

Develops communication skills for establishing effective relationships with diverse families and other adults. Introduces students to the local resources available for family referral. (3 hrs. lect. per week)

**ECED 257 EARLY MATHEMATICAL DEVELOPMENT (3)**

*Prerequisite: ECED 110 and MATH 24 or Placement in MATH 25*

This course gives an overview of the theoretical foundations and contemporary practices that support mathematical thinking in young children. The Principles and Standards for School Mathematics by the National Council of Teachers of Mathematics (2000) serve as a guide for the content and inquiry processes

that are essential to an effective mathematics curriculum. May be taken on a CR/N basis.

(3 hrs. lect. per week)

**ECED 263 LANGUAGE AND CREATIVE EXPRESSION CURRICULUM (3)**

*Prerequisite: "C" or higher in ECED 110 AND in ENG 100*

Theoretical foundation and practice in the planning, implementation and assessment of the language arts and creative expression curriculum. Students must have regular contact with preschool children for implementation of course assignments in a setting approved by the instructor. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ECED 264 INQUIRY AND PHYSICAL CURRICULUM (3)**

*Prerequisite: "C" or higher in ECED 110 AND in ENG 100*

Theoretical foundation and practice in the planning, implementation and assessment of the inquiry and physical curriculum. Students must have regular contact with preschool children for implementation of course assignments in a setting approved by the instructor. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ECED 265 CHILDREN'S LITERATURE FOR EARLY CHILDHOOD TEACHERS (3)**

*Prerequisite: "C" or higher in ECED 110 AND in ENG 100*

A survey of literature for young children with a focus on presenting picture books in early childhood classrooms. This course will provide an overview of exemplary authors and illustrators of children's literature. Topics include the history of children's literature, picture book genres (oral tradition, fantasy, realistic fiction, informational books, concept books, and poetry) storytelling, and ways to incorporate literature throughout the early childhood curriculum. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ECED 269 INTEGRATED CURRICULUM IN EARLY EDUCATION (3)**

*Prerequisite: "C" or higher in ENG 100*

*Prerequisite or Co-requisite: "C" or higher in ECED 263 or ECED 264*

Foundations and practice in designing, planning, implementing and evaluating integrated curriculum for preschool and young primary children. This course also includes an introduction to the social studies curriculum. (3 hrs. lect. per week)

**ECED 274 INFANT-TODDLER ENVIRONMENTS AND RELATIONSHIPS (3)**

*Prerequisite: "C" or higher in ECED 170; AND in ENG 100*

Focuses on the inter-relatedness of and the connections between the care and education environment, teaching and caregiving styles, personal and professional development, curriculum and relationships with parents, families, and co-workers. Current issues and trends in the field of infant and toddler education and care are examined. (3 hrs. lect. per week)

**ECED 275 INCLUDING CHILDREN WITH SPECIAL NEEDS (3)**

*Prerequisite: "C" or higher in ECED 131*

Recent legislation, including the Americans with Disabilities Act and research pertaining to early childhood services suggest a growing emphasis in

full inclusion of children with special needs in all early childhood settings (family childcare, preschools, kindergarten, etc.). The research indicates that inclusion with their typically developing peers has significant benefits for young children who are at-risk or demonstrate developmental delays and disabilities. Early childhood personnel are key persons in identifying children who may have developmental delays and disabilities and seeing that they have developmentally appropriate early education experiences similar to those provided to their typically developing peers. (3 hrs. lect. per week)

**ECED 296B INFANT-TODDLER SEMINAR: FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II (2)**

*Prerequisite:* "C" or higher in ECED 151 and ECED 191, and ECED 170; and (ECED 131 or FAMR 230); and in ENG 100.  
*Prerequisite or Co-requisite:* "C" or higher in ECED 274, and (ECED 263 or ECED 264)

*Co-requisite:* ECED 296I

*Recommended Prep:* ECED 115 and ECED 245

*Instructor approval required.*

Seminar for the Infant/Toddler Advanced Field Experience class which provides a culminating supervised work experience in an early childhood education and care setting with infants and toddlers. It is designed to support students in integrating content knowledge with practice. May be taken on a CR/N basis. (2 hrs. lect. per week)

**ECED 296C PRESCHOOL SEMINAR: FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II (2)**

*Prerequisite:* "C" or higher in ECED 151 and ECED 191, and (ECED 131 or FAMR 230); and in ENG 100.

*Prerequisite or Co-requisite:* "C" or higher in ECED 263, ECED 264

*Co-requisite:* ECED 296P

*Recommended Prep:* ECED 115 and ECED 245

*Instructor approval required.*

Seminar to accompany the Preschool Laboratory Field Experience II class which is the culminating supervised work experience in an early childhood education and care setting. The seminar is designed to support students in integrating content knowledge with practice. May be taken on a CR/N basis. (2 hrs. lect. per week)

**ECED 296I INFANT-TODDLER LABORATORY: FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II (2)**

*Prerequisite:* "C" or higher in ECED 151 and ECED 191, and ECED 170; and (ECED 131 or FAMR 230); and in ENG 100.

*Prerequisite or Co-requisite:* "C" or higher in ECED 274 and (ECED 263 or ECED 264)

*Co-requisite:* ECED 296B

*Recommended Prep:* ECED 115 and ECED 245

*Instructor approval required.*

Provides a culminating supervised work experience in an early childhood education and care setting with infants and toddlers. It is designed to support students in integrating content knowledge with practice. (6 hrs. lab. per week)

**ECED 296P PRESCHOOL LABORATORY: FIELD EXPERIENCE IN EARLY CHILDHOOD EDUCATION II (2)**

*Prerequisite:* "C" or higher in ECED 151 and ECED 191, and (ECED 131 or FAMR 230); and in ENG 100.

*Prerequisite or Co-requisite:* "C" or higher in ECED 263, ECED 264

*Co-requisite:* ECED 296C

*Recommended Prep:* ECED 115 and ECED 245

*Instructor approval required.*

Provides a culminating supervised work experience in an early childhood education and care setting. It is designed to support students in integrating content knowledge with practice. May be taken on a CR/N basis. (6 hrs. lab. per week)

**EAST ASIAN LANGUAGE AND LITERATURE (EALL)**

**EALL 271 JAPANESE LITERATURE IN TRANSLATION (TRADITIONAL) (3) (DL)**

*Prerequisite:* "C" or higher in ENG 100, OR Placement in ENG 201-296

*No knowledge of Japanese language is required.*

Survey of traditional Japanese literature from ancient times to the mid-nineteenth century. Cross-listed as ENG 271. (3 hrs. lect. per week)

**EALL 272 JAPANESE LITERATURE IN TRANSLATION (MODERN) (3) (DL)**

*Prerequisite:* "C" or higher in ENG 100, OR Placement in ENG 201-296

*No knowledge of Japanese language is required.*

Survey from mid-nineteenth century to the present. Major emphasis on fiction. Cross-listed as ENG 272. (3 hrs. lect. per week)

**ECONOMICS (ECON)**

**ECON 120 INTRODUCTION TO ECONOMICS (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S;

*Placement in MATH 100 or higher*

A broad introduction to understanding the functioning of economic systems and the problems of national economic performance in the United States. The problems of resource allocation in a market economy are also considered. Maximum of 6 credits transferable to UH Mānoa for any 2 of the following 3 courses: ECON 120, 130, 131. Note: This course does not satisfy requirements for Economics or Business majors at UH Mānoa. (3 hrs. lect. per week)

**ECON 130 PRINCIPLES OF ECONOMICS I: MICROECONOMICS (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S;

*Placement in MATH 100 or higher*

Economic behavior of individuals and of business firms in a market economy. Analysis of how commodity and factor prices are determined. Examination of current problems in resource allocation. Maximum of 6 credits transferable to UH Mānoa for any 2 of the following 3 courses: ECON 120, 130, 131. Note: This course satisfies requirements for Economics and Business majors at UH Mānoa. (3 hrs. lect. per week)



### **ECON 131 PRINCIPLES OF ECONOMICS II:**

#### **MACROECONOMICS (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S;

*Placement in MATH 100 or higher*

Analysis of economic systems with emphasis on the forces determining levels and changes of national income in the U.S. economy. Describes basic economic institutions within the context of government policies concerning unemployment, inflation and growth.

Maximum of 6 credits transferable to UH Mānoa for any 2 of the following 3 courses: ECON 120, 130, 131.

Note: This course satisfies requirements for Economics and Business majors at UH Mānoa.

(3 hrs. lect. per week)

## **ELECTRICAL ENGINEERING (EE)**

### **EE 150 INTRODUCTION TO COMPUTER PROGRAMMING METHODS (3)**

*Prerequisite:* MATH 140

Introductory course on computer programming methods; emphasis on planning, writing, debugging of programs, together with basic applications.

(3 hrs. lect. per week)

### **EE 211 BASIC CIRCUIT ANALYSIS I (4)**

*Prerequisite or Co-requisite:* MATH 243 OR Placement in MATH 244; AND Physics 272

Linear circuits, time-domain analysis, transient and steady-state responses, phasors, impedance and admittance; network or system functions, frequency response and filtering, resonance.

(3 hrs. lect.; 3 hrs. lab. per week)

### **EE 213 BASIC CIRCUIT ANALYSIS II (4)**

*Prerequisite:* "C" or higher in EE 211

*Prerequisite or Co-requisite:* MATH 244

*This is the second semester course in circuit analysis.*

*It incorporates lecture and a lab to cover topics in advanced circuit analysis and in measuring instruments and techniques.* (3 hrs. lect.; 3hrs. lab. per week)

## **ELECTRICAL INSTALLATION AND MAINTENANCE TECHNOLOGY (EIMT)**

### **EIMT 30 ELECTRICAL INSTALLATION THEORY I (4)**

*Co-requisite:* EIMT 32.

*EIMT majors only.*

This course is designed to develop knowledge of basic and advanced residential wiring with emphasis on the National Electrical Code and the principles of residential blueprint reading. (5 hrs. lect. per week)

### **EIMT 32 ELECTRICAL INSTALLATION I (6)**

*Co-requisite:* EIMT 30.

*EIMT majors only.*

This course is designed to provide the basic and advanced knowledge in residential wiring techniques. Laboratory exercises are designed to give students practical experience in different wiring techniques. (18 hrs. lab. per week)

### **EIMT 40 ELECTRICAL INSTALLATION THEORY II (4)**

*Prerequisite:* "C" in EIMT 50 and in 52

*Co-requisite:* EIMT 42

*EIMT majors only.*

This course will take students into the more complex commercial and industrial wiring techniques with emphasis on the National Electrical Code and the principles of commercial and industrial blueprint reading. (5 hrs. lect. per week)

### **EIMT 42 ELECTRICAL INSTALLATION II (6)**

*Prerequisite:* "C" in EIMT 50 and in EIMT 52

*Co-requisite:* EIMT 40

*EIMT majors only.*

A course designed to advance the student to a higher level of electrical installation skills. This course will take students into more complex commercial and industrial wiring techniques. (18 hrs. lab. per week)

### **EIMT 44 AC/DC SYSTEMS AND EQUIPMENT (4)**

*Prerequisite:* "C" in EIMT 30 and in EIMT 32

*Co-requisite:* EIMT 46

*EIMT majors only.*

This course is designed to advance the student into electrical principles of direct-current and alternating-current circuits and equipment. Emphasis is placed on the theory, operating characteristics and control of AC and DC machinery.

(5 hrs. lect. per week)

### **EIMT 46 ELECTRICAL MAINTENANCE AND REPAIR (6)**

*Prerequisite:* "C" in EIMT 30 and in EIMT 32

*Co-requisite:* EIMT 44

*EIMT majors only.*

This course consists of supervised lab activities combining trade practices and related technical instruction to provide the most effective means of developing the students' mechanical, manipulative, and troubleshooting skills. Emphasis is placed on methods of installation, maintenance, troubleshooting and repair of electrical machinery and related control equipment. (18 hrs. lab. per week)

### **EIMT 50 SOLID STATE CONTROL (4)**

*Prerequisite:* "C" in EIMT 44 and in EIMT 46

*Co-requisites:* EIMT 52

*EIMT majors only.*

This is a course designed to introduce students to the principles and application of solid state control. The topics to be covered include the fundamentals of solid state devices; digital logic; solid state fire alarm and security systems; solid state motor control; programmable controllers. (5 hrs. lect. per week)

### **EIMT 52 SOLID STATE CONTROL LAB (6)**

*Prerequisite:* "C" in EIMT 44 and in EIMT 46

*Co-requisite:* EIMT 50

*EIMT majors only.*

This is a lab course designed to give students a working knowledge and hands on experience with solid state control devices and systems. Students will learn how to install, maintain, troubleshoot, and repair a variety of solid state components and systems. (18 hrs. lab. per week)





**EIMT 93V COOPERATIVE EDUCATION (1-4)**

*Prerequisite: MATH 50 or Placement in MATH 150 or higher*

*Instructor approval required.*

*EIMT majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in electricity. Students may enroll 4 times for a maximum of 12 credits.

(5 hrs. work experience per week per credit)

**ENGLISH (ENG)****ENG 100 COMPOSITION I (3)**

*Prerequisite: Placement in ENG 100 OR "C" or higher in ESL 23*

Introduction to the rhetorical, conceptual, and stylistic demands of writing at the college level. Instruction in the composing process, search strategies, and writing from sources. (3 hrs. lect. per week)

**ENG 100S COMPOSITION SUPPLEMENT I (1)**

*Prerequisite: Placement in ENG 100 with ENG 100S co-requisite*

*Co-requisite: ENG 100*

ENG 100S is taken in conjunction with ENG 100.

Together these courses combine support designed to allow students to complete college English in a single semester. Graded on a CR/N basis.

(3-6 hrs. lect. per week)

**ENG 100T COMPOSITION SUPPLEMENT II (2)**

*Prerequisite: Placement in ENG 100 with ENG 100T co-requisite*

*Co-requisite ENG 100*

ENG 100T is taken in conjunction with ENG 100.

Together these courses combine instruction support designed to allow students to complete college English in a single semester. This co-requisite also requires mandatory writing center tutoring.

Graded on a CR/N basis. (3-6 hrs. lect. per week)

**ENG 201 INTRODUCTION TO CREATIVE WRITING (3)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Introduction to three genres of creative writing and practice in writing poems and short stories which includes creative writing assignments, discussion of professional works, and discussion of each student's writing. (3 hrs. lect. per week)

**ENG 202 Advanced Creative Writing**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Focus on one or more genre(s) of creative writing and extended practice in writing original works, which includes creative writing assignments, discussion of professional works, and discussion of each student's writing. (3 hrs. lect. per week)

**ENG 209 BUSINESS AND MANAGERIAL WRITING (3)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

A study of business and managerial writing. Practice in writing letters, memos, procedures and reports, including a recommendation report requiring research, problem definition and solution proposals. (3 hrs. lect. per week)

**ENG 210 WRITING TERM PAPERS (3)**

*Prerequisite: "C" or higher in ENG 100 OR, Placement in ENG 201-296*

Practice in the skills needed in writing research papers and "term" papers: methods of gathering and evaluating primary and secondary evidence and of presenting arguments in convincing and logical expository prose. (3 hrs. lect. per week)

**ENG 250 AMERICAN LITERATURE (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

A study and analysis of major works of American literature with equal emphasis placed upon works created before and after 1900. Novels, short stories, poems, and modern drama are studied.

(3 hrs. lect. per week)

**ENG 251 BRITISH LITERATURE TO 1800 (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Study of major British works from the Middle Ages to 1800. (3 hrs. lect. per week)

**ENG 252 BRITISH LITERATURE AFTER 1800 (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Study of major British works from 1800 to the present. (3 hrs. lect. per week)

**ENG 253 WORLD LITERATURE TO 1600 (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Study of representative works of Classical, Oriental, and European literature from ancient times to the 17th century. (3 hrs. lect. per week)

**ENG 254 WORLD LITERATURE AFTER 1600 (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Study of representative works of Oriental, European, and American literature from 1600 to present. (3 hrs. lect. per week)

**ENG 255 SHORT STORY AND NOVEL (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Study and criticism of short stories and novels and how they are created. (3 hrs. lect. per week)

**ENG 256 POETRY AND DRAMA (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Study and criticism of drama, biography, and poetry, their evolution and form. (3 hrs. lect. per week)

**ENG 257 THEMES IN LITERATURE (ALPHA) (DL)**

Selected themes in major works of various types, cultures, periods. Requires a minimum of 4000 words of writing. Repeatable once only.

**ENG 257C COMEDY AND SATIRE IN LITERATURE (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

A study of comedy and satire in literature, examining how humor works in writing, looking at the differences of satire, parody, dark humor and light humor. The course analyzes famous and not-so-famous examples of literary humor and explores the social issue behind the surface meaning. (3 hrs. lect. per week)

**ENG 257E WILD WRITING: ENVIRONMENTAL AND ECOLOGICAL NON-FICTION (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

An examination of ecology and environmental studies, thought, and policy through reading and writing about works of ecological and environmental non-fiction prose concerning people and the planet. The course will focus on basic terminology and concepts of ecological and environmental issues in texts that explore human attitudes toward the wild, the world, and their shifting borders. The focus includes multiple and multi-faceted views of how human beings live, might live, and should live in the world we inhabit today. (3 hrs. lect. per week)

**ENG 257F WOMEN IN LITERATURE (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

A thematic study of women in literature. Readings from various types of literature: novels, plays, short stories, and poetry. Focus includes women in various cultures, traditional myths and roles of women, contemporary alternatives, and famous women writers. (3 hrs. lect. per week)

**ENG 257H HIP-HOP LITERATURE AND URBAN CULTURE (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

An examination of hip-hop and urban culture as a movement of artistic, social, and political resistance to racial, economic, and gender oppression. With a primary focus on literature, criticism, spoken word poetry, and rap, topics will include language, community, identity, justice, history, and politics. (3 hrs. lect. per week)

**ENG 257M CROSS-CULTURAL PERSPECTIVES IN ASIAN/PACIFIC LITERATURE (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Although stereotypes of both Asian and Pacific Islanders have existed through history, writers in English, in both groups, have emerged to tell their stories, battling misconceptions. The course studies and analyzes Asian and Pacific writers who deal with issues like colonialism, immigration, and marginalism. The works will be read as pieces of literatures while carefully considering their poetic and narrative forms. (3 hrs. lect. per week)

**ENG 257N BOOKS AT THE MOVIES (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

This course examines the adaptation of classic and contemporary works from literature to film and the varied techniques for translating a literary work into a cinematic work. The course analyzes the themes, topics, story-telling structure, strategies, and devices employed in both literature and film. The primary focus is on literature, emphasizing how a work of words is adapted to film and how comparisons between works in the two arts informs our understanding and increases our appreciation. The course also addresses the ongoing history of the adaptation of literature to film and the many ways each art encourages and influences the other. (3 hrs. lect. per week)

**ENG 257O OKINAWAN LITERATURE (3) (DL)**

*Prerequisite: "C" or higher in ENG 100 OR Placement in ENG 201-296* Course explores the world of Okinawan literature from translations of early poems to contemporary works by Okinawan writers in Okinawa and around the world. Students will learn how literature expresses the culture, history, values, and conflicts of the Okinawan people. The course also discusses how literature expresses, contests, and develops Okinawan identity. May be taken on a CR/N basis. (3 hrs. lect. per week)

**ENG 257P LITERATURE AND THE SEA (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

This course examines how the sea functions as a physical, philosophical, and psychological setting. Through close textual analysis, the course explores the symbolic power of the ocean: what does our tropological understanding of the sea reveal about humanity? Is the sea a metaphor for predominantly feminine or masculine imagery? How do descriptions of the sea change according to culture and economic system? (3 hrs. lect. per week)

**ENG 257S COMICS, SUPERHEROES, AND SOCIETY (3) (DL)**

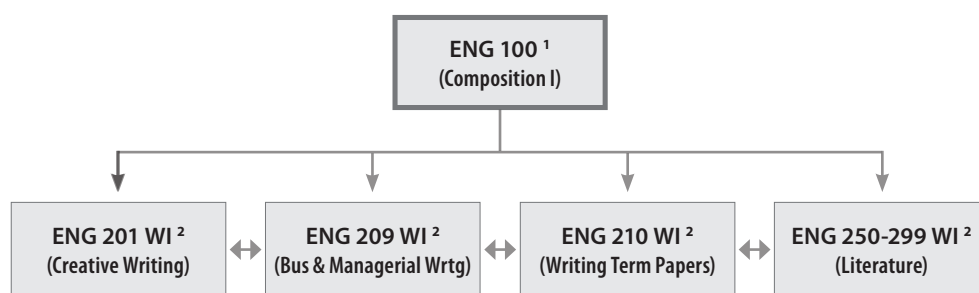
*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

While comic books are often derided for being immature examples of escapist entertainment or, as in the 1950s, for encouraging perverse behavior, comic books and superheroes have always provided an excellent barometer for measuring American society in general—Superman, Captain America, and others as instruments for propaganda; the Fantastic Four, Iron Man and Hulk as expressions of American Cold War power yet also reflecting social anxieties about nuclear war; Spider-Man, Dr. Strange and others embracing the values of the counter-culture and the Punisher and Frank Miller's *The Dark Knight Returns* embodying the Reagan-era backlash against the counter-culture; The X-Men and multiculturalism and gay rights. (3 hrs. lect. per week)

## English Sequence Chart

This chart illustrates the sequence of English courses offered at Honolulu CC.

**HONOLULU CC PLACEMENT POLICY:** All students place in ENG 100. Based on Smarter Balanced, high school grade point average, HiSet, GED, or other measures, students may be required to take ENG 100 with supplementary courses ENG 100S or ENG 100T. Writing samples may also be used to determine whether supplementary instruction is required.



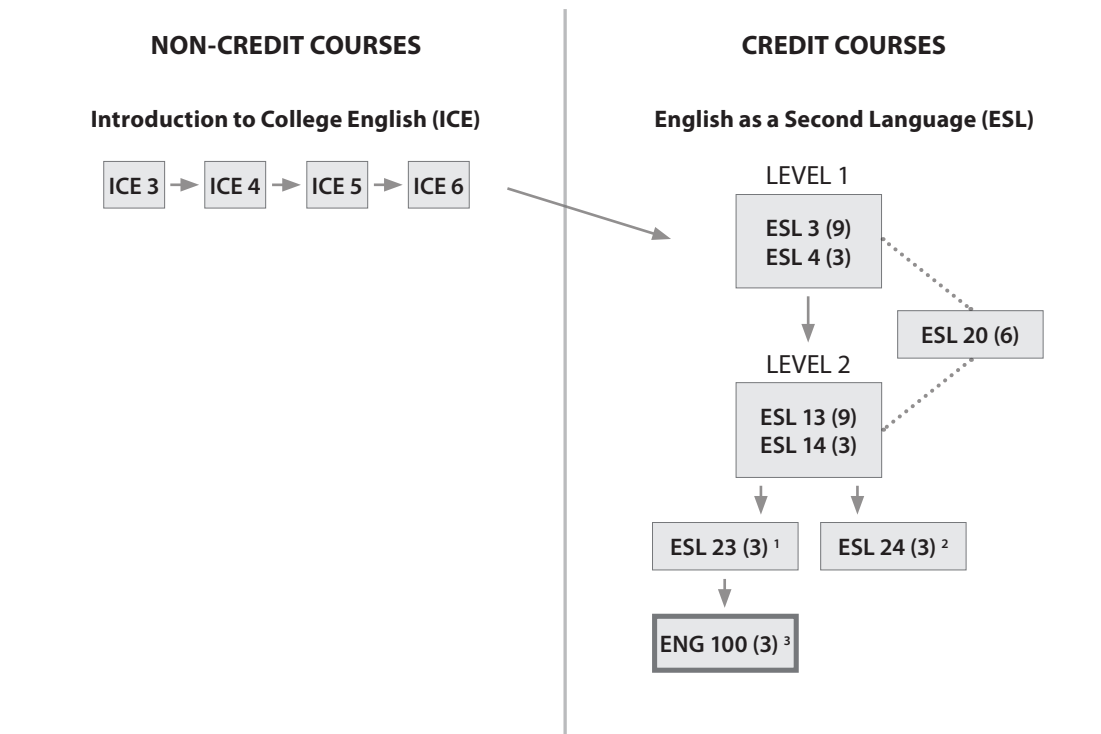
Revised 2/8/16

### Notes:

- <sup>1</sup> ENG 100 with ENG 100S or ENG 100T allow students to complete ENG 100 in one semester.
- <sup>2</sup> ENG 201-299 are Writing Intensive (WI) courses. A grade of "C" or higher is required in ENG 100 to enroll in 200-level English courses.

## English For Non-Native Speakers Sequence Chart

This chart illustrates the sequence of ESL and ICE courses offered at Honolulu CC for non-native students. Enter at the level determined by Placement Test, courses taken at Honolulu CC, or courses transferred.



Revised 3/3/14

**ENG 257X SCIENCE FICTION (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

This course explores the interplay of science, technology, and literature and examines the authors' world views, philosophical and religious thought and the impact of science and technology on life, art, and the imagination. How these works resist potential dehumanizing aspects of technology and how technological development can encroach upon identity will be discussed. (3 hrs. lect. per week)

**ENG 257Y YOUNG ADULT NOVEL (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

This course examines the young adult novel, both contemporary and classic, and analyzes and evaluates the themes, topics, structure, storytelling techniques, and literary devices appearing in young adult literature. The primary focus will be on literature, particularly the novel, and the rise of writing about and for young adults in the twentieth century and beyond. Among others, areas of focus include issues of identity, family, community, and tensions social, economic, and political as encountered by teens becoming adults. The course also examines the genre of young adult literature as a twentieth-century phenomenon for teen readers and the publishing world as well as the growing tradition of translating young adult novels into films. (3 hrs. lect. per week)

**ENG 268 LITERARY NONFICTION (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

This course is an introduction to the genre of literary nonfiction. The course provides an opportunity to study and practice the techniques of what is sometimes known as New Journalism or even New New Journalism.

Cross listed as JOUR 268. (3 hrs. lect. per week)

**ENG 271 JAPANESE LITERATURE IN TRANSLATION (TRADITIONAL) (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Survey of traditional Japanese literature from ancient times to the mid-nineteenth century. Cross-listed as EALL 271. (3 hrs. lect. per week)

**ENG 272 JAPANESE LITERATURE IN TRANSLATION (MODERN) (3) (DL)**

*Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Survey from mid-nineteenth century to the present. Major emphasis on fiction. Cross-listed as EALL 272. (3 hrs. lect. per week)

## ENGLISH AS A SECOND LANGUAGE (ESL)

**NOTE:** Non-credit introduction to College English (ICE) courses are also available.

**ESL 3 COLLEGE READING/Writing SKILLS (9)**

*Prerequisite: ICE 6 OR Placement in ESL 3*

*Co-requisite: ESL 4*

This course will provide students with a foundation in reading and writing skills necessary to succeed in subsequent English, Liberal Arts, and Technical/Occupational courses. There are two components to this class: students will read authentic pieces of writing, written for native speakers of English, and will focus on vocabulary development and comprehension. Writing assignments based on the readings will also be done.

(9 hrs. lect. per week)

**ESL 4 GRAMMAR I (3)**

*Prerequisite: Placement in ESL 4 or Instructor Approval*

*Co-requisite: ESL 3*

This course is a study and practice of high-beginning to intermediate grammar. It will provide students with a solid foundation in grammar to succeed in subsequent English and Liberal Arts courses.

(3 hrs. lect. per week)

**ESL 13 COLLEGE READING/Writing SKILLS II (9)**

*Prerequisite: "C" or higher in ESL 3 OR Placement in ESL 13*

*Co-requisite: ESL 14*

This course will provide the student with advanced reading and writing skills necessary to succeed in subsequent English, Liberal Arts, and Technical/Occupational courses. There are two components to this class: students will read authentic pieces of writing, written for native speakers of English, and will focus on vocabulary development and comprehension. Writing assignments based on the readings will also be done. (9 hrs. lect. per week)

**ESL 14 GRAMMAR II (3)**

*Prerequisite: ESL 4*

*Co-requisite: ESL 13*

This course is a study and practice of intermediate to advanced grammar. Common grammar problem areas will be focused on with required written compositions based on those specific grammar points. It will provide students with a solid foundation in grammar to succeed in subsequent English, liberal arts, and technical/occupational courses. (3 hrs. lect. per week)

**ESL 20 COLLEGE READING/Writing SKILLS (6)**

This course focuses on the reading/writing problems of students who have completed either ESL 3 or ESL 13 but require additional practice prior to proceeding to the next level of study. It will provide the student with skills necessary to succeed in subsequent ESL, English, liberal arts, and career and technical education courses. There are two components to this class: students will read authentic pieces of writing, written for native speakers of English, and will focus on



vocabulary development and comprehension. Writing assignments based on the readings will also be done. (6 hrs. lect. per week)

### **ESL 23 INTRODUCTION TO EXPOSITORY WRITING FOR NNS (3)**

*Prerequisite:* ESL 13

This course provides intensive study of structure, usage, and vocabulary of English as a necessary prelude to effective writing. Emphasis is placed on the development of paragraphs to communicate ideas in short papers. Students are encouraged to exercise critical thinking and clear, correct language in their writing. (3 hrs. lect. per week)

### **ESL 24 GRAMMAR III (3)**

*Prerequisite:* ESL 14

This course is a study and practice of advanced grammar, covering such topics as verb tense, passive voice, gerunds, infinitives, adjective clauses, indirect speech, and embedded questions. Problematic grammar areas for non-native speakers of English (NNS) at the high intermediate/advanced level will be focused on with subsequent written compositions based on those specific grammar points. (3 hrs. lect. per week)

## **FAMILY RESOURCES (FAMR)**

### **FAMR 100 PERSONAL AND PROFESSIONAL DEVELOPMENT (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Intended for college students of any age who wish to expand their self-awareness and explore choices available. Topics include personal style of learning, challenges of adulthood, and clarity in education/career goals. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FAMR 100A PERSONAL AND PROFESSIONAL DEVELOPMENT (1)**

*Prerequisite:* ENG 100 + ENG 100S

This course is designed to learn about the specific requirements of the CENT program including the different options within CENT, to survey the IT industry in terms of job opportunities, to perform job site visitations, to provide information about succeeding in college, and to gain knowledge about job seeking skills such as filling out application forms, writing resumes, and interviewing techniques. (1 hr. lect. per week)

### **FAMR 133 DYNAMICS OF FAMILY VIOLENCE (3)**

*Recommended Prep:* Placement in ENG 100

Overview of family violence which includes physical and sexual abuse of children, spousal assault, violence between siblings, abuse of the disabled, physical abuse and neglect as well as financial abuse of the elderly. Cultural/political trends to "criminalize" family violence. (3 hrs. lect. per week)

### **FAMR 141 PARENTING (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Parenting theories, methods, skills, issues, and resources; parent-child relations over the life span and in various family and cultural contexts. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FAMR 230 HUMAN DEVELOPMENT (3) (DS)**

*Prerequisite:* Placement in ENG 100

Concepts, issues, and theories of human growth and of development from conception to death and a systems approach to inquiry into factors affecting growth and development. (3 hrs. lect. per week)

### **FAMR 244 AGING (3)**

*Prerequisite:* Placement in ENG 100

Basic course in the study of developmental process and problems of aging. Students will be guided to look at aging from a systems approach. Sociological, biological, and cognitive development of the aging individual will be discussed. (3 hrs. lect. per week)

### **FAMR 296 WORKING WITH PEOPLE (3)**

*Recommended Prep:* Placement in ENG 100

Focuses on knowledge and skills needed in working with people. Topics include communication barriers and enhancers, conflict management, procrastination, stress and anger management, and group problem-solving skills. (3 hrs. lect. per week)

## **FASHION TECHNOLOGY (FT)**

### **FT 28 INTRODUCTION TO INDUSTRIAL SEWING (3)**

*Prerequisite:* FT 205 and FT 215

An introduction to apparel manufacturing with emphasis on various stitch and seam types utilizing industrial machines and attachments. Career opportunities and industry terminology will also be covered in this course. (3 hrs. lect. per week)

### **FT 29 TEXTILE ART (3)**

*FT majors only.* Commercial and individual approaches to design, color and printing techniques used in textiles. (2 hrs. lect.; 3 hrs. lab. per week)

### **FT 30 BASIC CREATIVE DESIGNING (3)**

*Prerequisite:* FT 36, 205, 215, and 217

The creative process of apparel design is emphasized by developing and producing a collection of garments for industry or entrepreneurship. (2 hrs. lect.; 3 hrs. lab. per week)

### **FT 32 ADVANCED APPAREL DESIGN (3)**

*Prerequisite:* FT 205 & 215 & 217

Design and creation of garments for customers. Integration of all phases of apparel production. Includes individual design, pattern drafting, cutting, fabrication, fitting, and finishing. (2 hrs. lect.; 3 hrs. lab. per week)

### **FT 36 DRAPING (3)**

*Prerequisite:* FT 205 & 215 & 217

Basic fundamentals of draping with standard and individual forms. (2 hrs. lect.; 3 hrs. lab. per week)

### **FT 38 DRAPING AND DESIGN (3)**

*Prerequisite:* FT 36

Integration of draping and flat pattern designing for actual customers with the use of individual forms or standard forms. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 40 FABRIC ANALYSIS (3)**

A study of the fibers and fabrics used in apparel and related products. Practical applications of yarns, construction, finishes on fabrics. Simple physical and chemical tests will be demonstrated.  
(3 hrs. lect. per week)

**FT 41 APPAREL DESIGN (3)**

*Prerequisite:* FT 205 & 215 & 217

Translating design sketches into flat patterns and constructing the finished garments.  
(2 hr. lect.; 3 hrs. lab. per week)

**FT 43 CUTTING ROOM FUNCTIONS (3)**

*Prerequisite:* FT 205

Develops an understanding of industry methods and techniques of marking, laying up, and cutting garments in quantity with emphasis on fabric yield. Includes use of the Gerber Accumark Computer System. (3 hrs. lect. per week)

**FT 90 FT SPECIAL TOPICS (3)**

*Instructor approval required.*

Special topics in fashion technology. Students may enroll 3 times in different topic areas for a maximum of 9 credits. May be taken on a CR/N basis.  
(2 hrs. lect.; 3 hrs. lab. per week)

**FT 93V COOPERATIVE EDUCATION (1–4)**

*Instructor approval required.*

*FT majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Fashion Technology. Students may enroll 4 times for a maximum of 4 credits. (5 hrs. work experience per week per credit)

**FT 100 FASHION MODELING (1)**

*FT majors or FT instructor approval required.*

Students will acquire the skills and knowledge necessary to model fashion on the fashion runway. The course includes informal modeling and the presentation of the total fashion look.  
(1 hr. lect. per week)

**FT 111 ART AND DESIGN IN FASHION (3)**

A survey of fashion as it relates to art and design. Line, color, balance, proportion are studied providing guidelines to understanding fashion and how it communicates personal image to society.  
(3 hrs. lect. per week)

**FT 125 FASHION SHOW PRODUCTION (3)**

Comprehensive practical experience including all factors required for the preparation and production of fashion shows, clinics, and other fashion promotions.  
(3 hrs. lect. per week)

**FT 140 FABRIC TECHNOLOGY (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Fabrics commonly used in fashion merchandise are studied discussing how their fiber content, construction, and finish affect their end use. Methods of fiber and yarn identification and their construction

are examined for their practical application.  
(3 hrs. lect. per week)

**FT 160 COMPUTERIZED PATTERN GRADING AND MARKING (3)**

*Prerequisite:* FT 43 & 215 & 237 or Instructor Approval; Placement in ENG 100

*FT majors only.* Course covers the knowledge and skills required to use the Gerber Garment Technology (GGT) System to grade and digitize patterns and to prepare production markers. It also covers the GGT system hardware capabilities as well as software programming. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 170 COMPUTERIZED PATTERN MAKING (3)**

*Prerequisite:* "C" or higher in FT 160; Placement in ENG 100  
*Instructor approval required.*

*Comment:* This is a computerized pattern making course as applied in the garment industry.

*FT majors only.*

This course covers the capabilities of the Gerber Technology (GT) Pattern Design System-PDS and Silhouette. This system is designed to use CAD for specific industry application in pattern making and design. (2 hrs. lect.; 3 hrs. lab. per week)

**FT 193V COOPERATIVE EDUCATION (1–4)**

*Instructor approval required.*

*FT majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to fashion merchandising emphasizing technical and interpersonal aspects. Students may enroll 4 times for a maximum of 4 credits.  
(5 hours work experience per week per credit)

**FT 200 CULTURE, GENDER AND APPEARANCE (3)**

*Prerequisite:* Placement in ENG 100

Social construction of gender within culture and its visual expression through appearance. Analysis of role, identity, conformity, and deviance in human appearance. (3 hrs. lect. per week)

**FT 205 MATERIALS AND METHODS OF CLOTHING CONSTRUCTION (4)**

Principles, concepts and procedures for quality construction and custom fitting of clothing.  
(3 hrs. lect.; 3 hrs. lab. per week)

**FT 215 FLAT PATTERNMAKING I (3)**

*Prerequisite or Co-requisite:* FT 205

Principles of pattern making for women's apparel through manipulation of quarter size pattern blocks.  
(2 hrs. lect.; 3 hrs. lab. per week)

**FT 216 FASHION DESIGN AND SKETCHING (3)**

Development of apparel design through sketching the fashion figure. (3 hrs. lect. per week)

**FT 217 FLAT PATTERNMAKING II (3)**

*Prerequisite:* FT 205 and FT 215; MATH 50 or Placement in MATH 150 or higher AND Placement in ENG 100

Expanding and refining the technical and production methods of flat patternmaking. Applying construction and alteration techniques to samples and final garments. (2 hrs. lect.; 3 hrs. lab. per week)

### FT 237 PATTERN GRADING (3)

*Prerequisite:* FT 215; MATH 50 or Placement in MATH 150 or higher AND Placement in ENG 100

Principles of proportionally increasing or decreasing a master pattern according to a prescribed set of body measurements. Applications include basic, intermediate and advance designs. Includes use of the grading machine. (2 hrs. lect.; 3 hrs. lab. per week)

**NOTE:** The following courses have been accepted at the University of Hawai'i at Mānoa in the Human Resources Department. These are subject to change without prior notice.

Honolulu CC:	APDM:
FT 111	APDM 111
FT 200	APDM 200
FT 205	APDM 205
FT 215	APDM 215
FT 216	APDM 216
FT 237	APDM 237
FT 160	APDM elective

## FIRE AND ENVIRONMENTAL EMERGENCY RESPONSE (FIRE)

### FIRE 100 INTRODUCTION TO FIRE PROTECTION (3)

*Prerequisite:* Placement in ENG 100; MATH 50 or Placement in MATH 150 or higher

*FIRE majors only.*

History and philosophy of fire protection. Introduction to fire agencies; current fire legislation, career orientation, recruitment and training programs, classification and pay systems, employee organization. This course is designed as a general background for vocational students. May be taken on a CR/N basis. (3 hrs. lect. per week)

### FIRE 102 FUNDAMENTALS OF FIRE PREVENTION (3)

*Prerequisite:* Placement in ENG 100; MATH 50 or Placement in MATH 150 or higher

*FIRE majors only.*

Introduction to modern fire prevention, public relations involved, introduction to national and local codes used in prevention. An overview of public prevention programs, new technologies used in prevention, inspection procedures and guidelines, current problems, legislation, and enforcement of fire prevention. May be taken on a CR/N basis. (3 hrs. lect. per week)

### FIRE 104 FIRE INSPECTOR I (3)

*Prerequisite:* FIRE 100, 102, and 107

*FIRE majors only.*

This course is designed for the fire inspector ready to advance his/her educational training to the next level. This course delves deeper into the interpretation of applicable codes and standards, covers the procedure for various types of inspections and prepares the inspector for the plans review process. Certification is

optional at the end of the course. Students may still pass the course by completing all work and yet may still not pass the Pro Board Examination. This does not mean the student has failed the course. However, the Pro Board Examination will be the Final Examination Test instrument in this course. (3 hrs. lect. per week)

### FIRE 107 FIRE FIGHTING TACTICS AND STRATEGIES (3)

*Prerequisite:* CHEM 105 and FIRE 102

*FIRE majors only.*

Introduction to Fireground planning and coordination, extinguishment tactics and strategies, functions of different fire companies, various tactical operations, types of extinguishment agents and uses. Pre-planning and command systems, size and types of incidents. Discussion of modern fire problems and suppression tactics and strategies involved. May be taken on a CR/N basis. (3 hrs. lect. per week)

### FIRE 108 WELLNESS/FITNESS FOR EMERGENCY RESPONSE PROFESSIONALS (3)

*Recommended Prep:* Medical clearance required

*Comment:* This is a lecture/lab course requiring physical activity. Students must obtain medical clearance from their physician in order to participate.

*FIRE, OESM and AJ majors only.*

This course explores the concept of wellness, lifestyle management and fitness and is designed to provide students with the knowledge and skills to improve their own quality of life. This course is designed for individuals who are pursuing a career in Fire and Emergency Response, and it provides clear and objective research-based information pertinent to behavior change, exercise, nutrition, weight management, disease prevention, stress management, and risk reduction. Students will develop personal wellness and fitness including physical, mental, emotional and spiritual domains. Successful completion of this course will help students prepare for the Fire Department Fitness Examinations, and Wellness Fitness Certification Programs. (2 hrs. lect.; 3 hrs. lab. per week)

### FIRE 111 MANAGEMENT IN THE FIRE SERVICE (3)

*Prerequisite:* FIRE 280A, FIRE 280B

*FIRE majors only.*

An overview of fire service management theories and application principles in the fire service. Management by objective. Current fire safety education, problem identification and program development strategies are introduced. Fireground management functions; management of financial resources, physical resources, and facilities. May be taken on a CR/N basis. (3 hrs. lect. per week)

### FIRE 115 FIRE APPARATUS AND EQUIPMENT (3)

*Prerequisite:* Placement in ENG 100; MATH 50 or Placement in MATH 150 or higher

*Recommended Prep:* FIRE 100

*FIRE majors only.*

Comprehensive overview of fundamental principles, test, inspection and servicing of equipment, maintenance, description of operation of various

pump types, pump driving test, water supply (types of hydrants and valves). The course will enhance student knowledge and skills required by National Fire Code 1002 Driver/Operator. (3 hrs. lect. per week)

### **FIRE 117 BASIC RESCUE IN THE FIRE SERVICE (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or Placement in MATH 150 or higher

*Recommended Prep:* FIRE 100 and FIRE 102

*FIRE majors only.*

To introduce definitions, terminology, and provide students with a basic knowledge of rescue. To understand the four phases of rescue: locate and access victims, stabilize the situation, and transport the victims to safety while managing injuries and avoiding risk or injury to the victims or rescuers. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FIRE 119B EMERGENCY MEDICAL TECHNICIAN (3.5)**

*Prerequisite:* Minimum of 12 FIRE credits

*Co-requisite:* FIRE 119C

*FIRE majors only.*

*Instructor approval.*

This course is the first in a series of two EMT Basic courses. This course is designed to develop specific medical skills used in emergency response. Students should be prepared to do practical labs both in class and in a hospital setting. Students are required to pay a lab fee and purchase a limited liability coverage policy while participating in this course. May be taken on a CR/N basis. (3 hrs. lect.; 1.5 hrs. lab. per week)

### **FIRE 119C EMERGENCY MEDICAL TECHNICIAN-BASIC (3.5)**

*Prerequisite:* Minimum of 12 FIRE credits

*Co-requisite:* FIRE 119B

*FIRE majors only.*

*Instructor approval.*

This course is the second in series of the EMT Basic curriculum. This course is designed to develop specific medical skills in responding to medical emergencies. Students are required to continue practical lab experiences that were started in FIRE 119B. May be taken on a CR/N basis. (3 hrs. lect.; 1.5 hrs. lab. per week)

### **FIRE 123 FIRE INVESTIGATION (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or Placement in MATH 150 or higher

*Recommended Prep:* FIRE 100 and FIRE 102

*FIRE majors only.*

Introduction to an analytical approach to fire investigation that recognizes the numerous facets of fires, fuels, people and investigative procedures. The scientific principles of combustion and fire behavior will be stressed as well as the important principles of scientific investigation. (3 hrs. lect. per week)

### **FIRE 126 LEGAL ASPECTS OF EMERGENCY SERVICES (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or Placement in MATH 150 or higher

*Recommended Prep:* FIRE 100 and FIRE 102

*FIRE majors only.*

This course will address the Federal, State, and local

laws that regulate emergency services and include a review of national standards, regulations, and consensus standards. (3 hrs. lect. per week)

### **FIRE 150 INDUSTRIAL FIRE PROTECTION (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

Placement in MATH 150 or higher

*Recommended Prep:* FIRE 100 and FIRE 102

Basic fire protection-prevention course for industry. Includes planning, managing and training for fire emergencies. Cross-listed as OESM 150. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FIRE 151 INTRODUCTION TO WILDLAND FIRE CONTROL (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

Placement in MATH 150 or higher

*FIRE majors only.*

Introduction to basic wildland fire organization, ICS, fire behavior, air operations, suppression methods, tools and equipment. Emphasis on fire safety and basic introduction to portable pumps, water use, and chain saws. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FIRE 152 WILDLAND FIRE CONTROL FIELD METHODS (3)**

*Prerequisite or Co-requisite:* FIRE 151

Introduction to wildland fire suppression field strategies, tactics and techniques. The course is structured around hands-on training in an outdoor environment. Students are familiarized with tools, techniques and how to best apply them in the wildland fire context. (6 hrs. lect. per week)

### **FIRE 154 WILDLAND URBAN INTERFACE OPERATIONS (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

Placement in MATH 150 or higher

This course is an introduction to the strategies, tactics, techniques, tools and safety consideration related to fire operations in the wildland/urban interface. The course involves aspects of suppression and prevention. (3 hrs. lect. per week)

### **FIRE 156 WILDLAND INCIDENT COMMAND (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

Placement in MATH 150 or higher

*Recommended Prep:* FIRE 151 and FIRE 152

This course defines terms and examines concepts, theories, and principles of the Incident Command System and wildland fire in the fire service. Major topics include the Incident Command System function, staff functions in single command structures, management of various disasters, and initial and escape fire attack situations for wildland fire. (3 hrs. lect. per week)

### **FIRE 157 INTERMEDIATE WILDLAND FIRE BEHAVIOR (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

Placement in MATH 150 or higher

*Recommended Prep:* FIRE 151

This course is designed to instruct prospective fireline personnel in wildland fire behavior for effective and safe management operations. Fire behavior is not an independent phenomenon - it is the product



of the environment in which the fire is burning. In applying this definition to fire, we can then regard fire environment as the conditions, influences, and modifying forces that control the fire behavior. Fire behavior must obey physical laws. We consider certain types of fire behavior unusual or unexpected only because we have failed to evaluate properly the conditions, influences, and forces that are in control. To predict fire behavior, and to control and use fire effectively and safely, we must understand and use the interactions of fire with its environment. This course will examine the fire environment - what it is, how it varies and why, and how fire itself alters the total picture. (3 hrs. lect. per week)

### **FIRE 193V COOPERATIVE EDUCATION (1-6)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

*Placement in MATH 150 or higher*

*Instructor approval required.*

*FIRE majors only.*

This course provides students with the opportunity to acquire on-the-job experience related to classroom instruction in Fire and Environmental Emergency Response emphasizing technical and interpersonal aspects. Students may enroll 4 times for a maximum of 12 credits. 6 credits can be applied to FIRE elective requirements.

(5 hrs. work experience per week per credit)

### **FIRE 202 FIRE PROTECTION HYDRAULICS AND WATER SUPPLY (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

*Placement in MATH 150 or higher*

*Recommended Prep:* FIRE 100, 102.

*FIRE majors only.* This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FIRE 206 BUILDING CONSTRUCTION FOR FIRE PROTECTION (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

*Placement in MATH 150 or higher*

*Recommended Prep:* FIRE 100 and FIRE 102

*FIRE majors only.*

This course provides the components of building construction that relate to fire and life safety. The focus of the course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre-planning fire operations, and operating at emergencies.

(3 hrs. lect. per week)

### **FIRE 207 HAZARDOUS MATERIALS AWARENESS AND OPERATIONS (3)**

*Prerequisite:* CHEM 105 and FIRE 100

*FIRE majors only.*

Students are introduced to initial response for Hazardous Material Incidents. Topics include: personal safety, NFPA standards, OSHA and EPA regulations, toxicology, Incident Command System, decontamination, chemical resources, initial response, assessment, goal systems, and tactical options for HAZ

MAT incidents. Meets Basic Concepts and Awareness levels as provided by NFPA. The curriculum that will now be used is designed to Nationally certify individuals in Hazardous Materials Operations and Hazardous Materials Awareness. The students will complete a National examination issued by National Fire Protection Professional Qualifications Board (Pro Board) upon completion of this course. Students will need a grade of 70% in order to pass the Pro Board examination. Students who do not pass the exam may receive a passing grade in the course, but will need the Pro Board certification in order to enter the final semester of Pro Board certification courses FIRE 280A (12 credits) and 280B (4 credits) for Firefighter I. (3 hrs. lect. per week)

### **FIRE 208 AIRCRAFT RESCUE FIRE FIGHTING (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

*Placement in MATH 150 or higher*

*Recommended Prep:* FIRE 100 and FIRE 102

Introduction to definitions, concepts, methods, and requirements of an airport firefighter's duties and responsibilities. The course has two major areas of concentration: the Federal Aviation Regulation (FAR 139) and the National Fire Code (NFC 1003).

(3 hrs. lect. per week)

### **FIRE 209 HAZARDOUS MATERIALS TECHNICIAN (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

*Placement in MATH 150 or higher*

*Recommended Prep:* FIRE 203, 207, and CHEM 105

This course is one of the final courses in a series of courses that were developed to increase responders awareness and capabilities to respond to hazardous materials incidents. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FIRE 211 HAZARDOUS MATERIALS INCIDENT MANAGEMENT (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

*Placement in MATH 150 or higher*

*Recommended Prep:* FIRE 209

This course is designed to provide students with the information needed to identify hazardous materials products, containers, and emergencies. The information provided will allow students to understand important safety issues dealing with hazardous materials incident management, personal protective equipment selection, Incident Command System functions, site management, and hazard assessment/risk evaluation techniques. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **FIRE 214 FIRE PROTECTION SYSTEMS (3)**

*Prerequisite:* Placement in ENG 100; MATH 50 or

*Placement in MATH 150 or higher*

*Recommended Prep:* FIRE 100 and FIRE 102

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers.

(3 hrs. lect. per week)



**FIRE 218 EMERGENCY RESPONSE FOR HAZARDOUS MATERIALS (4)***Prerequisite:* Placement in ENG 100; MATH 50 or*Placement in MATH 150 or higher**Recommended Prep:* FIRE 203*FIRE majors only.*

This course provides students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics discussed include: hazard analysis, contingency planning, proper use and selection of PPE, site control and evaluation, field sampling and monitoring, and proper use of instruments. This course satisfies the requirement for generalized employee training under OSHA (1910.120). Cross-listed as OESM 218. (3 hrs. lect.; 3 hrs. lab. per week)

**FIRE 280A FIREFIGHTER I AND II (12)***Prerequisite:* FIRE 100, 102, 107, 111, 119B, 119C, and 207*Co-requisite:* FIRE 280B*Instructor approval required.**FIRE majors only.*

This course will provide students with the knowledge and skills to function as an integral member of a firefighting team under direct supervision in hazardous conditions. The course is completed online in a virtual classroom. The co-requisite course, FIRE 280B, involves practical skill training. Completion of both courses will result in Fire Fighter I and 2 certification. (12 hrs. lect. per week)

**FIRE 280B FIREFIGHTER I AND II LAB (8)***Prerequisite:* FIRE 100, 102, 107, 111 119B, 119C, and 207*Co-requisite:* FIRE 280A*Instructor approval required.**FIRE majors only.*

This course will provide students with the knowledge and skills to function as an integral member of a firefighting team under direct supervision in hazardous conditions. The program consists of two courses. The course involves practical skill training. The co-requisite course, FIRE 280A, is completed in an online virtual classroom. Completion of both courses will result in Fire Fighter 1 and 2 certification. (16 hrs. lect./lab. per week)

## FOOD SCIENCE AND HUMAN NUTRITION (FSHN)

**FSHN 185 THE SCIENCE OF HUMAN NUTRITION (3) (DB)**

Integration of natural science concepts basic to study of human nutrition. Emphasis on nutrient requirements of healthy individuals throughout life cycle, food sources, functions and interrelationships of nutrients. Lectures supplemented with individualized instructional activities. (3 hrs. lect. per week)

**Note:** FSHN 185 is accepted as a natural science requirement at the University of Hawai'i at Mānoa, UH West O'ahu, and at other community colleges.

## GEOGRAPHY (GEOG)

**GEOG 101 THE NATURAL ENVIRONMENT (3) (DP)***Prerequisite:* Placement in ENG 100 with ENG 100S or ESL 23*Recommended Prep:* Placement in MATH 24

Geography 101 is a survey of the global physical environment using an Earth systems science approach. In this course, you will be introduced to techniques and concepts used to investigate the geographic distribution of physical phenomena on Earth. Patterns and processes of climatic, geomorphic, and biological systems are examined. Global environmental issues are explored in light of the concepts covered. The lectures will include a number of examples from Hawai'i, where unique combinations of global tectonic and atmospheric processes, and geographic isolation have resulted in an extraordinary array of environmental and biotic diversity. Geography 101 fulfills the Physical Sciences diversification (DP) general education requirement for an associate degree at Honolulu Community College and a baccalaureate degree at the University of Hawai'i at Manoa, and the sustainability-related designation, an option for students who are interested in sustainability issues. (3 hrs. lect. per week)

**GEOG 101L THE NATURAL ENVIRONMENT LABORATORY (1) (DY)***Prerequisite or Co-requisite:* GEOG 101*Recommended Prep:* Placement in MATH 24*Comment:* GEOG 101 as a co-requisite is preferred.

This course is an introduction to techniques used to investigate the geographic distribution of physical phenomena on Earth. The laboratory exercises will include a number of examples from Hawai'i, where unique combinations of global tectonic and atmospheric processes, and geographic isolation have resulted in an extraordinary array of environmental and biotic diversity. May be taken on a CR/N basis. (3 hrs. lab. per week)

**GEOG 102 WORLD REGIONAL GEOGRAPHY (3)***Prerequisite:* Placement in ENG 100 + ENG 100S

Survey of the world's major geographic regions with focus on the interrelationships between the physical and human elements of these regions. Geographic aspects of contemporary economic, social, and political conditions will be studied. (3 hrs. lect. per week)

**GEOG 122 GEOGRAPHY OF HAWAII (3) (DS)***Prerequisite:* Placement in ENG 100 + ENG 100S

Examines Hawai'i as a unique, special place. Physical geography (volcanoes, erosion, climate, water resources, natural hazards), cultural geography (pre-contact society, the monarchy, economic change, agriculture, tourism, energy, population, land use, transportation, and urbanization), and regional geography of each island will be presented. (3 hrs. lect. per week)

### **GEOG 151 GEOGRAPHY AND CONTEMPORARY SOCIETY (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Elements of economic geography and resource management; study of populations and food problems; energy; ecosystems; and pollution; application to current problems of developed and underdeveloped nations. (3 hrs. lect. per week)

## **GEOLOGY AND GEOPHYSICS (GG)**

### **GG 101 INTRODUCTION TO GEOLOGY (3) (DP)**

The study of Earth, the natural physical environment, landscape, rocks and minerals, rivers and oceans, volcanos, earthquakes, plate tectonics and other internal processes; the effects of human actions on Planet Earth. (3 hrs. lect. per week)

### **GG 101L INTRODUCTORY GEOLOGY LABORATORY (1) (DY)**

*Prerequisite or Co-requisite:* GG 101 or GG 103

The study of rocks and minerals, topographic and geologic maps and cross sections. (3 hrs. lab. per week)

### **GG 103 GEOLOGY OF THE HAWAIIAN ISLANDS (3) (DP)**

*Recommended Prep:* Placement in ENG 100 + ENG 100S

Survey of Hawaiian rocks, minerals, volcanism, erosion, sedimentation, landscape evolution, geologic history, and regional geology. (3 hrs. lect. per week)

## **HAWAIIAN (HAW) \***

### **HAW 101 ELEMENTARY HAWAIIAN I (4)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

This course is the first half of Elementary Hawaiian that teaches basic listening, speaking, reading, and writing skills. (4 hrs. lect. per week)

### **HAW 102 ELEMENTARY HAWAIIAN II (4)**

*Prerequisite:* "C" or higher in HAW 101

This course is the second half of Elementary Hawaiian that teaches basic listening, speaking, reading, and writing skills. (4 hrs. lect. per week)

### **HAW 201 INTERMEDIATE HAWAIIAN I (4)**

*Prerequisite:* "C" or higher in HAW 102

This course is the first half of Intermediate Hawaiian. Language learning requires competence in four areas of skill, including listening, speaking, reading, and writing. (4 hrs. lect. per week)

### **HAW 202 INTERMEDIATE HAWAIIAN II (4)**

*Prerequisite:* "C" or higher in HAW 201

This course is the second half of Intermediate Hawaiian. Language learning requires competence in four areas of skill, including listening, speaking, reading, and writing. (4 hrs. lect. per week)

### **HAW 261 HAWAIIAN LITERATURE IN ENGLISH (3) (DL)**

*Prerequisite:* "C" or higher in ENG 100, OR Placement in ENG 201-296

A literary and cultural experience of the indigenous Hawaiian culture through reading and analyzing selected major works in English translations. (3 hrs. lect. per week)

\* Native speakers may not take language courses for credit.

## **HAWAIIAN STUDIES (HWST)**

### **HWST 105 MEA KANU: HAWAIIAN PLANTS AND THEIR USES (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

This course explores the cultural uses of plants by humans in the Hawaiian archipelago and elsewhere in Polynesia. Focus will be upon those plants that were originally found in Hawai'i when early settlers came and those plants that were brought by them. Cross-listed as BOT 105. (3 hrs. lect./demo. per week)

### **HWST 107 HAWAI'I: CENTER OF THE PACIFIC (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

This course examines traditional Hawaiian and Pacific cultures and how outside western ideas and ideals have impacted upon island societies. Particular focus is on colonization and modernization and the conflicts they impose upon native Hawaiian and other Pacific peoples. (3 hrs. lect. per week)

### **HWST 110 WA'A HO'OKELE: HAWAIIAN SAILING CANOES (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* Some knowledge of Hawaiian language and culture

This course introduces students to traditional and modern knowledge about canoe building and coastal sailing in Hawai'i. The Spiritual and practical aspects of canoe traditions will be covered along with related knowledge of astronomy, meteorology, oceanography, geography, ethnobotany, and physics. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **HWST 110L WA'A HO'OKELE: HAWAIIAN SAILING CANOES LAB (1)**

*Prerequisite or Co-requisite:* HWST 110

*Recommended Prep:* Some ocean experience and experience on boats. Knowledge of one's susceptibility to seasickness and ways of preventing or dealing with seasickness, as needed.

*Comment:* Concurrent enrollment in or completion of HWST 110 with a "C" or higher grade. Students must pass a swim test during the first three weeks of class: Students will be asked to swim 500 meters and stay afloat for one hour in deep water. Students should also have the ability to jump onto the deck of a boat that is 1-2 feet below the pier level. Some heavy lifting (e.g. pulling up an anchor) may be required.

This course introduces students to the knowledge and skills needed to sail canoes in coastal waters. Students will apply the knowledge acquired in HWST 110 in hands-on activities. Students may enroll 2 times for a maximum of 2 credits. May be taken on a CR/N basis. (3 hrs. lab. per week)

### **HWST 212 HULA 'ÖLAPA: TRADITIONAL HAWAIIAN DANCE (3)**

This is a beginning course in the traditional/ancient styles of hula. The performance of repertoire and techniques will be at the novice level. Cultural,



historical, political and mythological concerns will be discussed as well as the integration of some Hawaiian language terminology. Students may enroll 4 times for a maximum of 8 credits. (1 hr. lect., 1.5 hr. lab per week)

### **HWST 270 HAWAIIAN MYTHOLOGY (3) (DL)**

*Prerequisite:* HWST 107 or HAW 101; "C" or higher in ENG 100

*Recommended Prep:* HAW 102

Survey of Hawaiian and Polynesian gods, 'aumakua, kupua, mythical heroes, heroines, and their kinolau as the basis of traditional Hawaiian and Polynesian metaphor. (3 hrs. lect. per week)

### **HWST 281 HO'OKELE I: HAWAIIAN ASTRONOMY AND WEATHER (3) (DP)**

*Prerequisite:* Placement in ENG 100 + ENG 100S or Instructor Approval

*Recommended Prep:* HWST 110 and HWST 107. Some knowledge of Hawaiian language and culture.

An introduction to Hawaiian views of astronomy and weather, required as preparation for sailing a double hull canoe in following semester. Repeatable one time. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **HWST 281L HO'OKELE I: HAWAIIAN ASTRONOMY AND WEATHER LAB (1) (DY)**

*Prerequisite:* Placement in ENG 100 + ENG 100S, or Instructor Approval

*Prerequisite or Co-requisite:* HWST 281

*Recommended Prep:* HWST 110 and HWST 107

Stargazing laboratory to accompany HWST 281. Repeatable one time. May be taken on a CR/N basis. (3 hrs. lab per week)

### **HWST 282 HO'OKELE II: HAWAIIAN NAVIGATION (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S or Instructor Approval

*Recommended Prep:* HWST 110 and HWST 107

Hawaiian Navigation and Voyaging introduces students to traditional knowledge of Hawaiian voyaging and navigation and to the modern revival of voyaging arts in Hawai'i and the Pacific through a survey of history of navigation; introduction of skills needed to navigate double hulled voyaging canoes; survey of canoe design in Hawai'i and the Pacific, introduction of sailing dynamics; overview of weather and sea conditions in Hawai'i and the Pacific; introduction to sail planning including dead reckoning, steering by the stars, and other methods used by traditional navigators. The course places Hawaiian navigation and voyaging in the context of Polynesian and Pacific cultures and the pre-European discovery and settlement of the Pacific islands and its application in the contemporary Pacific. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **HWST 282L HO'OKELE II: HAWAIIAN NAVIGATION LAB (1)**

*Prerequisite:* Placement in ENG 100 + ENG 100S or Instructor Approval

*Prerequisite or Co-requisite:* HWST 282

*Recommended Prep:* HWST 110 and HWST 107. Some ocean experience and experience on boats. Knowledge of one's susceptibility to seasickness and ways of preventing

or dealing with seasickness, as needed.

*Comment:* Students will demonstrate basic swimming and will be provided personal flotation devices if unable to demonstrate basic swimming. Students should have the ability to jump onto the deck of a boat that is 1-2 feet below the pier level. Some heavy lifting (e.g. pulling up an anchor) may be required.

Hawaiian Navigation introduces students to hands-on traditional knowledge of Hawaiian voyaging and navigation aboard a double hulled canoe sailing laboratory to accompany HWST 282. Repeatable one time. May be taken on a CR/N basis. (3 hrs. lab per week)

### **HWST 284 HE MOKU HE WA'A: AN ISLAND IS A CANOE (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* HWST 107, HWST 282

*Comment:* Students will demonstrate basic swimming and will be provided personal flotation devices if unable to demonstrate basic swimming. Students should have the ability to jump onto the deck of a boat that is 1-2 feet below the pier level. Some heavy lifting (e.g. lifting an anchor) may be required.

This course explores the metaphor of an island being a canoe through a survey of traditional resource management in Hawai'i, its relevance in contemporary society and a survey of voyaging including non-instrument navigation, sail planning and skills needed to sail double hulled canoes. This course also provides students with hands-on experience in voyaging and malama 'āina and examining the connections between the two. Students may enroll 2 times for a maximum of 6 credits. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **HWST 285 LA'AU LAPA'AU: HAWAIIAN MEDICINAL HERBS (4) (DH)**

*Prerequisite:* HWST 107 or Instructor approval

Presentation of Hawaiian medicinal herbs including basic philosophy, identification, utilization, and preparation of such herbs for human ailments. Students may enroll 2 times for a maximum of 8 credits. May taken on a CR/N basis. (3 hrs. lect.; 3 hrs. lab per week)

## **HISTORY (HIST)**

### **HIST 151 WORLD HISTORY TO 1500 (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* ENG 100

A global and historical survey focusing on human societies and cross-cultural interactions to 1500 C.E. This course analyzes the historical development of human societies and their cultural traditions in all parts of the world, including Africa, the Americas, Asia, Europe, and Oceania. (3 hrs. lect. per week)

### **HIST 152 WORLD HISTORY SINCE 1500 (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* ENG 100

A global and historical survey focusing on human societies and cross-cultural interactions since 1500 C.E. History 152 explores the dynamic relationships

within and between representative modern societies, nations, states and cultures. (3 hrs. lect. per week)

**HIST 231 MODERN EUROPEAN CIVILIZATION I (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* ENG 100

Historical survey of political evolution and major economic, social and cultural developments taking place in Europe. HIST 231-(1500–1815); HIST 232 (1815– present). (3 hrs. lect. per week)

**HIST 232 MODERN EUROPEAN CIVILIZATION II (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* ENG 100

Historical survey of political evolution and major economic, social and cultural developments taking place in Europe. HIST 231-(1500–1815); HIST 232 (1815– present). (3 hrs. lect. per week)

**HIST 241 CIVILIZATIONS OF ASIA I (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* ENG 100

Historical survey of major civilizations of Asia from earliest times to 1500: East Asia, Southeast Asia, and South Asia. Cross-listed as ASAN 241. Credit may be received for HIST 241 or ASAN 241, but not both. (3 hrs. lect. per week)

**HIST 242 CIVILIZATIONS OF ASIA II (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* ENG 100

Continuation of HIST 241. Survey of major civilizations of Asia from 1500 to the present: East Asia, Southeast Asia, and South Asia. Cross-listed as ASAN 242. Credit may be received for HIST 242 or for ASAN 242, but not both. (3 hrs. lect. per week)

**HIST 246 THE VIETNAM WAR (3) (DH)**

*Prerequisite:* ENG 100

*Instructor approval required.*

Historical survey of the Vietnam War, covering the history of military and political affairs related to the nation of Vietnam from 1945 to 1975. (3 hrs. lect. per week)

**HIST 250 WORLD HISTORY AND FILM (3) (DH)**

*Prerequisite:* "C" or higher in ENG 100

This course examines our varying interpretations of the meaning of global historical events as they have been explored through film. The course will involve viewing films about historical events and issues, and using these films as a pathway to understanding the stories we tell ourselves about our own past and the purposes behind those stories. The course will further explore the use of metaphor and narrative, and perspective in the writing of history. May be taken on a CR/N basis. (3 hrs. lect. per week)

**HIST 281 INTRODUCTION TO AMERICAN HISTORY I (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* HIST 152

Interpretative survey from the earliest settlement to 1865. (3 hrs. lect. per week)

**HIST 282 INTRODUCTION TO AMERICAN HISTORY II (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* HIST 152

Interpretative survey from 1865 to the present. (3 hrs. lect. per week)

**HIST 284 HISTORY OF THE HAWAIIAN ISLANDS (3) (DH)**

*Prerequisite:* ENG 100

Survey of the social, political, and economic history of Hawai'i from the earliest times to the present. (3 hrs. lect. per week)

**HIST 288 SURVEY OF PACIFIC ISLANDS HISTORY (3) (DH)**

*Prerequisite:* ENG 100

Development from precolonial to modern times; early settlement, cultural contact, colonization, contemporary problems. (3 hrs. lect. per week)

**HIST 296M TOPICS IN HISTORY: INTRODUCTION TO ASIAN AMERICAN HISTORY (3) (DH)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

*Recommended Prep:* HIST 152

This course analyzes the historical development of Asian American communities in the Americas and Hawai'i. Emphasis will be placed on situating the movements of Asians within local, regional, and transnational frameworks. Students will analyze the significance of race, gender, and class in shaping the experiences of Asian American communities. The communities covered include Chinese, Filipino, Japanese, Korean, South Asian, and Southeast Asian Americans. (3 hrs. lect. per week)

## HUMAN SERVICES (HSER)

**HSER 40-HSER 43 SERIES SPECIAL TOPICS IN HUMAN SERVICES**

*(Number of credits depends on topic and may vary from semester to semester.)*

Special topic courses. A variety of contemporary topics, workshops, projects, or readings in methods or problems in human services. May be repeated for credit. Some topics may be taken on a CR/N basis. (Class hours depend on topic and may vary from semester to semester.)

## HUMANITIES (HUM)

**HUM 50 INTRODUCTION TO REASONING (3)**

*Prerequisite:* Placement ENG 100 + ENG 100S

Learning to avoid black and white thinking with special emphasis on persuasive appeals and scientific conclusions popularized by the mass media. Cross-listed as PHIL 50. (3 hrs. lect. per week)

**HUM 193V COOPERATIVE EDUCATION (1–4)**

*Instructor approval required.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Humanities. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)



## INDUSTRIAL EDUCATION (IED)

### IEDB 295 CONSTRUCTION ACADEMY TEACHER TRAINING COURSE (3)

*Recommended Prep: Participation in the Construction Academy.*

This course is designed for Department of Education (DOE) Career and Technical Education (CTE) Teachers and Community College Traveling Teachers as part of the Hawaii State Construction Initiative. Participants will be certified to teach articulated CTE courses for the DOE which meet Western Association of Schools and Colleges (WASC) Accreditation Standards for Post Secondary Institutions. (45 total student contact hours)

### IEDD 101 BASIC DRAFTING AND BLUEPRINT READING (3)

*Pearl Harbor Naval Shipyard Applied Trades majors only.*

A basic mechanical drawing course designed for Pearl Harbor Naval Shipyard Apprenticeship Program students. Includes the use of drafting instruments, technical terminology, drawing scales, linework, lettering, orthographic projection, auxiliary and sectional views, assemblies and pictorials, threads and welds, and basic ship drawings. Lecture, demonstration, and exercise drawing. Topics developed in related shop work apart from this course. (10 hrs. lect./lab. per week over 5 weeks)

## INFORMATION AND COMPUTER SCIENCE (ICS)

*(See also Computing, Electronics, & Networking Technology)*

### ICS 100 COMPUTING LITERACY AND APPLICATIONS (3)

*Recommended Prep: ENG 100 + ENG 100S OR Placement in ENG 100*

An introductory survey of computers and their role in the information world emphasizing computer terminology, hardware, and software. Opportunities for "hands-on" experience using applications software may include spreadsheets, word processing, presentations and communications. (3 hrs. lect. per week plus lab assignments.)

### ICS 101 DIGITAL TOOLS FOR THE INFORMATION WORLD (3)

*Prerequisite: ENG 100 + ENG 100S OR Placement in ENG 100*

Fundamental information technology concepts and computing terminology, productivity software for problem solving, computer technology trends and impact on individuals and society. Emphasizes the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages. Meets requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department. (3 hrs. lect. per week)

### ICS 102 INTRODUCTION TO INTERNET RESOURCES (3)

*Recommended Prep: ICS 100 or ICS 101*

This course introduces the students to creating web pages on the World Wide Web (WWW). Concepts covered include HTML5, Cascading Stylesheets, client-

server programs, efficient searching for information on the WWW and creating dynamic web pages using JavaScript. Special emphasis will be on learning basic JavaScript programming for students without prior programming experience.

(3 hrs. lect. per week)

### ICS 110P INTRODUCTION TO INFORMATION SYSTEMS (3)

*Prerequisite: ENG 100 + ENG 100S OR Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 103 or MATH 135 or higher; and ICS 100 or ICS 101*

This course provides an overview of Information Technology and introduces Internet resources and the fundamental concepts and skills of software development. Topics related to Internet resources include terminology, file formats, naming conventions, and current issues related to the Internet. Students will also learn basic programming skills and software development including discussion of compilers, interpreters, clients and servers, naming issues, programming languages and syntax. Cross-listed as CENT 110. (2 hrs. lect.; 3 hrs. lab. per week)

### ICS 111 INTRODUCTION TO COMPUTER SCIENCE I (USING JAVA) (4)

*Prerequisite: MATH 103 OR Placement in MATH 135 or higher*

An overview of the fundamentals of computer science emphasizing problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language. (4 hrs. lect. per week)

### ICS 141 DISCRETE MATHEMATICS FOR COMPUTER SCIENCE I (3)

*Prerequisite: MATH 135*

*Prerequisite or Co-requisite: ICS 111*

*Recommended Prep: MATH 241*

Includes logic, sets, functions, matrices, algorithmic concepts, mathematical reasoning, recursion, counting techniques, probability theory. (3 hrs. lect. per week)

### ICS 211 INTRODUCTION TO COMPUTER SCIENCE II (USING JAVA) (3)

*Prerequisite: ICS 111*

Reinforce and strengthen problem-solving skills using more advanced features of programming languages and algorithms such as recursion, pointers, and memory management. Emphasize the use of data structures such as arrays, lists, stacks, and queues. (3 hrs. lect. per week)

## INTERDISCIPLINARY STUDIES (IS)

### IS 20 INTRODUCTION TO THE TRADES (3)

This course introduces students to the trades and trade careers using the Contextual Model. Students will be asked to think and solve problems related to projects from the origination of the idea through the actual completion of the project. Students will be required to sequence the project; identify by career the people involved with the project; and identify the permits, licenses, and organizations with jurisdiction over various aspects of the project including the



relevant city, county, state and national codes and regulations that apply to the project. Students will be introduced to safety, common materials, hand and power tools, current techniques and blueprint reading. (90 total student contact hours)

### **IS 103 INTRODUCTION TO COLLEGE (1)**

This course is designed to orient students to the college setting. Students will be able to identify college resources, explain important policies, demonstrate knowledge of registration procedures, discuss definition of success and evaluate their important life roles. Students may enroll 2 times for a maximum of 1 credit. (1 hr. lect. per week)

### **IS 104 STUDENT LEADERSHIP CONCEPTS (1)**

*Co-requisite: IS 103 and IS 105*

This course is designed to expose students to the basic concepts essential for an effective student leader. For the context of this course, a student leader is any person who wishes to actively engage others to accomplish change. Students will be able to identify concepts of leadership and followership, understand organizations structures and dynamics, navigate the college environment and affirm their role in the community. This course facilitates a shared learning experience, allowing for networking with other students. Students may enroll 2 times for a maximum of 1 credit. (1 hr. lect. per week)

### **IS 105 STUDENT LEADERSHIP SKILLS (1)**

*Co-requisite: IS 103 and IS 104*

This course is designed to expose students to the basic skills essential for effective student leadership. For the context of this course, a student leader is any person who wishes to actively engage others to accomplish change. Students will be able to identify and implement skills of leadership and followership, bring change to organizations, navigate complex environments independently and understand goal directed processes. This course facilitates a shared learning experience, allowing for networking with other students. Students may enroll 2 times for a maximum of 1 credit. (1 hr. lect. per week)

### **IS 106 SUSTAINABLE CONSTRUCTION PRACTICES (1)**

The green environment has become an important consideration in the construction industry. Construction craft workers must understand how their daily activities at work and at home affect the green environment. This course explains how the things they do each day can make a difference. They will learn how buildings they construct affect the green environment and how to apply the principles of a green building rating system. (1 hr. lect. per week)

## **JAPANESE (JPN) \***

### **JPN 24 JAPANESE CULTURE (3)**

An introduction to Japanese culture through folklore and related arts and crafts. (3 hrs. lect. per week)

### **JPN 30 ELEMENTARY CONVERSATIONAL JAPANESE I (3)**

A beginning course for students who want to learn practical Japanese conversation. Emphasis is on pronunciation and accuracy. This course may be taken concurrently with JPN 101 or 102. (3 hrs. lect. per week)

### **JPN 31 ELEMENTARY CONVERSATIONAL JAPANESE II (3)**

*Prerequisite: JPN 30*

A second semester course for students who have successfully completed JPN 30. This course is also for students who have taken conversational Japanese at another institution. It may be taken concurrently with JPN 101-102. (3 hrs. lect. per week)

### **JPN 101 ELEMENTARY JAPANESE I (4)**

*Prerequisite: Placement in ENG 100 OR "C" or higher in ENG 100 OR Instructor Approval*

This course is the first half of Elementary Japanese that teaches basic listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (4 hrs. lect. per week)

### **JPN 102 ELEMENTARY JAPANESE II (4)**

*Prerequisite: JPN 101*

This course is the second half of Elementary Japanese that teaches basic listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (4 hrs. lect. per week)

### **JPN 142 JAPANESE FOR HOSPITALITY (3)**

Japanese 142 (3 credits) is a conversational Japanese course focusing on developing basic Japanese language skills most relevant to Hawaii's retail, restaurant, and hotel industries. Japanese etiquette that accompanies topics is also covered. No previous Japanese language learning experience is necessary for this course. (3 hrs. lect. per week)

### **JPN 143 JAPANESE FOR SERVICE INDUSTRY (3)**

Japanese 143 (3 credits) is a conversational Japanese course focusing on developing Japanese language skills used in the area of the service industry, such as transportation, tourism, hair salons, nail salons, spas, etc. Japanese etiquette topics are also covered. No previous Japanese language learning experience is necessary for this course. (3 hrs. lect. per week)

### **JPN 201 INTERMEDIATE JAPANESE I (4)**

*Prerequisite: "C" or higher in JPN 102*

This course is the first half of Intermediate Japanese that further develops listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (4 hrs. lect. per week)

### **JPN 202 INTERMEDIATE JAPANESE II (4)**

*Prerequisite: "C" or higher in JPN 201*

This course is the second half of Intermediate Japanese that further develops listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (4 hrs. lect. per week)

*\* Native speakers may not take language courses for credit.*

**JPN 280 Teaching Practicum in Japanese (4)***Prerequisite: Interview and Exam*

This teaching practicum course helps students learn to teach elementary to intermediate courses of the language. The course is open to native, near-native, or advance level of competence of Japanese. Students may enroll 3 times for a maximum of 12 credits. (3 hrs. lect; 3 hrs. lab per week)

**JOURNALISM (JOUR)****JOUR 150 THE MEDIA AND SOCIETY (3) (DS)**

Historical and technological development of communications media in relation to freedom of expression, the role of the media in contemporary society, with emphasis on the economic, social and political effects. (3 hrs. lect. per week)

**JOUR 204 WRITING FOR THE WEB AND SOCIAL MEDIA (3)***Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

An introduction to the theory and practice of writing for the Internet. Application of theory to the unique story-telling style required for communicating effectively on the Web. (3 hrs. lect. per week)

**JOUR 205 NEWS WRITING (3)***Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

Fundamentals of news style, reporting, etc. (3 hrs. lect. per week)

**JOUR 206 NEWS EDITING (3)***Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

News and photo editing, headline writing, publications makeup. (3 hrs. lect. per week)

**JOUR 207 PHOTOJOURNALISM (3)***Prerequisite: Placement in ENG 100 + ENG 100S*

Introduction to the practical and ethical concerns of photojournalism. Photojournalism is a unique style of photography that places an emphasis on photographs that inform and evoke emotion. Topics will include the different types of news photographs, the photojournalist's place in the newsroom, responsibilities of the photojournalist, caption writing, photo editing, photo essays, page layout & design and the electronic darkroom. Projects will include photographic newsworthy events on and off campus, including breaking news, campus life, sports, meetings, entertainment and every day life. Students are required to have access to a working digital camera, including smartphones. (3 hrs. lect. per week)

**JOUR 230 INTRODUCTION TO PUBLIC RELATIONS (3)***Prerequisite: "C" or higher in ENG 100 OR Placement in ENG 201-296**Recommended Prep: JOUR 150*

An introduction to the theories, principles and practice of contemporary public relations, its role in organizations and society. Application of theory and principles to public relations programs. (3 hrs. lect. per week)

**JOUR 268 LITERARY NONFICTION (3) (DL)***Prerequisite: "C" or higher in ENG 100, OR Placement in ENG 201-296*

This course is an introduction to the genre of literary nonfiction. The course provides an opportunity to study and practice the techniques of what is sometimes known as New Journalism or even New New Journalism.

Cross listed as ENG 268. (3 hrs. lect. per week)

**JOUR 285V NEWSPAPER LABORATORY (1-3)**

Complete production of the campus newspaper including writing, editing, photography, layout, etc. May be repeated for credit. (3-9 hrs. lab. per week)

**KINESIOLOGY & LEISURE SCIENCE (KLS)****KLS 195 PERSONAL HEALTH AND WELLNESS (3) [FORMERLY HPER 195]***Recommended Prep: ENG 100 + ENG 100S or ESL 23, OR Placement in ENG 100*

Scientifically based information will be presented to help the student make decisions and take responsibility for his/her own health and health-related behaviors. The student will develop a personal, daily physical activity/exercise program, in which he/she will participate and be monitored. (3 hrs. lect. per week)

**KOREAN (KOR)****KOR 101 ELEMENTARY KOREAN I (4)***Prerequisite: Placement in ENG 100 OR "C" or higher in ENG 100 OR Instructor Approval*

Listening, speaking, reading, writing, grammar. Meets two hours, two times a week, plus independent listening practice using the Internet. May be taken on a CR/N basis. (4 hrs. lect. per week)

**KOR 102 ELEMENTARY KOREAN II (4)***Prerequisite: KOR 101 or Instructor Approval*

Listening, speaking, reading, writing, grammar. Meets two hours, two times a week, plus independent listening practice using the Internet. May be taken on a CR/N basis. (4 hrs. lect. per week)

**KOR 201 INTERMEDIATE KOREAN I (4)***Prerequisite: "C" or higher in KOR 102, OR Instructor Approval*

Korean 201 is the first half of an intermediate course on spoken and written Korean designed for students who expect to further develop their language skills based on the contents covered in KOR 101 and 102. Prerequisite for the course is a "C" grade or higher in KOR 102 OR Instructor Approval. In addition, all students are required to engage in regular independent listening practice using the Internet. Classes will be conducted as much as possible in Korean. May be taken on a CR/N basis. (4 hrs. lect. per week)

### **KOR 202 INTERMEDIATE KOREAN II (4)**

*Prerequisite: "C" or higher in KOR 201, OR Instructor Approval*

Korean 202 is the second half of an intermediate course on spoken and written Korean designed for students who expect to further develop their language skills based on the contents covered in KOR 101, 102 and 201. Prerequisite for the course is a "C" grade or higher in KOR 201 OR Instructor Approval. In addition, all students are required to engage in regular independent listening practice using the Internet. Classes will be conducted as much as possible in Korean. May be taken on a CR/N basis. (4 hrs. lect. per week)

### **KOR 280 TEACHING PRACTICUM IN KOREAN (4)**

*Prerequisite: Interview and Exam*

This teaching practicum course helps students learn to teach elementary to intermediate courses of the language. This course is open to native, or advance level of competence of Korean. (3 hrs. lect; 3 hrs. lab per week)

\* Native speakers may not take language courses for credit.

## **LEARNING SKILLS (LSK)**

### **LSK 30 COLLEGE STUDY SKILLS (3)**

Students will develop ability to organize materials, utilize the library, take notes in class, manage their time, prepare and take exams, take responsibility for their own learning and get individual attention as needed. (3 hrs. lect. per week)

### **LSK 30A COLLEGE STUDY SKILLS (1)**

**[FORMERLY LSK 97A]]**

Students will develop ability to organize materials, take notes in class, utilize the library, manage their time, prepare and take exams, and other related study skills. (1 hr. lect. per week)

### **LSK 50 COMPUTER SKILLS (3)**

*Prerequisite: ICE 4 OR Placement in ICE 5*

This is a first computer course for students with minimal computer and study skills. This "hands-on" course is an introduction to the use of the computer as a tool in the college setting. Students will work with word processing, spreadsheet and database software. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **LSK 100 COMPUTER APPLICATIONS AND SKILLS (3)**

*Prerequisite: Placement in ENG 100*

A basic introduction to computer concepts and applications relevant to academic success at college. This course includes daily hands-on experience with word processing, database, spreadsheet, and other applications as they apply to the successful completion of college level projects, such as term papers, note taking, bibliographies, research through remote access of information, and quantitative analysis. May be taken on a CR/N basis. (3 hrs. lect./demo. plus open lab. per week)

## **LINGUISTICS (LING)**

### **LING 102 INTRODUCTION TO THE STUDY OF LANGUAGE (3)**

*Prerequisite: Placement in ENG 100*

*Instructor Approval*

Introduction to the study of language and language-related issues, its relevance to contemporary issues in society, and local language issues. The main objective of this course is to provide students with an opportunity to examine language from a linguist's perspective—one from an analytical and scientific point of view. Students will learn how language is integrated within cognition, culture, history, and society. (3 hrs. lect. per week)

## **Marine Biology**

(See ZOOL 200)

## **Marine Technologies**

(See Small Vessel Fabrication and Repair)

## **MATHEMATICS (MATH)**

### **MATH 24 ELEMENTARY ALGEBRA I (3)**

*Prerequisite: Placement in MATH 24*

*Recommended Prep: Math prerequisites should be completed within the last two (2) years.*

MATH 24 represents the first course in a two-course sequence covering elementary algebra topics. Topics include operations with real numbers, linear equations and inequalities, graphing, linear systems, and applications. (3 hrs. lect. per week)

### **MATH 25 ELEMENTARY ALGEBRA II (3)**

*Prerequisite: "C" or higher in MATH 24 or "C" or higher in MATH 75X OR Placement in Math 25.*

*Recommended Prep: Math prerequisites should be completed within the last two (2) years.*

MATH 25 represents the second course in a two-course sequence covering elementary algebra topics. Topics include properties of exponents, operations on polynomials, factoring, rational expressions and equations, roots and radicals, quadratic equations, and applications. (3 hrs. lect. per week)

### **MATH 50 TECHNICAL MATHEMATICS (3)**

*Recommended Prep: Math prerequisites should be completed within the last two (2) years.*

Introduction to algebra, graphs, unit conversions, solving linear and systems of linear equations, working with formulas, quadratic formula, and GCF factoring. Developing skills in problem solving for students interested in Vocational-Technical programs. (3 hrs. lect. per week)

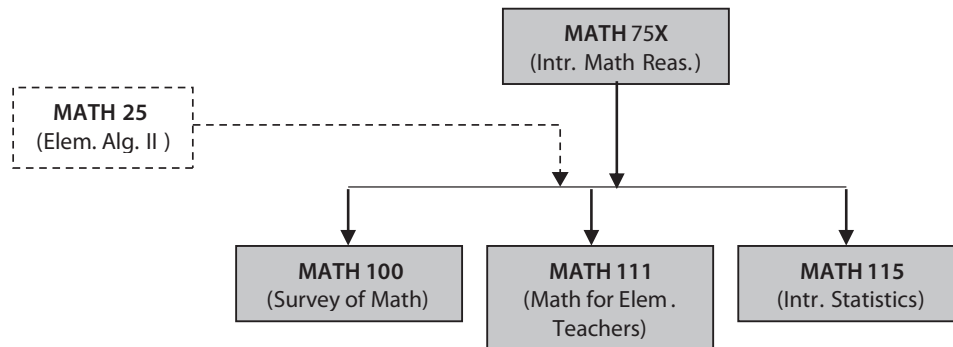
### **MATH 50P TECHNICAL MATHEMATICS (3)**

*Major Restriction: Applied Trades AS*

Basic algebra, geometry, and measurements as applied to shop problems. Solving algebraic equations and geometry with formulas. Developing skills in problems solving and analysis. Restricted to students in the Pearl Harbor Naval Shipyard (PHNSY) (9 hrs. lect. per week)

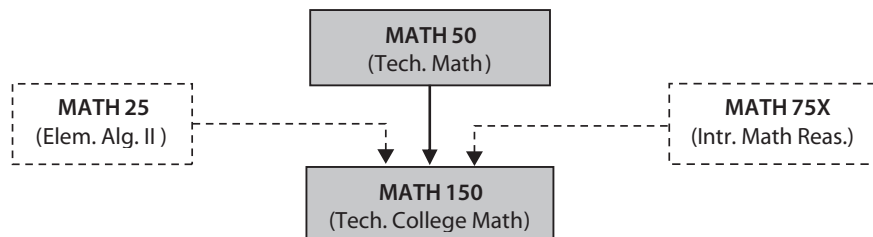
## College Math Pathway

This chart illustrates the pathway of math courses for students seeking degrees that do NOT require College Algebra, Trigonometry or Calculus. Basically this pathway is for “Non-STEM” students. Before enrolling into a math course students are required to meet with an Academic Counselor to determine their major, their transfer school, and their courses. Students with undecided or undeclared majors are required to follow this pathway.



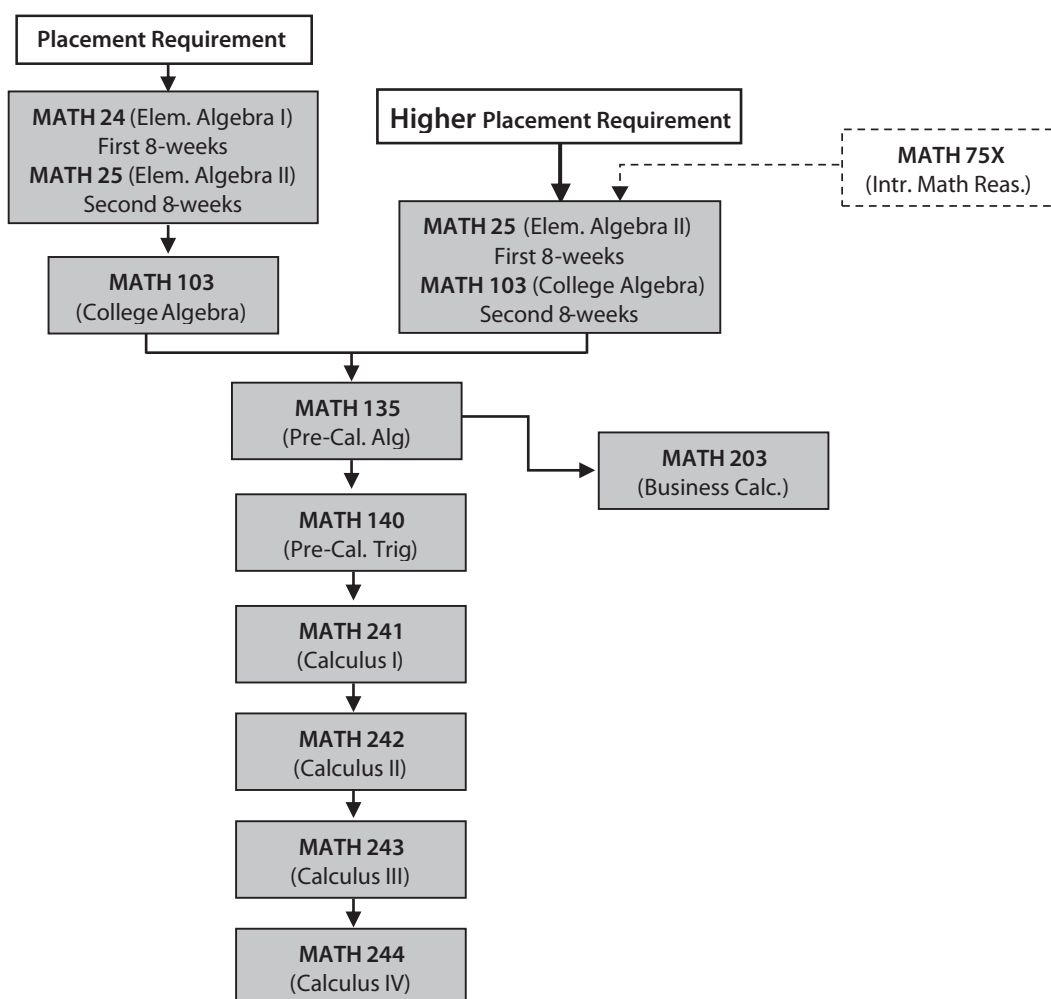
## Technical Math Pathway

This chart illustrates the pathway of math courses for students seeking Technical two-year degrees that do NOT require College Math, College Algebra, Trigonometry or Calculus. Basically this pathway is for “CTE” students. Before enrolling into a math course students are required to meet with an Academic Counselor to determine their major and their courses.



## College Algebra Pathway

This chart illustrates the pathway of math courses for students seeking degrees that require College Algebra, Trigonometry, and/or Calculus. Basically this pathway is for “STEM” students. Before enrolling into a math course students are required to meet with an Academic Counselor to determine their major, their transfer school, and their courses. This pathway contains accelerated courses which WILL contain daily classes, increased daily study time, and a greater assignment workload for the entire semester (similar to two courses in one semester).





**MATH 53 TECHNICAL-OCCUPATIONAL MATHEMATICS (4)**

*Prerequisite:* MATH 50, OR Placement in MATH 150 or higher

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Basic algebra, geometry, and trigonometry as applied to shop problems. Intended for students in Technical-Basic algebra, geometry, and trigonometry as applied to shop problems. Intended for students in Technical-Occupational programs. May be taken on a CR/N basis. (4 hrs. lect. per week)

**MATH 55 TECHNICAL MATHEMATICS II (3)**

*Prerequisite:* "C" or higher in MATH 50 or in 53 OR Placement in MATH 55 or higher

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Basic numerical trigonometry and further applications of algebra and geometry to shop problems. Intended for students interested in Vocational-Technical programs. (3 hrs. lect. per week)

**MATH 75X INTRODUCTION TO MATHEMATICAL REASONING (4)**

This course prepares students for the College transfer-level Non-Calculus pathway: MATH 100, MATH 111, MATH 115, MATH 150. Course topics include ratio and percent, unit conversions, graphs, basic algebra, solving linear equations, working with formulas, and also includes system of linear equations with substitution, quadratic formula, and GFC factoring. (3 hrs. lect.; 3 hrs. lab per week)

**MATH 100 SURVEY OF MATHEMATICS (3)**

*Prerequisite:* "C" or higher in MATH 25 OR "C" or higher in MATH 75X OR Placement in MATH 100 or higher.

*Recommended Prep:* Placement in ENG 100 with ENG 100S or ESL 23; Math prerequisites should be completed within the last two (2) years.

Designed to develop quantitative and analytical reasoning abilities including real-world problems. Course covers inductive and deductive reasoning, set theory, logic with truth tables, numeration systems in history, basic probability, descriptive statistics, and may include additional topics. Does not satisfy the prerequisite for Math 103. (3 hrs. lect. per week)

**MATH 103 COLLEGE ALGEBRA (3)**

*Prerequisite:* "C" or higher in MATH 25 OR Placement in MATH 103 or higher

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

An extension of the elementary algebra sequence designed to prepare students for precalculus. An extension of the elementary algebra sequence designed to prepare students for precalculus. Topics include simplification of algebraic and radical expressions, factoring, solution of linear, quadratic, absolute value and literal equations and inequalities, complex numbers, solution of linear and quadratic systems, logarithms and an introduction to functions and their graphs. (3 hrs. lect. per week)

**MATH 111 MATH FOR ELEMENTARY TEACHERS I (3)**

*Prerequisite:* "C" or higher in MATH 25 OR "C" or higher in MATH 75X OR Placement in MATH 100 or higher

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

*Recommended Prep:* Placement in ENG 100 or higher  
*Comment:* Recommended for prospective elementary education majors.

*Elementary Education majors only.*

MATH 111 is the first of a two-course sequence designed to give prospective elementary education majors the depth of understanding necessary to teach mathematics in the elementary classroom. Topics include numbers (natural, rational and real) and operations, sets, patterns, functions and algebra. The emphasis is on communication, connections to other parts of mathematics, problem solving, representations, reasoning and proof. (3 hrs. lect. per week)

**MATH 115 INTRODUCTION TO STATISTICS AND PROBABILITY (3)**

*Prerequisite:* "C" or higher in MATH 25 OR "C" or higher MATH 75X OR Placement in MATH 115

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

*Recommended Prep:* Placement in ENG 100 or ESL 23  
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. (3 hrs. lect. per week)

**MATH 135 PRECALCULUS: ELEMENTARY FUNCTIONS (3)**

*Prerequisite:* "C" or higher in MATH 103 OR Placement in MATH 135

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Investigates linear, quadratic, polynomial, rational, exponential, logarithmic functions, and related topics. This course is the first part of the precalculus sequence. (3 hrs. lect. per week)

**MATH 140 PRECALCULUS: TRIGONOMETRY AND ANALYTIC GEOMETRY (3)**

*Prerequisite:* "C" or higher in MATH 135 OR Placement in MATH 140

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Studies trigonometric functions, analytic geometry, polar coordinates, vectors, and related topics. Studies trigonometric functions, analytic geometry, polar coordinates, vectors, and related topics. This course is the second part of the precalculus sequence. (3 hrs. lect. per week)

**MATH 150 TECHNICAL COLLEGE MATHEMATICS (3)**

*Prerequisite:* "C" or higher in MATH 25/50/75X OR Placement in MATH 150

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Calculating geometric perimeters, areas, and volumes. Trigonometry ratios for angles and values. Solving right and oblique triangles with trigonometry. Graphing trigonometry and vectors. Adding vectors with trigonometry and determine component vectors. Solve applied work-related problems. (3 hrs. lect. per week)

### **MATH 150P TECHNICAL COLLEGE MATHEMATICS (3)**

*Prerequisite:* "C" or higher in MATH 50P

*Major Restriction:* Applied Trades AS

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Geometric angles of polygons and circles, including chord, tangent, arc, interior and exterior angle theorems. Trigonometry for right triangles and oblique triangles. Law of Sines & Law of Cosines, Graphing vectors, adding vectors with trigonometry, and determine component vectors. Solve course topics in applied work-related problems. Restricted to students in the Pearl Harbor Naval Shipyard program (PHNSY). (9 hrs. lect. per week)

### **MATH 203 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES (3)**

*Prerequisite:* "C" or higher in MATH 135 or Placement in MATH 140

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Basic concepts; differentiation and integration; applications to management, finance, economics, and the social sciences. (3 hrs. lect. per week)

### **MATH 241 CALCULUS I (4) (Formerly MATH 205)**

*Prerequisite:* "C" or higher in MATH 140 OR Placement in MATH 241

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Basic concepts, techniques and applications of differentiation; introduction to integration. (5 hrs. lect. per week)

### **MATH 242 CALCULUS II (4) (Formerly MATH 206)**

*Prerequisite:* "C" or higher in MATH 241 OR Placement in MATH 242

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Differentiation and integration of trigonometric, exponential, and logarithmic functions; introduction to hyperbolic functions; techniques and applications of integration; infinite sequences and series. (5 hrs. lect. per week)

### **MATH 243 CALCULUS III (3) (Formerly MATH 231)**

*Prerequisite:* "C" or higher in MATH 242 OR Placement in MATH 243

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Functions of several variables, vectors and 3-dimensional analytic geometry, partial Functions

of several variables, vectors and 3-dimensional analytic geometry, partial differentiation and applications, parametric equations, polar coordinates. (3 hrs. lect. per week)

### **MATH 244 CALCULUS IV (3) (Formerly MATH 232)**

*Prerequisite:* "C" or higher in MATH 243 OR Placement in MATH 244

*Recommended Prep:* Math prerequisites should be completed within the last two (2) years.

Multiple integrals, line integrals, surface integrals, and applications, introduction to ordinary differential equations. (3 hrs. lect. per week)

## **MICROBIOLOGY (MICR)**

### **MICR 130 GENERAL MICROBIOLOGY (3) (DB)**

An introductory course to the world of micro-organisms, with emphasis on bacteria, but including algae, fungi, protozoa, and viruses; their structure, growth and development, reproduction, and classification; and, their effects on people and their environment. Also included are selected topics in medical microbiology, immunology, and applied microbiology including food, industrial, sanitation, and public health microbiology. (3 hrs. lect. per week)

### **MICR 140L GENERAL MICROBIOLOGY LABORATORY (2) (DY)**

*Prerequisite or Co-requisite:* MICR 130

Laboratory illustrating fundamental principles and techniques of microbiology. (4 hrs. lab. per week)

## **MILITARY SCIENCE & LEADERSHIP (MSL) FORMERLY MILITARY SCIENCE (MSCI)**

A weekly one-hour leadership laboratory is required for courses numbered 200 and above. This laboratory is optional for the 100-level courses. The laboratory includes practical application of leadership skills, drills and ceremonies, basic soldiering skills, and Army Physical Fitness Training (APFT).

### **MSL 100 INTRODUCTION TO PHYSICAL FITNESS (1)**

Hands-on participatory course following the Army's physical fitness program. Classes conducted three days per week with Army ROTC cadets. Focus is on aerobic conditioning, muscular strength and endurance. Repeatable 3 times. A-F only. (4.5 hrs. lab. per week)

### **MSL 101 INTRODUCTION TO MILITARY SCIENCE I (2)**

Introduces cadets to personal challenges and competencies critical for effective leadership; personal development of life skills such as goal setting, time management, physical fitness, and stress management related to leadership, officership, and the Army profession. Focus on developing basic knowledge and comprehension of Army Leadership Dimensions while understanding the ROTC program, its purpose in the Army, and its advantages for the student. (2 hrs. lect. per week)

**MSL 101L INTRODUCTION TO MILITARY SCIENCE I LAB (1)***Prerequisite or Co-requisite: MSL 101*

Practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training. (2 hrs. lab. per week)

**MSL 102 INTRODUCTION TO MILITARY SCIENCE II (2)**

Overviews leadership fundamentals such as setting direction, problem-solving, listening, presenting briefs, providing feedback and using effective writing skills. Explores leadership values, attributes, skills, and actions in the context of practical, hands-on, and interactive exercises. Cadre role models and building stronger relationships among cadets through common experience and practical interaction are critical. (2 hrs. lect. per week)

**MSL 102L INTRODUCTION TO MILITARY SCIENCE II LAB (1)***Prerequisite or Co-requisite: MSL 102*

Practical application in adventure training, one-rope bridges, rifle marksmanship, land navigation, drill and ceremonies, physical training. (2 hrs. lab. per week)

**MSL 201 INTERMEDIATE MILITARY SCIENCE I (3)**

Explores creative and innovative tactical leadership strategies and styles through historical case studies and engaging in interactive student exercises. Cadets practice aspects of personal motivation and team building by planning, executing, and assessing team exercises. Focus is on continued development of leadership values and attributes through understanding of rank, uniform, customs and courtesies. (2.5 hrs. lect.; 2 hrs. lab. per week)

**MSL 202 INTERMEDIATE MILITARY SCIENCE II (3)**

Challenges of leading complex, contemporary operational environments. Dimensions of cross-cultural challenges of leadership in a constantly changing world are highlighted and applied to practical Army leadership tasks and situations. Cadets develop greater self awareness as they practice communication and team building skills, and tactics in real world scenarios. Provides a smooth transition to UHM MSL 301. (2.5 hrs. lect.; 2 hrs. lab. per week)

**MSL 203 ROTC BASIC CAMP (6)***Instructor approval required.*

Four-week summer course conducted at Ft. Knox, Kentucky. Substitutes for ROTC basic course (101, 102, 201, and 202) and fulfills course requirement for admission to ROTC advanced courses. Credit will be given for MSL 203 or basic courses, but not both.

**MUSIC (MUS)****MUS 106 INTRODUCTION TO MUSIC LITERATURE (3) (DA)***Prerequisite: Placement in ENG 100 + ENG 100S*

This is a music appreciation course with an emphasis on developing listening skills. Music of all periods is surveyed. Concert attendance supplements discussion of various styles of music. (3 hrs. lect. per week)

**MUS 107 MUSIC IN WORLD CULTURES (3)***Prerequisite: Placement in ENG 100 + ENG 100S*

An introduction to the field of ethnomusicology, in which historical, religious, social and political aspects of a society are studied in relationship to its music traditions and culture. In addition to these aspects, the musical elements of each culture are analyzed for the types of instruments, form/structure, context, activities, and music aesthetics. May be taken on a CR/N basis. (3 hrs. lect. per week)

**MUS 114 COLLEGE CHORALE (2)**

Music 114 is a performance-oriented course for students interested in singing in a large ensemble. The selected repertoire is drawn from a range of classical, popular (jazz, musical theatre, pop) and Polynesian/ethnic choral literature. Rehearsal and performing practices as well as basic music reading are included in the course of study. An extra-curricular concert is scheduled at the end of the semester. Previous choral experience is not required. Students may enroll 2 times for a maximum of 4 credits (1 hr. lect. /2 hrs. lab. per week)

**MUS 121B GROUP VOICE I (2)**

MUS 121B is the first of a three-semester sequence in learning solo singing skills. Concepts and skills introduced in the class include proper breath control and support, developing and discovering vocal production and potential, basic musicianship, song interpretation, and the basic principles of performing. (1 hr. lect. /2 hrs. lab. per week)

**MUS 121D GUITAR I (2) (DA)**

Students must supply their own guitar. Basic principles of classical guitar performance. Relevant problems in guitar literature at the elementary level. May be taken on a CR/N basis. (1 hr. lect.; 2 hrs. lab. per week)

**MUS 121Z 'UKULELE I (2) (DA)***Comment: Students must supply their own 'ukulele (soprano, concert, or tenor.)*

An introduction to basic principles of playing the 'ukulele. Concepts and skills introduced in the class include basic musicianship, tuning, chord structures, basic strumming techniques, and principles of accompanying and performing. May be taken on a CR/N basis. (1 hr. lect.; 2 hrs. lab. per week)

**MUS 122D GUITAR 2 (2) (DA)***Prerequisite: MUS 121D, or Instructor Approval*

Students must supply their own guitar. Basic principles of classical guitar performance. Relevant problems in guitar literature at the intermediate-early advanced level. May be taken on a CR/N basis. (1 hr. lect.; 2 hrs. lab. per week)

**MUS 122Z 'UKULELE II (2) (DA)***Prerequisite: MUS 121Z or Instructor Approval**Comment: Students must supply their own 'ukulele (soprano, concert, or tenor.)*

An intermediate level performance course reinforcing

the music concepts/principles of MUS 121Z. Concepts and skills introduced in the class include: basic musicianship, chord identification and progressions, strumming and picking techniques, and the principles of arranging and performing. May be taken on a CR/N basis. (3 hrs. lect./lab. per week)

### **MUS 253 BASIC EXPERIENCES OF MUSIC (3) (DA)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

An exploration of theory and practice of music for prospective school teachers. Examines the elements of music-pitch, time, form and performance media. These elements are explored and applied thru singing, playing of ukulele, piano and percussion instrument, listening, movement, notation of music, performing from notation and analysis of music both aurally and from musical scores. The creative use of musical elements is emphasized in this course. (3 hrs. lect. per week)

## **MUSIC & ENTERTAINMENT LEARNING EXPERIENCE (MELE)**

### **MELE 101 SURVEY OF MUSIC & ENTERTAINMENT BUSINESS (3)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 24, OR Placement in MATH 25

Attention is given to the practical application, theoretical foundations, in-depth analysis of organizations as well as general overview of the career opportunities found in the music & entertainment industry. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **MELE 102 SURVEY OF RECORDING TECHNOLOGY (3)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 24, OR Placement in MATH 25

A study of the major areas of recording technology as related to the music industry. The student receives an overall view of analog and digital technology with attention to its innovations, history and effect on the industry. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **MELE 103 MODERN MUSIC & THEORY FOR THE MUSIC & ENTERTAINMENT PROFESSIONAL (3)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 24, OR Placement in MATH 25.

*Recommended prep:* ENG 100.

*MELE majors only.*

A modern approach to the fundamentals of music & theory for the contemporary music & entertainment industry. Topics such as critical listening skills, song form analysis, rhythm & harmony, and lead sheet creation will help to strengthen the student's understanding of musicianship and the creative process. Letter grade only. (3 hrs. lect. per week)

### **MELE 201 HISTORY OF THE RECORDING & ENTERTAINMENT INDUSTRY (3)**

*Prerequisite:* "C" or higher in MELE 101

A study of the foundations of the recorded music business, which includes the development of record labels, technology-driven changes, and key recordings

from 1877 to the present. Also discussed is the formation of the major radio and television networks and the development of the marketing structure whereby recorded music is exposed and sold to consumers. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **MELE 202 PUBLIC RELATIONS IN THE MUSIC & ENTERTAINMENT INDUSTRY (3)**

*Prerequisite:* "C" or higher in MELE 101

A practical and theoretical survey in the conceptualization, design and execution of effective public relations in the music & entertainment industry and its influence in other environments, including social media, film & television, and special event management. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **MELE 203 INTELLECTUAL PROPERTIES IN THE MUSIC & ENTERTAINMENT INDUSTRY (3)**

*Prerequisite:* "C" or higher in MELE 204

A comprehensive study of intellectual property, the rationale for intellectual property protection, current issues involving intellectual property, international intellectual property issues, and the role of intellectual property in the music and entertainment industry. The types of intellectual property covered include copyrights, trademarks, trade secrets, and patents. Primary emphasis will be on copyright since that is an area of intellectual property most relevant to the music & entertainment industry. (3 hrs. lect. per week)

### **MELE 204 MUSIC PUBLISHING IN THE ENTERTAINMENT INDUSTRY (3)**

*Prerequisite:* "C" or higher in MELE 201 and in MELE 202

A study of the major income streams found in music publishing. Fundamental topics such as types of deals, contracts, music licensing, foreign publishing, and catalog development will be discussed. Students form their own independent music publishing companies and learn the process of signing a songwriter, cutting a demo, and pitching their songs to the appropriate parties. (2 hrs. lect.; 2hrs. lab. per week)

### **MELE 205 CONCERT AND EVENT PRODUCTION (3)**

*Prerequisite:* "C" or higher in MELE 201 and 202.

*Recommended prep:* ENG 100.

*MELE majors only.*

A survey of the concert & special events business with primary emphasis given to the organizations involved in the production and presentation of small to large scale events found in the music & entertainment industry. Students learn the fundamental skills to successfully plan, produce, and present an end-of-semester concert/special event. (2 hrs. lect.; 2 hrs. lab. per week)

### **MELE 211 AUDIO ENGINEERING I (4)**

*Prerequisite:* "C" or higher in MELE 102, and in ENG 100

*Co-requisite:* MELE 214

*MELE majors only.*

A detailed study of the technical characteristics and performance of each component of the recording studio. Topics include basic studio electronic signal



flow, tape machine operations, dynamic processing, basic microphone use, studio acoustics, session procedures and the role of the assistant engineer. Emphasis is placed on developing audio perception skills for recording engineers. May be taken on a CR/N basis. (2 hrs. lect.; 4 hrs. lab. per week)

### **MELE 212 DIGITAL AUDIO: THEORY AND WORKSTATIONS (3)**

*Prerequisite: "C" or higher in MELE 211*

*MELE majors only.*

This course is an introductory study into digital audio and the digital audio workstation (DAW). Topics include, but not limited to, digital audio theory, software and hardware components of a DAW, MIDI, ProTools basics for engineers and industry applications. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **MELE 213 STUDIO PRODUCTION (3)**

*Prerequisite: "C" or higher in MELE 211*

*MELE majors only.*

An in-depth study of the producer and the production of recorded music product. Students will create "demo" and "master" projects under the guidance of the instructor. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **MELE 214 ELECTRONICS FOR AUDIO ENGINEERS (4)**

*Co-requisite: MELE 211*

*MELE majors only.*

This course is an introduction to Electronics for Audio Engineers. Topics include DC circuits, AC circuits, Signal flow, Semiconductors, Studio Design and Audio over IP. (2 hrs. lect.; 4 hrs. lab. per week)

### **MELE 215 SOUND REINFORCEMENT (4)**

*Prerequisite: "C" or higher in MELE 102, and in ENG 100*

*MELE majors only.*

A practicum based study of equipment, systems concepts, design, and acoustical problems involved in sound reinforcement for live performances and touring as related to professional concert situations. Lab hours required. May be taken on a CR/N basis. (2 hrs. lect.; 4 hrs. lab. per week)

### **MELE 220 AUDIO ENGINEERING II (4)**

*Prerequisite: "C" or higher in MELE 211 and in MELE 212*

*MELE majors only.*

A continuation of MELE 211, this course is an advanced study of the technical characteristics and performance of each component of the recording studio. Topics include advanced studio electronics and signal flow, computer-based digital recording and editing, analog and digital tape machine operations, automated console operations, condenser microphones, spatial signal processing, and the role of the audio engineer. The development of audio perception skills for recording engineers is emphasized. Lab hours required. (2 hrs. lect.; 4 hrs. lab. per week)

### **MELE 275 PRACTICUM (4)**

*Instructor approval required based on completion of 40 MELE program hours.*

*MELE majors only.*

Practicum is a capstone course designed to provide students who have successfully completed program course work and program hours to intern at selected music and entertainment industry businesses. (150 hours of independent, supervised work to fulfill MELE graduation requirement) (1 hr. lect.; 9 hrs. Practicum per week)

### **MELE 311 AUDIO POST PRODUCTION I (3)**

*Prerequisite: MELE 212 or junior standing*

This course is an introduction to Audio Post Production. Topics include, but are not limited to Dialogue, ADR, Sound Effects and design. This course supports the Creative Media concentration at the University of Hawai'i West Oahu. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **MELE 320 AUDIO POST PRODUCTION II (3)**

*Prerequisite: MELE 311*

This course is a study in advanced Audio Post Production. Topics include, but are not limited to Foley, Re-Recording Mixing and Surround Sound. This course supports the Creative Media concentration at the University of Hawai'i West Oahu. May be taken on a CR/N basis. (3 hrs. lect. per week)

## **OCCUPATIONAL AND ENVIRONMENTAL SAFETY MANAGEMENT (OESM)**

### **OESM 101 INTRODUCTION TO OCCUPATIONAL SAFETY AND HEALTH (3)**

*Prerequisite: Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 100/103/115*

An overview of the development and implementation of basic safety and health principles and techniques; identification of factors of causation, techniques of investigation and reporting and environment effects; survey of regulations and professional guidelines. Required for OESM majors. (3 hrs. lect. per week)

### **OESM 102 SAFETY AND HEALTH STANDARDS, CODES AND REGULATIONS (3)**

*Prerequisite: Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 100/103/115*

*Recommended Prep: OESM 101*

History of the enactment of OSHA and other implementing legislation; an over-view of professional trends and career opportunities in occupational safety and health; occupational injuries and illness—scope of the problem, cost factors and causal factors of safety; concepts and techniques of inspections; emphasis on HIOSH standards for general industry. Required for OESM majors. (3 hrs. lect. per week)



**OESM 103 INTRODUCTION TO ERGONOMICS (3)**

*Prerequisite:* OESM 101

An introduction to the basic issues of ergonomics and their occupational applications, focusing on how to adapt the tasks to workers. Topics include work station design, man and machine interaction, lighting, load handling, and shift work. (3 hrs. lect. per week)

**OESM 104 OCCUPATIONAL-RELATED DISEASES (3)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 100/103/115

Basic information on major occupational diseases, how toxic materials and harmful physical agents affect the body, and methods of prevention. The course will cover required occupational health program and other related laws and regulations. Required for OESM majors. (3 hrs. lect. per week)

**OESM 105 INTRODUCTION TO INDUSTRIAL HYGIENE (3)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 100/103/115

*Recommended Prep:* CHEM 100 and OESM 104

This course will acquaint students with the recognition, evaluation and control of hazards related to air contaminants, skin irritants, noise, temperature extremes, illumination and radiation. Required for OESM majors. (3 hrs. lect. per week)

**OESM 106 INTRODUCTION TO ENVIRONMENTAL HEALTH (3)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 100/103/115

This course will help students develop understanding on the extent of environmental problems, how they affect the ecosystem and the workplace, how to investigate environmental problems, and pertinent environmental laws and regulations. Required for OESM majors. (3 hrs. lect. per week)

**OESM 145 OCCUPATIONAL SAFETY AND HEALTH IN CONSTRUCTION (3)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 100/103/115

*Recommended Prep:* OESM 101

Comprehensive overview of techniques and procedures to insure effective control of hazards and accidents in construction and allied industries; emphasis on applicable OSHA and HIOSH standards and related codes. (3 hrs. lect. per week)

**OESM 147 ELECTRICAL SAFETY (3)**

*Prerequisite or Co-requisite:* OESM 102

Overview of the hazards, safe practices and methods in working with electrical energy, including the review and application of OSHA and HIOSH standards. (3 hrs. lect. per week)

**OESM 150 INDUSTRIAL FIRE PROTECTION (3)**

*Prerequisite:* OESM 101 and OESM 102

Basic fire protection-prevention course for industry. Includes planning, managing and training for fire emergencies. Cross-listed as FIRE 150. Credit may be received for FIRE 150 or for OESM 150, but not both. (3 hrs. lect. per week)

**OESM 153 ACCIDENT INVESTIGATION TECHNIQUES (3)**

*Prerequisite:* OESM 101 and OESM 102

Professional and scientific approach to accident investigation, including accident causation, discovering hazardous conditions and practices, and establishing relevant facts. (3 hrs. lect. per week)

**OESM 160 LABOR AND MANAGEMENT: SAFETY PARTNERS (3)**

*Prerequisite:* OESM 101

Interaction of labor-management relations/laws with the education, implementation, and enforcement of occupational safety and health. Prepares students for the world of labor relations, labor laws, contract provisions, grievances, complaints, liability, and other challenges. (3 hrs. lect. per week)

**OESM 193V COOPERATIVE EDUCATION (1-4)**

*Prerequisite:* Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 100/103/115

*Instructor approval required.*

*OESM majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to class-room and laboratory instruction in Occupational and Environmental Safety Management. Students may enroll 4 times for a maximum of 12 credits. It will not fulfill OESM electives. A minimum of one credit is required for the Associate in Science degree. May be taken on a CR/N basis.

(5 hrs. work experience per week per credit)

**OESM 200 MANAGING WORKERS COMPENSATION (3)**

*Prerequisite:* OESM 101

An introduction to the principles of Workers Compensation and management of this responsibility. Survey course covering the principles and techniques of Workers Compensation. (3 hrs. lect. per week)

**OESM 205 PHYSICAL HAZARDS CONTROL (3)**

*Prerequisite:* OESM 101

*Recommended Prep:* Placement in ENG 100

Scope and application of systems safety; application of human engineering concepts and techniques with emphasis on human reliability and error; application of occupation safety and health requirements in purchasing and contracting, plant and job layout; principles and application of electrical and electronic safety; principles and application of manual and mechanical equipment, elevators, chemical safety; high pressure and compressed gas system; hand and portable power tools; shop production, tools and equipment; introduction to construction safety; and, special industry hazards unique to the Hawaiian industrial environment. (3 hrs. lect. per week)

**OESM 208 TECHNIQUES OF INDUSTRIAL HYGIENE (3)**

*Prerequisite:* OESM 105

An overview of the basic principles of industrial hygiene monitoring instruments and the principles governing their selection and uses with practical applications under professional supervision. Required for OESM majors. (3 hrs. lect. per week)

**OESM 210 SAFETY PROGRAM MANAGEMENT (3)***Prerequisite: OESM 101**Recommended Prep: OESM 102*

This course will acquaint students with the fundamentals of management and their application to safety program development and organization. Emphasis will be given to the concepts of responsibility, accountability and authority as applied to occupational safety and health. Required for OESM majors. (3 hrs. lect. per week)

**OESM 218 EMERGENCY RESPONSE FOR HAZARDOUS MATERIALS (4)***Prerequisite: Placement in ENG 100; "C" or higher in MATH 25, OR Placement in MATH 100/103/115**Recommended Prep: OESM 106*

This course provides students with hands-on instruction in safety and emergency response to chemical and physical exposures in industrial and field settings. Topics discussed include: hazard analysis, contingency planning, proper use and selection of PPE, site control and evaluation, field sampling and monitoring, and proper use of instruments. This course satisfies the requirements for generalized employee training under OSHA (1910.120). Cross-listed as FIRE 218. Credit may be received for FIRE 218 or for OESM 218, but not both. (4 hrs. lect. per week)

**OCEANOGRAPHY (OCN)****OCN 102 INTRODUCTION TO ENVIRONMENTAL SCIENCE AND SUSTAINABILITY (3) (DB)***Prerequisite: Placement in ENG 100; "C" or higher in MATH 25 or MATH 75X, OR Placement in MATH 100 or higher*

This course will introduce students to the basic principles of environmental science and sustainability as they apply to analysis of environmental systems on a global scale. The integrated natures of ocean, terrestrial and atmospheric systems will be introduced by first introducing the Earth's major ecosystems and then discussing their coupled integration. The concepts of sustainability will be infused into the course with an emphasis on the importance of sustaining resources and mitigating pollution to ecosystems. This issue of sustainability will be approached from the perspective of the impact that 9 billion or more people will impose upon the planet's resources and ecosystems. Similarly, this course will include the concepts of sustainability with Native Hawaiian culture and indigenous knowledge. May be taken on a CR/N basis. Students may enroll 2 times for a maximum of 6 credits. (3 hrs. lect. per week)

**OCN 180 INTRODUCTION TO AQUACULTURE & AQUARIUM MANAGEMENT (3) (DP)**

This course introduces students to two fields of fish culture: aquaculture which is the farming of aquatic organisms for increasing food production and aquarium management which will help aquarium hobbyist to keep ornamental fishes healthy for long periods of time. Topics include fish cultivation, biology and life-cycle of species cultivated, aquatic ecosystem, pond and aquarium construction and management and filtration techniques. (3 hrs. lect. per week)

**OCN 201 SCIENCE OF THE SEA (3) (DP)**

This course offers a descriptive and non-mathematical survey of geological, physical, chemical and biological oceanography, providing the student with a broad understanding of the sea floor and its features; chemical properties of sea water and its motions; life in the sea and its interaction with the environment. (3 hrs. lect. per week)

**OCN 201L SCIENCE OF THE SEA LABORATORY (1) (DY)***Prerequisite or Co-requisite: OCN 201*

OCN 201L is designed as a lab course to provide experiential education in basic oceanography. Through lab experiments, computer-aided data collection and analysis, field trips and visual observations, students will learn about earth, ocean and atmospheric interactions, ecological concepts, ocean resource utilization and management, environmental pollution and its impacts on world oceans. It will complement lectures in OCN 201 class. (3 hrs. lab. per week)

*(See also ZOOLOGY for Marine Biology)***PHARMACOLOGY (PHRM)****PHRM 203 GENERAL PHARMACOLOGY (3)***Prerequisite: PHYL 141**Recommended Prep: Chemistry*

Drugs discussed with emphasis on sites and mechanism of action, toxicity, fate, and uses of major therapeutic agents. A very wide scope of drugs is discussed. This course is intended for undergraduates in the health sciences and related fields. May be taken on a CR/N basis. (3 hrs. lect. per week)

**PHILOSOPHY (PHIL)****PHIL 50 INTRODUCTION TO REASONING (3)***Recommended Prep: Placement in ENG 100 + ENG 100S*

Learning to avoid black and white thinking with special emphasis on persuasive appeals and scientific conclusions popularized by the mass media. Cross-listed as HUM 50. (3 hrs. lect. per week)

**PHIL 100 INTRO PHILOSOPHY (3) (DH)***Recommended Prep: Placement in ENG 100 + ENG 100S*

Great philosophical issues, theories, and controversies. (3 hrs. lect. per week)

**PHIL 101 MORALS AND SOCIETY (3) (DH)***Recommended Prep: Placement in ENG 100 + ENG 100S*

Philosophy 101 is a study of and deliberation on contemporary ethical issues through the perspective of classical and contemporary philosophical theories. (3 hrs. lect. per week)

**PHIL 102 ASIAN TRADITIONS (3) (DH)***Recommended Prep: Placement in ENG 100 + ENG 100S*

Universal themes and problems, with an emphasis on the Asian perspective. (3 hrs. lect. per week)

**PHIL 109 REASONING AND CRITICAL THINKING (3) (DH)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
The course studies practical reasoning, informal logical argument, and the use and misuse of language. The course emphasizes the development of critical thinking skills by showing students how to examine and assess arguments and persuasive appeals, and make reliable inferences from information when the evidence leaves us unsure of what is true. Understanding and appreciating the application of logical tools of critical thinking to evaluate personal and public policy decisions are the aims of this course. The historical and philosophical context of the value of logical and critical thinking will be integrated fully into the course. May be taken on a CR/N basis. (3 hrs. lect. per week)

**PHIL 110 INTRO TO DEDUCTIVE LOGIC (3)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
Development of basic techniques of analysis and an understanding of the principles and concepts involved in clear thinking. Logical validity, deductive and inductive reasoning, fallacious arguments, symbolic logic, and scientific method as applied to criteria of reasonable evidence will be emphasized. (3 hrs. lect. per week)

**PHIL 111 INTRO TO INDUCTIVE LOGIC (3)**

*Prerequisite: Qualification for MATH 100 OR Instructor Approval.*  
*Recommended Prep: Placement in ENG 100 + ENG 100S*  
An introduction to inductive reasoning focusing on the role of probability. The focus of the course is on methods to assess non-deductive, uncertain, and risky inferences from a background of decision and probability theory. Students will learn calculation and inference techniques for assessing conclusions from evidence when the evidence provides an uncertain situation for truth. Competing theories of probability and the role of probability in evidence and knowledge acquisition will be covered. The use of probability in the news media, the sciences, and academia will be critically assessed. (3 hrs. lect. per week)

**PHIL 120 SCIENCE, TECH, AND VALUES (3) (DH)**

*Prerequisite: ENG 100 or Placement in ENG 201-296*  
An Introductory course addressing the relationship between science, technology, and human values with a focus on contemporary problems posed by developments in modern science. May be taken on a CR/N basis. (3 hrs. lect. per week)

**PHIL 204 PHILOSOPHY AND FILM (3)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
This course analyzes a group of movies in light of the philosophical themes they embody. Movies implicitly and explicitly reflect specific philosophical themes, positions and ideas. Students will identify, articulate and critically evaluate these themes, positions and ideas in relation to traditional philosophical arguments and their own developing philosophy. (3 hrs. lect. per week)

**PHIL 211 ANCIENT PHILOSOPHY (3) (DH)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
An introduction to the history of Western philosophy from the Presocratics to the Hellenistic Era based on translations of original texts. (3 hrs. lect. per week)

**PHIL 213 MODERN PHILOSOPHY (3) (DH)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
An introduction to the history of Western philosophy from the 17th century based on texts of translations of "modern works." (3 hrs. lect. per week)

**PHIL 255 COSMOLOGY (3) (DH)**

*Prerequisite: ENG 100*  
An interdisciplinary study of science and philosophy from a humanistic perspective. A scientific description of the Universe and its constituents and its implications for human life will be discussed. Also, the central philosophical problems of cosmology will be discussed: the problem of understanding the world—including ourselves, and our knowledge, as part of the world. (3 hrs. lect. per week)

**PHYSICS (PHYS)**

**PHYS 100 SURVEY OF PHYSICS (3) (DP)**

*Co-requisite: PHYS 100L*  
An introductory course in physics for the non-science major, covering basic concepts and principles as related to everyday life, with emphasis on the interaction between society and physics—the most basic of all the sciences. (3 hrs. lect. per week)

**PHYS 100L SURVEY OF PHYSICS LABORATORY (1) (DY)**

*Co-requisite: PHYS 100*  
Simple experiments in the basic concepts of physics, illustrating the role of physics in society to the nonscientist. (3 hrs. lab. per week)

**PHYS 103 PHYSICS FOR ELECTRICAL TECHNOLOGY (4)**

*Prerequisite: "C" or higher in MATH 103/150 OR Placement in MATH 135 or higher*  
*EIMT majors only.*  
A one semester introductory lecture/lab physics course covering select topics in Newtonian mechanics, with an emphasis on fundamental concepts in electricity and magnetism, and DC and AC circuits. (3 hrs. lect.; 3 hrs. lab. per week)

**PHYS 104 PHYSICS FOR TRANSPORTATION TECHNOLOGY (4)**

*Prerequisite: "C" or higher MATH 103/150 or Placement in MATH 135 or higher*  
*For AMT and DISL majors only*  
A one semester introductory lecture/lab physics course covering select topics in Newtonian mechanics, fluids, thermodynamics, electricity and magnetism, and DC circuits. (3 hrs. lect.; 3 hrs. lab. per week)

**PHYS 105 PRINCIPLES OF TECHNOLOGY (4) (DP)+(DY)***Prerequisite: MATH 103 or MATH 135 or higher*

Presents fundamental theories and problem solving methods in physics as they relate to technology and its applications. Introduces experimental methods in physics and applications of modern technology experimental science. (3 hrs. lect.; 3 hrs. lab. per week)

**PHYS 105P PHYSICS FOR APPLIED TRADES (3)***Prerequisite: "C" or higher in MATH 103/150P or Placement in MATH 135 or higher**For APTR majors only*

Presents fundamental theories and problem solving methods in physics as they relate to technology and its applications. Introduces experimental methods in physics and applications of modern technology experimental science. (3 hrs. lect. per week)

**PHYS 122 INTRODUCTION TO PHYSICAL SCIENCES (4) (DP)+(DY)**

Science and modern society. A survey of physics, astronomy, chemistry, and geology, with greater emphasis on the first two disciplines. Cross-listed as SCI 122. (3 hrs. lect.; 3 hrs. lab. per week)

**PHYS 151 COLLEGE PHYSICS I (3) (DP)***Prerequisite: "C" or higher in MATH 140 or placement in MATH 241 or higher**Co-requisite: PHYS 151L*

PHYS 151 is the first half of a two semester, algebra-based, introductory physics sequence. The topics covered include Newtonian mechanics, work and energy, fluid mechanics, thermodynamics, and wave motion. (3 hrs. lect. per week)

**PHYS 151L COLLEGE PHYSICS I LABORATORY (1) (DY)***Co-requisite: PHYS 151*

PHYS 151L is the laboratory course that accompanies PHYS 151 lecture. The scheduled experiments are designed to help reinforce selected topics introduced in the lecture course. These topics include Newtonian mechanics, work and energy, fluid mechanics, thermodynamics, and wave motion. (3 hrs. lab. per week)

**PHYS 152 COLLEGE PHYSICS II (3) (DP)***Prerequisite: PHYS 151**Co-requisite: PHYS 152L*

PHYS 152 is the second half of a two-semester, algebra-based, introductory physics sequence. The topics covered include electricity, magnetism, circuits, optics, and select topics in modern physics. (3 hrs. lect. per week)

**PHYS 152L COLLEGE PHYSICS II LABORATORY (1) (DY)***Co-requisite: PHYS 152*

PHYS 152L is the laboratory course that accompanies PHYS 152 lecture. The scheduled experiments are designed to help reinforce selected topics introduced in the lecture. These topics include electricity, magnetism, circuits, optics, and selected topics in modern physics. (3 hrs. lab. per week)

**PHYS 170 GENERAL PHYSICS I (4) (DP)***Prerequisite or Co-requisite: MATH 242 OR Placement in MATH 243*

Mechanics of particles and rigid bodies; wave motion, thermodynamics, and kinetic theory. (4 hrs. lect. per week)

**PHYS 170L GENERAL PHYSICS I LAB (1) (DY)***Prerequisite or Co-requisite: PHYS 170*

A lab course designed to complement PHYS 170. (3 hrs. lab. per week)

**PHYS 272 GENERAL PHYSICS II (3) (DP)***Prerequisite: PHYS 170 and PHYS 170L**Co-requisite: PHYS 272L*

Electricity and magnetism; geometrical optics. (3 hrs. lect. per week)

**PHYS 272L GENERAL PHYSICS II LAB (1) (DY)***Prerequisite or Co-requisite: PHYS 272*

Experimental analysis in electricity and magnetism and optics. (3 hrs. lab. per week)

**PHYS 274 GENERAL PHYSICS III (3) (DP)***Prerequisite: PHYS 272 and 272L OR PHYS 152 and 152L**Prerequisite or Co-requisite: MATH 243 OR Placement in MATH 244*

Relativity, introduction to quantum mechanics, atomic and nuclear physics, physical optics. (3 hrs. lect. per week)

**PHYSIOLOGY (PHYL)****PHYL 141 HUMAN ANATOMY AND PHYSIOLOGY (3) (DB)***Prerequisite: High School Chemistry**Co-requisite: Introductory Chemistry and PHYL 141L**Recommended Prep: High School Biology*

Anatomy, histology, physiology, biochemistry, genetics of human organ systems presented in integrated anatomy-physiology format. (3 hrs. lect. per week)

**PHYL 141L HUMAN ANATOMY AND PHYSIOLOGY LAB (1) (DY)***Co-requisite: Introductory Chemistry and PHYL 141**Recommended Prep: Introductory Biology*

Anatomy, histology, physiology, biochemistry, genetics of human organ systems presented in integrated anatomy-physiology format. (3 hrs. lab. per week)

**PHYL 142 HUMAN ANATOMY AND PHYSIOLOGY II (3) (DB)***Prerequisite: PHYL 141 and PHYL 141L**Co-requisite: PHYL 142L*

PHYL 142 Human Anatomy and Physiology II is a continuation of PHYL 141. This course covers the Anatomy, Histology, Physiology, Biochemistry, and Genetics of Human organ systems presented in integrated anatomy-physiology format. (3 hrs. lect. per week)



**PHYL 142L HUMAN ANATOMY AND PHYSIOLOGY II LAB (1) (DY)**

*Prerequisite:* PHYL 141 and PHYL 141L

*Co-requisite:* PHYL 142

PHYL 142L Human Anatomy and Physiology II Lab is a continuation of PHYL 141. This course covers the Anatomy, Histology, Physiology, Biochemistry, and Genetics of Human organ systems presented in integrated anatomy-physiology format. (3 hrs. lab. per week)

## POLITICAL SCIENCE (POLS)

**POLS 109 FIELD EXPERIENCE IN SUSTAINABILITY (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

This course provides students with instruction and hands-on work experience in Sustainability, under the guidance of an Honolulu CC faculty member and a worksite supervisor. Participating students will gain knowledge and skills to promote sustainability, conserve energy, preserve the environment. Through course objectives, mentorship and community-based programs, students will participate in activities designed to simultaneously benefit society, the local economy, and the ecosystem that is central to our health, wellness and happiness. Projects may be part of the University of Hawai'i's system-wide sustainability effort conducted under contracts with public and private agencies to perform energy audits, dumpster dives, etc. Students may enroll 2 times for a maximum of 6 credits. (15 hrs. lect./100 hrs. practicum per term)

**POLS 110 INTRODUCTION TO POLITICAL SCIENCE (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

An introduction to political problems, systems, ideologies and processes. (3 hrs. lect. per week)

**POLS 120 INTRODUCTION TO WORLD POLITICS (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Contemporary world politics, including theories and analysis; historical background; nations, states and nonstate actors; economic development and globalization in the North and South; war; international law; human rights; and, the environment. (3 hrs. lect. per week)

**POLS 130 INTRODUCTION TO AMERICAN POLITICS (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

An introduction to American politics, including the Constitution, federalism, civil rights, the media, political participation, parties, elections, special interests, Congress, the Presidency, the bureaucracy, the courts, civil rights, the economy and foreign policy. May be taken on a CR/N basis. (3 hrs. lect. per week)

**POLS 171 INTRODUCTION TO POLITICAL FUTURES (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Introduction to political futures studies. Using science fact and fiction shows how past and present images of the future influence people's actions. May be taken on a CR/N basis. (3 hrs. lect. per week)

**POLS 180 INTRODUCTION TO HAWAII POLITICS (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

An examination of contemporary Hawai'i political institutions, processes, issues, and personalities at the State and County levels. Hawai'i's place in the national and international political arenas, and the future of politics in Hawai'i. Emphasis is placed on citizen roles and responsibilities in local politics. (3 hrs. lect. per week)

**POLS 190 MEDIA AND POLITICS (3)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Influence and effects of media on politics and vice versa. (3 hrs. lect. per week)

**POLS 250 ASIAN POLITICS SINCE 1900 (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

This course will focus on ten Asian countries with the largest economics and populations, in order to familiarize students with the development of their politics, economics, and society. Cross-listed as ASAN 250. (3 hrs. lect. per week)

## PSYCHOLOGY (PSY)

**PSY 100 SURVEY OF PSYCHOLOGY (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Survey of the field of psychology including methodology, individual differences, neuroscience, sensation and perception, learning, memory, thinking and intelligence, development, personality, social psychology, and abnormal psychology. (3 hrs. lect. per week)

**PSY 180 PSYCHOLOGY OF WORK (3) (DS)**

*Prerequisite:* Placement in ENG 100 + ENG 100S

Introduction to psychological aspects of work-related phenomena with emphasis on importance of human relations in work settings. Focuses on application of industrial organizational theory to understanding problems in worker morale, impression management, career assessment, organizational versus individual goals. (3 hrs. lect. per week)

**PSY 212 SURVEY OF RESEARCH METHODS (3) (DS)**

*Prerequisite:* "C" or higher in PSY 100; "C" or higher in ENG 100

This is a lecture-based course surveying experimental and non-experimental methods and the issues involved in psychological science and research. Topics include the scientific method, conducting literature reviews, and the American Psychological Association writing style. (3 hrs. lect. per week)

**PSY 220 INTRODUCTION TO BEHAVIORAL PSYCHOLOGY (3) (DS)**

*Prerequisite:* "C" or higher in PSY 100

This course provides an introduction to behavioral psychology, covering principles and theories of learning and behavior. Topics covered include classical conditioning, operant conditioning, behavior modification, and application of findings from laboratory research to various areas of psychology and other social sciences. (3 hrs. lect. per week)



**PSY 225 STATISTICAL TECHNIQUES (3) (DS)**

*Prerequisite: "C" or higher in PSY 100 and MATH 100 or higher*

Frequency distributions; graphic methods; central tendency; variability; correlation; reliability; tests of significance. (3 hrs. lect. per week)

**PSY 230 INTRODUCTION TO PSYCHOBIOLOGY (3) (DB)**

*Prerequisite: "C" or higher in PSY 100*

Survey of the study of behavior from a natural sciences viewpoint. Evolution, ethological analysis of behavior, behavior genetics, neural mechanisms, drugs and behavior, biological development. (3 hrs. lect. per week)

**PSY 240 DEVELOPMENTAL PSYCHOLOGY (3) (DS)**

*Prerequisite: "C" or higher in PSY 100*

Emotional, mental, physical, social development from infancy to adulthood; interests and abilities at different age levels. (3 hrs. lect. per week)

**PSY 250 SOCIAL PSYCHOLOGY (3) (DS)**

*Prerequisite: "C" or higher in PSY 100*

Cognitive, behavioral and emotional effects of people: interpersonal relations, attribution, attitudes, group behavior, stereotypes, social roles, aggression, helping, self-concept; and applications. (3 hrs. lect. per week)

**PSY 260 PSYCHOLOGY OF PERSONALITY (3) (DS)**

*Prerequisite: "C" or higher in PSY 100*

Scientific study of personality, its meaning, assessment, development, and relation to cultural-social determinants. (3 hrs. lect. per week)

**PSY 270 INTRODUCTION TO CLINICAL PSYCHOLOGY (3) (DS)**

*Prerequisite: "C" or higher in PSY 100*

History, theories, types of psychological problems, methods of assessment, forms of intervention, current developments. (3 hrs. lect. per week)

## REFRIGERATION AND AIR CONDITIONING TECHNOLOGY (RAC)

**RAC 21 BASIC REFRIGERATION (12)**

*Prerequisite or Co-requisite: MATH 50, OR Placement in MATH 150 or higher.*

*RAC majors only.*

Principles of physics applicable to mechanical and absorption cycles. Heat energy, heat transfer, properties of matter, change of state, laws of gases, temperature-pressure relationship, thermodynamic principles in the mechanical cycle, compressors, condensers, receivers, refrigerant controls, evaporators and accessories. Hand tools, fasteners, special refrigeration tools, tube bending, flaring, soldering, compressor overhaul, condensing unit overhaul, refrigeration system construction, operation, test and repair. Safety and Physics content applicable to the RAC area. (24 hrs. lect./lab. per week)

**RAC 32 COMMERCIAL REFRIGERATION (12)**

*Prerequisite: RAC 21*

*RAC majors only.*

Commercial systems: application, servicing, heat loads and piping. Absorption principles and special refrigeration devices and application. Advanced maintenance, trouble-shooting and repair of domestic and commercial units. Introduction to the concepts, theories and application of electricity as they apply to refrigeration and air conditioning. (24 hrs. lect./lab. per week)

**RAC 40 AIR CONDITIONING I (12)**

*Prerequisite: RAC 32*

*RAC majors only.*

Second portion of electrical fundamentals. Topics include motors, control devices, control systems and trouble-shooting. Chemistry of air, air and human comfort, psychrometric properties of air, the psychrometric chart, problems for the conditioned air supply, conduction, solar transmission, occupancy and equipment heat gains and losses, coil load and total air supply. (24 hrs. lect./lab. per week)

**RAC 50 AIR CONDITIONING II (12)**

*Prerequisite: RAC 40*

*RAC majors only.* Duct sizing, duct devices, system design, system balance, control systems, double-duct systems, hydraulic systems, centrifugal systems, and heat pumps. Advanced maintenance, trouble-shooting, system balance, control setup, water testing and engineering studies on central station chill water air conditioning system and operation of a maintenance shop. Safety and Physics content applicable to the RAC area. (24 hrs. lect./lab. per week)

**RAC 93V COOPERATIVE EDUCATION (1-4)**

*Prerequisite or Co-requisite: MATH 50, OR Placement in MATH 150 or higher.*

*Instructor approval required.*

*RAC majors only.*

This course will provide students with the opportunity to acquire on-the-job experience in conjunction with classroom and laboratory instruction in Refrigeration and Air Conditioning. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)

## RELIGION (REL)

**REL 150 INTRODUCTION TO THE WORLD'S MAJOR RELIGIONS (3)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*

Introduction to the world's living religions: Hinduism, Buddhism, Shintoism, Confucianism, Taoism, Judaism, Christianity, Islam. (3 hrs. lect. per week)

**REL 151 RELIGION AND THE MEANING OF EXISTENCE (3) (DH)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*

Introduction to basic ideas and issues of contemporary religious thought related to the question: "What is the meaning of existence?" May be taken on a CR/N basis. (3 hrs. lect. per week)

### **REL 201 UNDERSTANDING THE NEW TESTAMENT (3) (DH)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
Origin and development of early Christian message as set forth in New Testament, with special attention to Jesus and Paul. (3 hrs. lect. per week)

### **REL 203 UNDERSTANDING CHINESE RELIGIONS (3)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
Taoist, Confucian, Buddhist, Maoist and folk beliefs and practices in social and historical context. (3 hrs. lect. per week)

### **REL 204 UNDERSTANDING JAPANESE RELIGIONS (3)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
A survey of major aspects of Japanese religion including Shinto, Buddhism and modern new religions. The various traditions will be viewed within their historical and social contexts. Emphasis will be placed on issues of contemporary significance. (3 hrs. lect. per week)

### **REL 207 UNDERSTANDING BUDDHISM (3)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
Survey of major forms and practices. (3 hrs. lect. per week)

### **REL 210 UNDERSTANDING CHRISTIANITY (3) (DH)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
History of Ideas concentrating on those events, persons, and issues which have had the greatest impact on the evolution of Christianity. May be graded on a CR/N basis. (3 hrs. lect. per week)

## **SCIENCE (SCI)**

### **SCI 101 ENVIRONMENTAL SCIENCE (3) (DB)**

This course will introduce students to principles of ecology and ecosystem dynamics in order to understand how our biosphere works and how the environmental pollution deteriorates the delicate balance of nature. A survey will be made on all current pollution problems resulting from over-population, urbanization and technology that use our finite natural energy resources and produce excessive amount of wastes. The course will also analyze current national and international policies developed to curb all environmental pollution problems. (3 hrs. lect. per week)

### **SCI 122 INTRODUCTION TO PHYSICAL SCIENCES (4) (DP)+(DY)**

Science and modern society. A survey of physics, astronomy, chemistry, and geology, with greater emphasis on the first two disciplines. Cross-listed as PHYS 122. (3 hrs. lect.; 3 hrs. lab. per week)

### **SCI 193V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Science. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)

### **SCI 295V SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) RESEARCH EXPERIENCE (1-3) (DY)**

*Instructor approval required.*

SCI 295 offers a research experience in science, technology, engineering and/or mathematics, emphasizing the application of the scientific method to a specific project. Students may enroll 3 times for a maximum of 6 credits.

(3-9 hrs. work experience per week per credit)

## **SHEET METAL AND PLASTICS TECHNOLOGY (SMP)**

### **SMP 20 HAND TOOL AND MACHINE PROCESSES (4)**

*Co-requisite: SMP 21 & 22 & 23*

*SMP majors only.*

Develop skills and safety practices in the use of hand tools and machines. The techniques of soldering, drilling, punching, riveting, seaming, and other tools and machine operations. The characteristics and uses of sheet metal, supplies, fastening devices and plastics. (2 hrs. lect.; 6 hrs. lab. per week)

### **SMP 21 SHOP PROBLEMS (3)**

*Co-requisite: SMP 20 & 22 & 23*

*SMP majors only.*

To provide students with the essential principles and concepts related to sheet metal work to enable them to understand and solve everyday problems encountered in the shop. Students will develop the necessary skills and knowledge through the study and practice of actual sheet metal shop problems using terminologies and standards in current use throughout the country. (3 hrs. lect. per week)

### **SMP 22 FABRICATION PROCESSES (ARCHITECTURAL) (4)**

*Co-requisite: SMP 20 & 21 & 23*

*SMP majors only.*

Emphasis on variously shaped gutters, gutter miters, hangers, flashing of all types, downspout, expansion joints and other similar work. Standard installation practices. (2 hrs. lect.; 6 hrs. lab. per week)

### **SMP 23 INTRODUCTION TO SURFACE DEVELOPMENT (2)**

*Co-requisite: SMP 20 & 21 & 22*

*SMP majors only.*

Construction of geometrical figures. Concept of multi-view drawings and the planes of projection. Principles of parallel and radial line development and triangulation. Simple patterns. (1 hr. lect., 3 hrs. lab. per week)

### **SMP 24 ADVANCED FABRICATION PROCESSES (ARCHITECTURAL) (4)**

*Prerequisite: SMP 23*

*Co-requisite: SMP 25 and SMP 26*

*SMP majors only.*

Skills in the fabrication of mitered transitional roof jacks, cornices, skylights, louvers, roof ventilators and complex roofing seams. Different methods of installation. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 25 AIR CONDITIONING FABRICATION (4)***Co-requisite: SMP 24 and SMP 26*

*SMP majors only.* Training in fabricating air conditioning and ventilating duct work. Seams, locks, hangers, fastening devices, vanned turned elbows and other basic fittings that are commonly used. Standard installation practices. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 26 PATTERN DEVELOPMENT I (2)***Co-requisite: SMP 24 and SMP 25**SMP majors only.*

Patterns for various types of transitions. Square to round, oval to round and other fittings in this area. Patterns for the basic fittings that are commonly used. Standard installation practices. (1 hr. lect., 3 hrs. lab. per week)

**SMP 41 ADVANCED AIR CONDITIONING FABRICATION (4)***Prerequisite: SMP 26**SMP majors only.*

Fabrication of complex fittings in both high and low velocity air conditioning systems. Various types of reinforcing and transverse seams, sealants and insulation. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 43 PATTERN DEVELOPMENT II (2)***Prerequisite: SMP 26**SMP majors only.*

In this course patterns are developed for low, medium and high pressure air conditioning systems. Patterns for fittings used in blow pipe work are included in this course. (1 hr. lect., 3 hrs. lab. per week)

**SMP 44 BLOW PIPE FABRICATION (4)***Prerequisite: SMP 43**SMP majors only.*

The emphasis is on round work in such areas as blow pipe, air conditioning duct, and ventilation systems. Included in this course is the fabrication of canopies and hoods for machines. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 45 ADVANCED FABRICATION (GENERAL) (4)***Prerequisite: SMP 41**Co-requisite: SMP 44 & 46 & 49**SMP majors only.*

The emphasis of this course is on fabricating complex work in all areas of sheet metal. Field trips to shops that specialize in kitchen equipment; spiral pipe and other specialty shops are part of this course. (2 hrs. lect.; 6 hrs. lab. per week)

**SMP 46 PATTERN DEVELOPMENT III (2)***Prerequisite: SMP 43**SMP majors only.*

Pattern development, emphasizing complex, intersecting problems and short-cut methods that are practical in industry. (1 hr. lect.; 3 hrs. lab. per week)

**SMP 49 ADVANCED SHOP PROBLEMS (2)***Prerequisite: SMP 21**SMP majors only.*

To provide the second-year sheet metal majors with the specialized technical knowledge and problem

solving techniques to be able to understand and find effective solutions to advanced shop problems expected to be encountered in the sheet metal industry. (2 hrs. lect. per week)

**SMP 93V COOPERATIVE EDUCATION (1-9)***Instructor approval required.**SMP majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Sheet Metal and Plastics. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)

**SMALL VESSEL FABRICATION AND REPAIR (MARR)****MARR 93V COOPERATIVE EDUCATION (1-4)***Prerequisite: Placement in ENG 100; MATH 50 OR**Placement in MATH 150 or higher; Respirator use clearance required.**Instructor approval required.**MARR majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Boat Maintenance and Repair. Students may enroll 4 times for a maximum of 12 credits. (75 hrs. work experience per credit)

**MARR 120 INTRODUCTION TO MARINE TECHNOLOGY (1) [FORMERLY MARR 20]***Prerequisite: Placement in ENG 100; MATH 50, OR**Placement in MATH 150 or higher**Co-requisite: MARR 122, 124, 129, 130, 142**MARR majors only.*

Introduces the student to career opportunities in the marine service and manufacturing industries. It also serves as an orientation to the Marine Education and Training Center (METC) and its policies. Students will be trained to fit personal protective equipment and to understand Material Safety Data Sheets (MSDS). Marine nomenclature is also introduced with an emphasis on the terms used when vessels are hauled and secured on land. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (30 hrs. lect./lab. per term)

**MARR 122 PORTABLE HAND TOOLS AND MACHINERY (2) [FORMERLY MARR 22]***Prerequisite or Co-requisite: MARR 120**Co-requisite: MARR 124, 129, 130, 142**MARR majors only.*

Provides an introduction to hand tools and machinery used in the marine industry. The proper use of machinery such as a hydraulic prop and bearing remover, bead blaster and sandblaster will be demonstrated and practiced. The following woodworking tools will be introduced: table saw, bandsaw, power hand planer, and drill press. Hands-on training is emphasized. The proper utilization, safety procedures, and care of tools are stressed. Classroom

*Students are recommended to complete their college-level English and Math classes within their first two semesters of college.*

instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. This course includes forklift training and certification. (60 hrs. lect./lab. per term)

**MARR 124 INTRODUCTION TO COMPOSITE TECHNOLOGY (3)**  
[FORMERLY MARR 24]

*Prerequisite or Co-requisite: MARR 122*

*Co-requisite: MARR 120, 129, 130, 142*

*MARR majors only.*

This course covers the fundamentals of working with resins, fabrics, and adhesives. Projects include the fabrication of solid and cored test panels. The methods used to insure quality control in the composites industry are also stressed. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. Students successfully completing this course will be able to sit for the ABYC "FRP (Fiberglass Reinforced Plastics) Composites for Technicians" certification examination. (90 hrs. lect./lab. per term)

**MARR 129 BLUEPRINT READING FOR MARINE TECHNICIANS (2)**  
[FORMERLY MARR 29]

*Prerequisite: Placement in ENG 100; MATH 50, OR*

*Placement in MATH 150 or higher*

*Co-requisite: MARR 120, 122, 124, 130, 142*

*MARR majors only.*

Prepares the student to read and understand working drawings typical to the marine and cabinetry industries. Basic drafting techniques will be practiced but the emphasis is on interpretation of blueprints and understanding spatial relationships in orthographic projections. Blueprints of projects that will be built in Woodworking and Yacht Joinery will be studied. Sketching both orthographic and isometric views will be practiced. The student will attain a working knowledge of SI Metric and Imperial measurement systems. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (60 hrs. lect./lab. per week)

**MARR 130 WOODWORKING (3)**

[FORMERLY MARR 30]

*Prerequisite or Co-requisite: MARR 122 and 129*

*Co-requisite: MARR 120, 124, 142*

*MARR majors only.*

Covers the safe and proper use of power and hand woodworking tools. Procedures for sharpening, maintenance, and adjustment of tools are stressed. Rough wood stock is milled and the fabrication of proper wood joints is stressed. Instruction is also provided in the survey and repair of the wooden components of a vessel. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (90 hrs. lect./lab. per term)

**MARR 133 MARINE FINISH SYSTEMS (4)**

[FORMERLY MARR 33]

*Prerequisite: Placement in ENG 100; MATH 50, OR*

*Placement in MATH 150 or higher*

*Co-requisite: MARR 154, 152, 153*

*MARR majors only.*

This course covers the fundamental techniques involved in the application of modern marine finishes. Projects stress proper and efficient surface preparation. Hands-on experience in the use of the siphon gun, pressure pot system, and HVLP systems is also included. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (120 hrs. lect./lab. per term)

**MARR 142 INTRODUCTION TO MARINE PROPULSION (2)**

[FORMERLY MARR 42]

*Prerequisite: Placement in ENG 100; MATH 50, OR*

*Placement in MATH 150 or higher*

*Co-requisite: MARR 120, 122, 124, 129, 130*

*MARR majors only.*

Provides an introduction to the care, maintenance, and service of gasoline fueled outboard and sterndrive engines. Basic diesel service will be covered. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (60 hrs. lect./lab. per term)

**MARR 152 INTRODUCTION TO MARINE ELECTRICAL SYSTEMS (3)**

[FORMERLY MARR 52]

*Co-requisite: MARR 154, 133, 153*

*MARR majors only.*

Provides an introduction to marine electrical fundamentals, circuit designs and types, tools of the trade to include basic DVOM usage, safety procedures and concerns. Other concerns unique to the marine field such as wire and cable termination methods, support and chafe protection will be covered in addition to the installation, maintenance, testing, and charging needs of marine batteries. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards to ensure compliance with United States Coast Guard (USCG) Regulations as well as industry best practices. Students successfully completing this course will be able to sit for the ABYC "Electrical Fundamentals and Basic Installation" certification examination. (90 hrs. lect./lab. per term)

**MARR 153 INTRODUCTION TO MARINE PLUMBING SYSTEMS (3)**

[FORMERLY MARR 53]

*Co-requisite: MARR 154, 152, 133*

*MARR majors only.*

Will include lecture and hands-on instruction in marine plumbing. The student will develop the necessary skills to perform the proper installation of marine sanitation and fresh water systems. This will include proper installation of heads, seacocks, thru-hulls, anti-siphon devices, accumulator tanks, holding tanks, check valves and a variety of electric and manual



pumps. Nomenclature of plumbing components is stressed. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. Students who successfully complete this course will be able to sit for the ABYC "Marine Sanitation Devices" and "Piping and Plumbing/Potable Water Systems" certification examinations. (90 hrs. lect./lab. per term)

### **MARR 154 SAILBOAT RIGGING (2)**

**[FORMERLY MARR 54]**

*Prerequisite:* Placement in ENG 100; MATH 50, OR

*Placement in MATH 150 or higher*

*Co-requisite:* MARR 152, 133, 153

*MARR majors only.*

Provides an introduction to the maintenance of a sailboat's rigging system. Emphasis is placed on surveying a sailboat's rigging for potential failures caused by improper installation, corrosion or structural fatigue. Applying fittings to wire via cold-rolled swage, mechanical (Norseman type) fittings, and the micro-press swage will be practiced. Installation of roller furling systems will be covered. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (60 hrs. lect./lab. per term)

### **MARR 221 BOAT HAULING PROCEDURES (4)**

**[FORMERLY MARR 21]**

*Prerequisite:* MARR 120

*Co-requisite:* MARR 231, 225

*MARR majors only.*

Trains students in boatyard skills. It covers the procedures followed in removing a mast from a sailboat, hauling and launching a vessel with a straddle-lift, pressure-washing a boat hull, waste water containment and treatment, moving a vessel with a marine hydraulic trailer and forklift, and blocking a boat. Personal safety is stressed throughout the course. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (120 hrs. lect./lab. per term)

### **MARR 225 COMPOSITE REPAIR TECHNIQUES (3)**

**[FORMERLY MARR 25]**

*Prerequisite:* MARR 124

*Co-requisite:* MARR 221, 231

*MARR majors only.*

This course covers the procedures employed in planning and executing repairs to composite vessels. Various common procedures used in the industry for composite repairs are covered in lecture, and projects dealing with these procedures are provided in the lab. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (90 hrs. lect./lab. per term)

### **MARR 231 YACHT JOINERY (3)**

**[FORMERLY MARR 31]**

*Prerequisite:* MARR 130

*Co-requisite:* MARR 221, 225

*MARR majors only.*

Advanced joinery projects are covered in this course. Projects include lamination techniques, biscuit joinery, and rabbeted moldings. In addition, lightweight composite furniture will be discussed and demonstrated. Hands-on instruction in the use of the radial arm and table saws, mortising machine, shaper, and router is also provided. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (90 hrs. lect./lab. per term)

### **MARR 240 MARINE BLUEPRINT READING AND LOFTING (3)**

**[FORMERLY MARR 40]**

*Prerequisite:* MARR 129 or instructor approval

*Co-requisite:* MARR 241, 243, 250, 251

*MARR majors only.*

Covers the reading and interpretation of boat plans. The primary focus is on the Lines Plan. The Lines Plan describes the shape of the hull. An understanding of these lines is fundamental to any boat building, renovation, or major repair project. Projects in the drafting lab and on loft floor provide practical experience in relating the blueprints to the construction or renovation of a boat. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (90 hrs. lect./lab. per term)

### **MARR 241 MOLD STATION CONSTRUCTION (2)**

**[FORMERLY MARR 41]**

*Prerequisite:* MARR 231 or instructor approval

*Prerequisite or Co-requisite:* MARR 240 or instructor approval

*Co-requisite:* MARR 243, 250, 251

*MARR majors only*

Provides detailed instruction in creating a mold station and a stem form from the lofting completed in MARR 240. Station and stem bevels and skin deductions are emphasized. The end product of this course will be the project boat created from the completed mold stations and stem forms. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices. (60 hrs. lect./lab. per term)

### **MARR 243 COMPOSITE TOOLING (4)**

**[FORMERLY MARR 43]**

*Prerequisite or Co-requisite:* MARR 241

*Co-requisite:* MARR 240, 250, 251

*MARR majors only*

This course uses the mold stations and stem form. This course uses the mold stations and stem form built in MARR 241 to erect a hull skeleton on a building form. Transoms are fabricated. A skin or planking of foam or wood is applied. Spiling techniques are emphasized. Fairing of the hull is practiced. Classroom instruction and tasks performed will be in accordance with



applicable American Boat and Yacht Council (ABYC) Standards and industry best practices.  
(120 hrs. lect./lab. per term)

### **MARR 250 MOLD FABRICATION (3)**

**[FORMERLY MARR 50]**

*Prerequisite or Co-requisite: MARR 243*

*Co-requisite: MARR 240, 241, 251*

*MARR majors only.*

This course uses the hull form constructed in earlier courses as a pattern to fabricate a production mold. Tooling gelcoat application is also covered. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices.  
(90 hrs. lect./lab. per term)

### **MARR 251 COMPOSITE PRODUCTION (3)**

**[FORMERLY MARR 51]**

*Prerequisite: Placement in ENG 100; MATH 50, OR*

*Placement in MATH 150 or higher*

*Prerequisite or Co-requisite: MARR 250*

*Co-requisite: MARR 240, 241, 243*

*MARR majors only*

This course uses a production mold to produce a boat hull. Chopper gun techniques, adjustment, and maintenance are covered and PVC foam cores are installed with vacuum bag techniques. Classroom instruction and tasks performed will be in accordance with applicable American Boat and Yacht Council (ABYC) Standards and industry best practices.  
(90 hrs. lect./lab. per term)

## **SOCIAL SCIENCES (SSCI)**

### **SSCI 120 HAWAII'S PEOPLE (3)**

A survey of ethnic subcultures in America, with emphasis on Hawai'i's ethnic mosaic. The critical framework covers dominant-subordinate relationships in both a historical and modern setting. The processes of prejudice, discrimination, identity, cyclical patterns of ethnic relations, acculturation, assimilation, contention, submission, revitalization and the psychology of racism will be applied to the major ethnic minorities of Hawai'i. (3 hrs. lect. per week)

### **SSCI 125 PACIFIC ISLAND PEOPLES (3) (DH)**

*Recommended Prep: ENG 100 + ENG 100S or ESL 23, OR Placement in ENG 100*

This course is a survey of Pacific Island societies, using social science perspectives to analyze the effects of environmental constraints, cultural tradition, historical experience, political and economic development, and social change upon the peoples of Melanesia, Micronesia, and Polynesia. It will give students an understanding of the major problems and alternative futures which Pacific island communities now face. Cross-listed as ANTH 135. (3 hrs. lect. per week)

### **SSCI 193V COOPERATIVE EDUCATION (1-4)**

*Instructor approval required.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom

and laboratory instruction in the Social Sciences. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)

### **SSCI 250 GENDER AND SOCIETY (3)**

An introduction to social science perspectives and research findings on the effect of sex/gender roles on individuals, their communities and larger social institutions such as family, education, employment and government. (3 hrs. lect. per week)

## **SOCIAL SERVICES (SOSE)**

### **SOSE 21 FAMILY DYNAMICS AND THE SOCIAL WORK INTERVIEW (3)**

Provides an introductory overview of social work and the roles of paraprofessionals. Focuses on understanding family dynamics and on developing basic social work interviewing skills.  
(3 hrs. lect. per week)

### **SOSE 22 SOCIAL WORK WITH GROUPS (3)**

Relates social work group principles and practice for practical application for paraprofessionals in human services programs. Previous and/or current group work experience is helpful. (3 hrs. lect. per week)

### **SOSE 51 PRACTICUM SEMINAR (1)**

*Co-requisite: SOSE 91V*

This seminar course provides an opportunity for students to discuss problems experienced in work practicum and to develop counseling, guidance, problem-solving, and evaluation competencies. This course may be repeated. Students must be concurrently enrolled in SOSE 91V Work Practicum (1 credit). (1 hr. lect. per week)

### **SOSE 55 INDIVIDUAL COUNSELING (3)**

Focuses on developing basic individual counseling and problem-solving skills, potential and limitations of paraprofessionals in counseling.  
(3 hrs. lect. per week)

### **SOSE 91V WORK PRACTICUM/COMMUNITY SERVICE (1-3)**

Supervised work experience. Individualized in-service training in community service. May be repeated until 9 credits are earned. Responsibilities increase with each repeat. Concurrent enrollment in SOSE 51 (Practicum Seminar) is recommended. (1 cr.-5 hrs.; 2 cr.-10 hrs.; 3 cr.-15 hrs. per week for practicum)

### **SOSE 145 GROUP COUNSELING (3)**

*Recommended Prep: Placement in ENG 100*

Issues and methods in the use of small groups to promote personal growth, therapeutic interaction, and social change. Group formation, maintenance, and termination, group dynamics; and roles/skills appropriate to group leadership and membership. May be taken on a CR/N basis. (3 hrs. lect. per week)

### **SOSE 270 SUBSTANCE ABUSE COUNSELING (3)**

*Recommended Prep: SOSE 55; and Placement in ENG 100*  
*Designed for people interested in pursuing work as a substance abuse counselor.*

Covers physical, psycho-social effects of substance

abuse; screening, assessment, counseling, and referral skills; and ethical and legal issues.  
(3 hrs. lect. per week)

## SOCIAL WORK (SW)

### SW 200 THE FIELD OF SOCIAL WORK (3)

*Recommended Prep: ENG 100 + ENG 100S or ESL 23, OR Placement in ENG 100*

Orientation to the profession of social work; the nature and scope of social work, historical development, values and philosophy, methods of practice, and selected fields of practice. (3 hrs. lect. per week)

## SOCIOLOGY (SOC)

### SOC 100 SURVEY OF GENERAL SOCIOLOGY (3) (DS)

*Prerequisite: Placement in ENG 100 + ENG 100S*

Basic social relationships, norms, social structures and processes affecting social change.  
(3 hrs. lect. per week)

### SOC 212 INTRODUCTION TO THE SOCIOLOGY OF JAPAN (3) (DS) (Formerly SOC 257)

*Prerequisite: Placement in ENG 100 + ENG 100S*

This course offers an introduction to the persistence and change in economy, policy, religion, education, family, and other institutions of modern Japan. Both structure and culture of Japanese society will be examined. May be taken on a CR/N basis.  
(3 hrs. lect. per week)

### SOC 214 INTRODUCTION TO RACE AND ETHNIC RELATIONS (3) (DS)

*Prerequisite: Placement in ENG 100 + ENG 100S*

This course will acquaint students with the problems and dynamics of race and ethnic relations in comparative local, national, and world perspectives. Theory and research related to the social, economic, and political problems of ethnic and racial groups, and their existence and accommodation within societies will be reviewed and analyzed. (3 hrs. lect. per week)

### SOC 218 INTRODUCTION TO SOCIAL PROBLEMS (3) (DS)

*Prerequisite: Placement in ENG 100 + ENG 100S*

Introduction to Social Problems will acquaint students with the variety of social problems facing our society today. Local social problems will be emphasized. Sociological research and theories related to crime and delinquency, drug and alcohol abuse, sexual deviance, ethnic relations, economic disruption and unemployment, social consequences of sexism, and family disorganization will be discussed and students will be required to conduct a small research project in a selected area. (3 hrs. lect. per week)

### SOC 231 INTRODUCTION TO JUVENILE DELINQUENCY (3) (DS)

*Prerequisite: Placement in ENG 100 + ENG 100S*

Forms of juvenile deviance; conditions and processes that result in the alienation and deviance of youth. Juvenile corrections as an institutionalized societal response. May be taken on a CR/N basis.  
(3 hrs. lect. per week)

### SOC 251 INTRODUCTION TO SOCIOLOGY OF THE FAMILY (3) (DS)

*Prerequisite: Placement in ENG 100 + ENG 100S*

Family patterns, mate selection, parent-child interaction, socialization of roles, legal sanctions, and current trends in family organization and functions. (3 hrs. lect. per week)

## SPANISH (SPAN) \*

### SPAN 101 ELEMENTARY SPANISH I (4)

*Prerequisite: Placement in ENG 100 or ENG 100 + ENG 100S or ESL 23, OR "C" or higher in ENG 100 OR Instructor Approval*

This course is the first half of Elementary Spanish that teaches basic listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (3 hrs. lect. per week)

### SPAN 102 ELEMENTARY SPANISH II (4)

*Prerequisite: SPAN 101*

This course is the second half of Elementary Spanish that teaches basic listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (3 hrs. lect. per week)

### SPAN 201 INTERMEDIATE SPANISH I (4)

*Prerequisite: SPAN 102*

This course is the first half of Intermediate Spanish that further develops listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (3 hrs. lect. per week)

### SPAN 202 INTERMEDIATE SPANISH II (4)

*Prerequisite: SPAN 201*

This course is the second half of Intermediate Spanish that further develops listening, speaking, reading, and writing skills. Supplemental online or computer-based instruction is required. (3 hrs. lect. per week)

\* Native speakers may not take language courses for credit.

## SPEECH (SP)

### SP 50 WORKING WITH CLIENTS (3)

[FORMERLY COM 50]

*Prerequisite: Placement in ENG 100 + ENG 100S*

*Co-requisite: COSM 20 and 21L*

*COSM majors only.*

Includes knowledge and skills in communicating with and helping people in professional and personal relationships. Techniques of communicating and helping will be discussed and practiced in class.  
(3 hrs. lect. per week)

### SP 151 PERSONAL AND PUBLIC SPEECH (3) (DA)

*Recommended Prep: Placement in ENG 100 + ENG 100S*

This course introduces students to the basic principles of human communication. Perceptual processes, cultural awareness, verbal and nonverbal communication, and effective listening techniques are discussed. Students also receive practice in improving

their competency in the areas of informative and persuasive speaking, and in interpersonal and small group communication. (3 hrs. lect. per week)

**SP 181 INTRODUCTION TO INTERPERSONAL COMMUNICATION (3) (DS)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
This course introduces students to the basic principles of interpersonal communication. Students will gain an understanding of the various stages of a relationship, how to deal with conflict in a relationship, and various assertive communication strategies. Students will research and write about interpersonal communication in a clear, logical, and inventive manner. (3 hrs. lect. per week)

**SP 251 PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING (3) (DA)**

*Recommended Prep: SP 151 or Placement in ENG 100*  
This course provides students with the opportunity to improve their public speaking skills through extensive practice in speech preparation and delivery techniques. Emphasis is given to audience analysis, gathering supporting materials, and organization, in addition to other speechmaking techniques for a variety of speaking occasions. (3 hrs. lect. per week)

**SP 253 ARGUMENTATION AND DEBATE (3) (DA)**

*Recommended Prep: Placement in ENG 100 + ENG 100S, SP 151*  
Argument as a technique in the investigation of social problems; formal and informal practice in the use of evidence, proof, refutation, and argument. May be taken on a CR/N basis. (3 hrs. lect. per week)

**SP 290 INTERVIEWING (3) (DA)**

*Recommended Prep: SP 151*  
Speech 290 provides an introduction to the principles of interviewing. In addition to discussing theoretical material, students will have opportunities to serve as both interviewers and interviewees in a variety of in-class interviewing activities. Students will participate in survey interviews, employment interviews, counseling interviews, and persuasive interviews. May be taken on a CR/N basis. (3 hrs. lect. per week)

## STUDENT DEVELOPMENT (SD)

**SD 20B CAREER DECISION MAKING (1)**

**[FORMERLY SD 85B]**

*Prerequisite: Placement in ENG 100 + ENG 100T*  
Personal evaluation of interests, skills, values and personality traits as a basis for self-awareness in career/life planning and decision making. Must be taken on a CR/N basis. (1 hr. lect. per week)

**SD 20C WORK EXPLORATION (1)**

**[FORMERLY SD 85C]**

*Prerequisite: Placement in ENG 100 + ENG 100T*  
Exploration of occupations utilizing experiences such as field interviews, career shadowing, guest speakers and "hands-on" activities in the use of tools and instruments. (1 hr. lect. per week)

**SD 20D JOB PLACEMENT (1)**

**[FORMERLY SD 90C]**

*Prerequisite: Placement in ENG 100 + ENG 100T*  
Preparation for job seeking through the development of job search skills and job retention skills. Module will include training in application procedures, interviewing, resume and letter writing and competitive job placement. Designed for all job seekers regardless of work history or experience. Must be taken on a CR/N basis. (1 hr. lect. per week)

**SD 21 ORIENTATION TO COLLEGE (1)**

*Prerequisite: Placement in ENG 100 + ENG 100T*  
Orientation to college life. This course focuses on information, skills and attitudes needed for a successful college career. Must be taken on a CR/N basis. (1 hr. lect. per week)

**SD 85 CAREER/LIFE PLANNING (3)**

*Prerequisite: Placement in ENG 100 + ENG 100T*  
A course utilizing a variety of processes to assist in the formulation and attainment of career goals. Students have the opportunity to evaluate their interests, skills, personality traits and values as a basis for occupational choice. Students are exposed to a variety of occupations and are made aware of labor market trends and projections. Effective job search skills, interview techniques, and resume writing are covered. (3 hrs. lect. per week)

**SD 95 CONFIRMING YOUR MAJOR (1)**

*Prerequisite: Placement in ENG 100 + ENG 100T*  
This course is designed to assist students in confirming their selected majors. With the guidance of a career counselor, students explore program and career realities on an individualized basis. Graded on a CR/N basis. (1 hr. individualized instruction per week)

## THEATRE (THEA)

**THEA 101 INTRODUCTION TO DRAMA AND THEATRE (3) (DA)**

*Prerequisite: Placement in ENG 100 + ENG 100S*  
Representative plays studied as illustrative of changing forms in the theatre and dramatic literature. (3 hrs. lect. per week)

**THEA 201 INTRODUCTION TO THE ART OF THE FILM (3) (DA)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*  
Introduction to aesthetic aspects of silent and sound movies. Technical subjects analyzed only as they relate to theme and style. (3 hrs. lect. per week)

## WELDING TECHNOLOGY (WELD)

**WELD 16 WELDING FOR AMT MAJORS (1)**

*AMT majors only.*  
Introduction to oxyacetylene welding and cutting, MIG welding, and Plasma arc cutting. Safe work practices, proper care and use of equipment, and welding terminology will be covered. (2 hrs. lect. per week)

**WELD 19 WELDING FOR TRADES AND INDUSTRY (3)****(FOR NON-MAJORS)***Comment: Can be substituted for WELD 17B and/or WELD 17C*

Introduction to the various methods of welding, including electric, oxyacetylene, and oxyacetylene cutting. Cross-listed as IEDW 102. (6 hrs. lab. per week)

**WELD 21 HAND AND SHOP TOOLS (2)***Co-requisite: WELD 60, 62, 64, 66, 68**WELD majors only.*

Instruction in the care and use of hand and power tools. Safe operation of metal shears, abrasive cutters, sanders, grinders, and hydraulic benders. (1 hr. lect.; 3 hrs. lab. per week)

**WELD 52 INTRODUCTION TO ARC I (3)***Prerequisite: Placement in ENG 100; MATH 50 OR**Placement in MATH 150 or higher**Prerequisite or Co-requisite: BLPR 22**Co-requisite: WELD 54, 56, 58**WELD majors only.*

Fundamentals of oxyacetylene and arc welding. Proper use and operation of oxyacetylene equipment. Operation and use of various types of welding machines. Electrode identification and arc welding terminology. Welding on carbon steel in the flat fillet position. (20 hrs. lect. per week)

**WELD 54 INTRODUCTION TO ARC II (2)***Prerequisite or Co-requisite: WELD 52**Co-requisite: WELD 56, 58**WELD majors only.*

Introduction to the horizontal position. Single and multi-pass fillet welding on carbon steel using E6010 or E6011, and E7018 electrodes. (20 hrs. lect. per week)

**WELD 56 INTRODUCTION TO ARC III (2)***Prerequisite or Co-requisite: WELD 54**Co-requisite: WELD 52, 58**WELD majors only.*

Introduction to the vertical position. Single and multi-pass fillet welding on carbon steel using E6010 or E6011, and E7018 electrodes. (20 hrs. lect. per week)

**WELD 58 INTRODUCTION TO ARC IV (2)***Prerequisite or Co-requisite: WELD 56**Co-requisite: WELD 52, 54**WELD majors only.*

Introduction to the overhead position. Single and multi-pass fillet welding on carbon steel using E6010 or E6011, and E7018 electrodes. (20 hrs. lect. per week)

**WELD 60 ADVANCED ARC WELDING I (2)***Prerequisite: Placement in ENG 100; MATH 50 OR**Placement in MATH 150 or higher**Co-requisite: WELD 21, 62, 64, 66, 68**WELD majors only.*

Single and multi-pass groove welding, on carbon steel, using E7018 electrodes. Welding to be done in the 1G (flat) and 2G (horizontal) positions. (20 hrs. lect. per week)

**WELD 62 ADVANCED ARC WELDING II (3)***Prerequisite or Co-requisite: WELD 60**Co-requisite: WELD 21, 64, 66, 68**WELD majors only.*

Single and multi-pass groove welding on carbon steel using E7018 electrodes. Welding to be done in the 3G (vertical up) position. Limited thickness Guided Bend Test will be administered. (20 hrs. lect. per week)

**WELD 64 ADVANCED ARC WELDING III (3)***Prerequisite or Co-requisite: WELD 62**Co-requisite: WELD 21, 60, 66, 68**WELD majors only.*

Single and multi-pass groove welding on carbon steel plate using E7018 electrodes in the 4G (overhead) position. Limited thickness Guided Bend Test will be administered. (20 hrs. lect. per week)

**WELD 66 PLASMA AND AIR CARBON ARC CUTTING (1)***Co-requisite: WELD 21, 60, 62, 64, 68**WELD majors only.*

Care and safe use of plasma and air carbon arc cutting process will be covered. Cutting operations will be done on carbon steel, aluminum, and stainless steel. (2 hrs. lect. per week)

**WELD 68 BLUEPRINT READING FOR WELDERS (3)***Prerequisite: BLPR 22**Co-requisite: WELD 21, 60, 62, 64, 66**WELD majors only.*

A basic course in blueprint interpretation designed primarily for Welding Technology majors. Emphasis will be placed on welding symbols and their significance. Basic instruction in structural shapes and estimating will also be covered. (3 hrs. lect. per week)

**WELD 70 OXYACETYLENE WELDING I (2)***Prerequisite: Placement in ENG 100; MATH 50 OR**Placement in MATH 150 or higher**Co-requisite: WELD 72, 74, 76, 78**WELD majors only.*

Care and use of oxyacetylene equipment. Fusion welding on steel in the flat and horizontal positions. (20 hrs. lect./lab. per week)

**WELD 72 OXYACETYLENE WELDING II (2)***Co-requisite: WELD 70, 74, 76, 78**WELD majors only.*

Care and use of oxyacetylene equipment. Braze welding on steel in the flat and horizontal positions. (20 hrs. lect./lab. per week)

**WELD 74 TIG WELDING I (2)***Co-requisite: WELD 70, 72, 76, 78**WELD majors only.*

Theory, practice and application of the TIG welding process. Welding of carbon steel and stainless steel. (20 hrs. lect./lab. per week)

**WELD 76 TIG WELDING II (2)***Co-requisite: WELD 70, 72, 74, 78**WELD majors only.*

Theory, practice and application of the TIG welding process in the welding of aluminum. (20 hrs. lect./lab. per week)



#### **WELD 78 FABRICATION TECHNIQUES (4)**

*Co-requisite: WELD 70, 72, 74, 76*

*WELD majors only.*

Introduction to the layout and fabrication of welded structures, jigs, and fixtures. Interpretation and practical applications of blueprints and sketches. Miter cuts and the identification and processing of metals. (8 hrs. lect./lab. per week)

#### **WELD 80 GAS METAL AND FLUX CORED ARC WELDING (5)**

*Prerequisite: Placement in ENG 100; MATH 50 OR*

*Placement in MATH 150 or higher*

*Co-requisite: WELD 82, 84*

*WELD majors only.*

Theory, practice, and applications of Gas Metal and Flux Cored Arc Welding processes including safety and manipulative skills. Welding of carbon steel and aluminum. (9 hrs. lect./lab. per week)

#### **WELD 82 WELDING INSPECTION AND TESTING PRINCIPLES (1)**

*Co-requisite: WELD 80, 84*

*WELD majors only.*

Introduction to welding codes and qualifications. Visual, destructive, and nondestructive methods will be covered. (2 hrs. lect./lab. per week)

#### **WELD 84 ADVANCED FABRICATION TECHNIQUES (4)**

*Co-requisite: WELD 80, 82*

*WELD majors only.*

Emphasis on the use of various types of equipment together with the interpretation of blueprints and sketches to perform practical work assignments. (8 hrs. lect./lab. per week)

#### **WELD 93V COOPERATIVE EDUCATION (1-4)**

*Prerequisite: Placement in ENG 100; MATH 50 OR*

*Placement in MATH 150 or higher*

*Instructor approval required.*

*WELD majors only.*

This course will provide students with the opportunity to acquire on-the-job experience related to classroom and laboratory instruction in Welding. Students may enroll 4 times for a maximum of 12 credits. (5 hrs. work experience per week per credit)

### **WOMEN'S STUDIES (WS)**

#### **WS 151 INTRODUCTION TO WOMEN'S STUDIES (3) (DS)**

*Recommended Prep: Placement in ENG 100 + ENG 100S*

This is an introduction to Women's Studies, an interdisciplinary study of the world of women. The concept of gender permits the examination of various facets of women and men's experiences, corrects misconceptions and assists thinking about the future of women. (3 hrs. lect. per week)

#### **WS 230 GENDER AND SPORT (3) (DS)**

*Prerequisite: Placement in ENG 100 + ENG 100S*

*Recommended prep: ENG 100*

Explores the influence of gender in sport from cultural, psychosocial, and political perspectives. Examines women's and men's role as participants, spectators, and employees of sport and sports organizations. (3 hrs. lect. per week)

### **WORK CYCLE (WORK)**

#### **WORK 194V COOPERATIVE EDUCATION - FEDERAL WORK CYCLE (1-6)**

**[FORMERLY WORK 94V]**

*Instructor approval required. Acceptance in Federal Coop Ed Program required.*

This course is for students accepted in a Federal Cooperative Education program. During the Work Cycle, students are assigned work experiences related to academic studies or career goals. Students may enroll 6 times for credit with instructor approval, up to a total of 24 credits.

(5 hrs. work experience per week per credit)

### **ZOOLOGY (ZOO)**

#### **ZOO 101 PRINCIPLES OF ZOOLOGY (4) (DB)+(DY)**

Living animals, their structure, physiology, development, reproduction, evolution, habits, ecology, and their relationship to other living organisms and the environment. Cross-listed as BIOL 103/103L. (3 hrs. lect.; 3 hrs. lab. per week)

#### **ZOO 200 MARINE BIOLOGY (3) (DB)**

*Co-requisite: ZOO 200L*

Lectures in this course provide an introduction to the marine flora and fauna, including those of the Hawaiian waters. A knowledge of the physical, biological and ecological characteristics of the marine environment is important for understanding the life systems of the ocean. The course will cover coral reef organisms, deep sea life, fisheries, farming the ocean, marine resources and the effects of pollution on marine life; with special emphasis on the Hawaiian marine environment. May be taken on a CR/N basis. (3 hrs. lect. per week)

#### **ZOO 200L MARINE BIOLOGY LAB (1) (DY)**

*Prerequisites or Co-requisite: ZOO 200*

Companion laboratory to ZOO 200, Marine Biology. Practical, hands-on experiences in marine biology. Laboratory/field trip class. May be taken on a CR/N basis. (3 hrs. lab.)

(See also OCEANOGRAPHY)





*"Bobby" Ayonon, Robert Silva, "Kimo" Alama Keaulana, Deborah L. E. Spencer-Chun, Kurt Kendro, Manuel P. Neves, Arthur B. Tolentino.*



The Honolulu Community College family gathered on March 1 to **Celebrate** distinguished alumni and honor community partner Hawthorne Cat at the Pomaika'i Ballrooms at the Dole Cannery. This year's distinguished alumni are: Robert "Bobby" Ayonon, Robert Silva, Jerald "Kimo" Alama Keaulana, Deborah Lee Keala Spencer-Chun, Kurt Kendro, Manuel P. Neves and Arthur Blasie Tolentino. With music, congratulatory speeches and a silent auction whose proceeds went to the Honolulu CC general scholarship endowment fund, surely attendees had a great time!



## ADMINISTRATION, FACULTY & STAFF

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FACULTY & STAFF

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ADMINISTRATION, FACULTY & STAFF



## UNIVERSITY OF HAWAI'I LEADERSHIP

### Board of Regents

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### Honolulu Community College Administration



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Chancellor



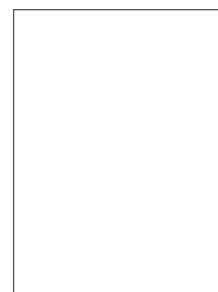
**Karen Lee**  
Interim Vice Chancellor of  
Academic Affairs



**Derek Inafuku**  
Vice Chancellor of  
Administrative Services



**Steven Auerbach**  
Director  
Pacific Center for Advanced Technology Training  
and Continuing Education



**TBD**  
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**Jennifer Higa-King**  
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University College



**Keala Chock**  
Dean of  
Communication and Services



**Lara Sugimoto**  
Dean of  
Student Services



**Wayne Sunahara**  
Dean of  
Academic Support



**Fumiko Takasugi**  
Interim Dean of  
Transportation and Trades

## EXCELLENCE IN TEACHING AWARD RECIPIENTS

Each year a Regents Medal for Excellence in Teaching is awarded by the University of Hawai'i Board of Regents to a faculty member on each campus in the University of Hawai'i system. As selected by a committee consisting of former awardees and student representatives, Honolulu Community College pays tribute to a person who exhibits teaching effectiveness, an extraordinary level of subject mastery, scholarship, creativity and personal values that benefit students and represent the high level of instruction that takes place at Honolulu Community College.



**Derek Otsuji**  
English, 2017



**Dean Crowell**  
Carpentry, 2016



**Norman Takeya**  
Construction Management, 2015



**Sandra Sanpei**  
Communication Arts, 2014



**Patrick Patterson**  
History, 2013

- 2017 **Derek Otsuji**, English
- 2016 **Dean Crowell**, Carpentry
- 2015 **Norman Takeya**, Construction Management
- 2014 **Sandra Sanpei**, Communication Arts
- 2013 **Patrick Patterson**, History
- 2012 **Jennifer Higa-King**, Psychology
- 2011 **Joy Nagaue**, Fashion Technology
- 2010 **Jess Aki**, Cosmetology
- 2009 **Diane Caulfield**, Cooperative Education, Human Services
- 2008 **Sheila Yoder**, Mathematics
- 2007 **Femar Lee**, College Skills Center
- 2006 **Danny Aiu**, Sheet Metal & Plastics Technology
- 2005 **Paul Onomura**, Diesel Mechanics
- 2004 **Lena Low**, Economics
- 2003 **Kakkala Gopalakrishnan**, Oceanography
- 2002 **Aaron Tanaka**, Computing, Electronics, & Networking Technology
- 2001 **Bob Vericker**, Administration of Justice
- 2000 **Rick Ziegler**, Humanities
- 1999 **Clifford Yamashiro**, Automotive Mechanics Technology
- 1998 **Craig Ohta**, Automotive Mechanics Technology
- 1997 **Muriel Fujii**, English
- 1996 **Tom Mikulski**, Electrical Installation & Maintenance Technology
- 1995 **Kathy Kamakaiwi**, Cosmetology
- 1994 **Cynthia Smith**, History
- 1993 **Barbara Petersen**, History
- 1992 **Frank Mauz**, Mathematics
- 1991 **James Niino**, Counseling
- 1990 **Ron Pine**, Philosophy
- 1989 **Sam Uchida**, Autobody, Repair & Painting Technology
- 1988 **David Cleveland**, Sociology
- 1987 **Beng Poh Yoshikawa**, The Learning Center
- 1986 **Harvey Chun**, Carpentry
- 1985 **Theo Hufen**, Chemistry
- 1984 **Lorraine Okami**, Cosmetology
- 1983 **Sonia Chess**, English
- 1982 **Sandra Hirose**, English
- 1981 **Herbert Foo**, Commercial Baking
- 1980 **Doric Little**, Speech
- 1979 **Shizuo Yoshimoto**, Welding Technology
- 1978 **Gloria Hooper**, English
- 1977 **Terry Haney**, Humanities
- 1976 **Frederick Shine**, Sheet Metal & Plastics Technology
- 1975 **Bob Eddinger**, Biology
- 1974 **Louis Willand**, English
- 1973 **Rose Ho**, Fashion Arts
- 1972 **James Yoshino**, Autobody, Repair & Painting Technology

## FACULTY AND STAFF

## A-B

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## C

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**CROWELL, Dean K.**, Asst Prof, CC, Carpentry;  
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## D-G

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**DECOSTA, Thomas**, Instructor, CC, Construction Academy

**DeLAY, John K.**, Asst Prof, CC, Geography; B.A., University of Hawai'i at Hilo;  
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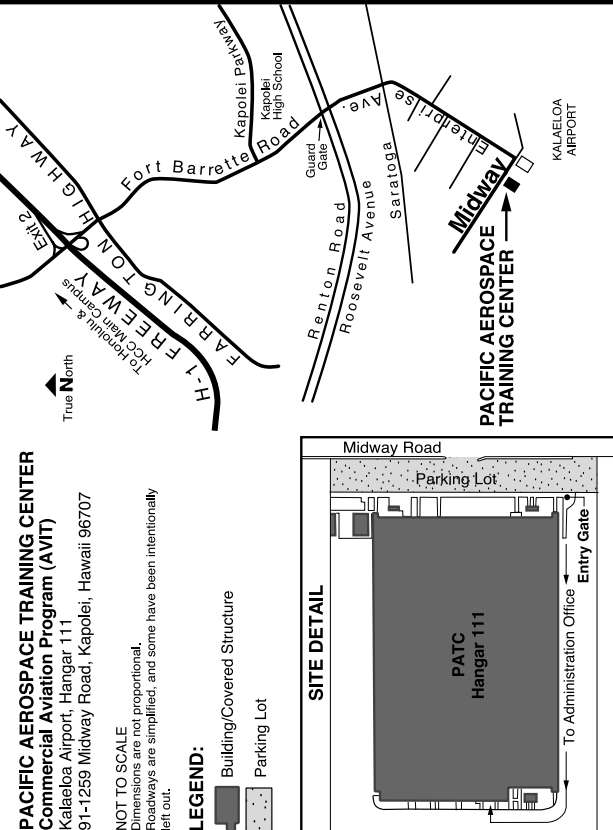
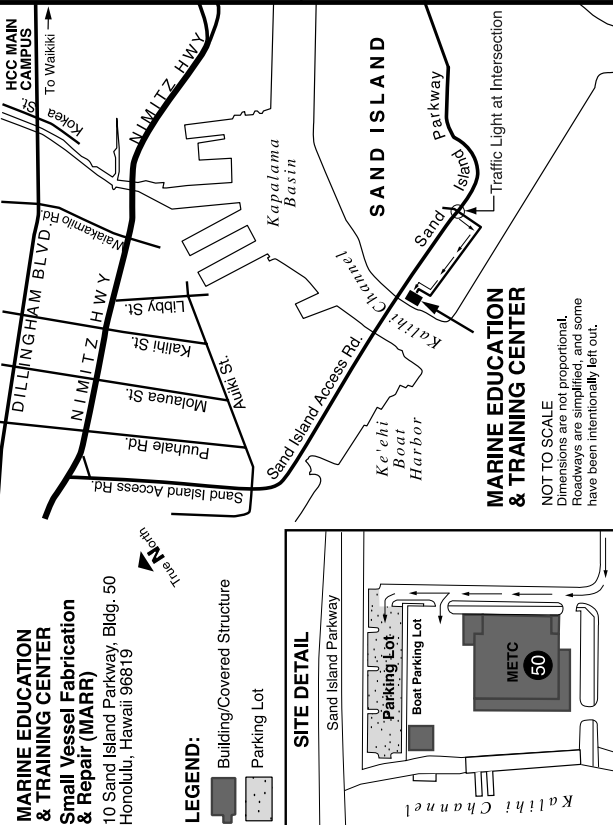
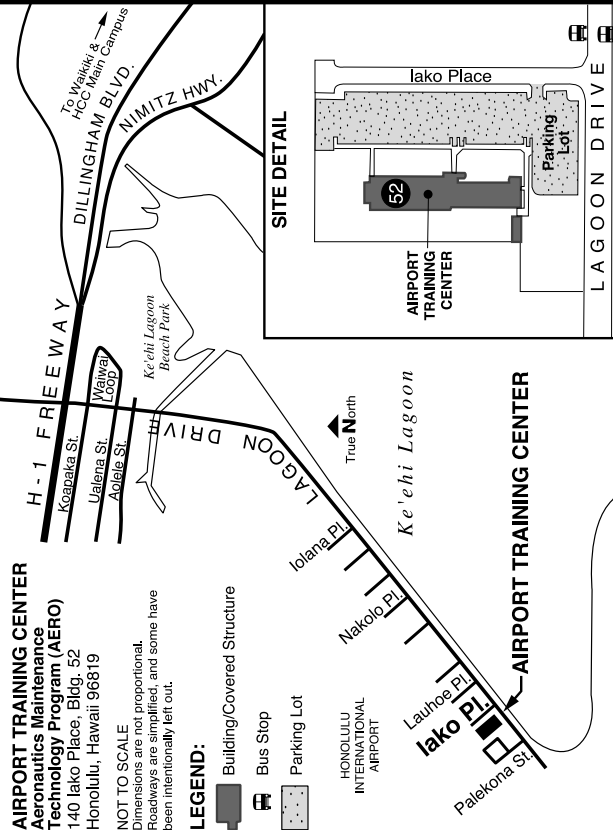
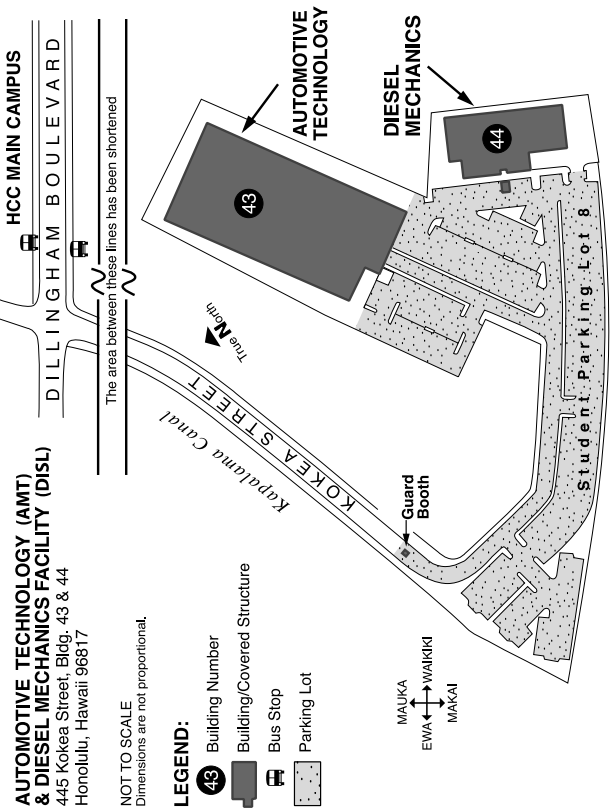
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# HONOLULU COMMUNITY COLLEGE • OFF-CAMPUS SITES MAP



# Wikiwiki Voter Registration & Permanent Absentee Form - Instructions

## STEP 1

### Complete the Application

1. Print your Social Security Number.
2. Print your Date of Birth.
3. Enter your Telephone Number.
4. Print your Name - Last, First and Middle Initial(s).
5. Print your Residence Address in Hawaii (house number and street name).  
You must be registered to vote in the county and precinct where you live.  
*Note: A Post Office Box, Star Route, Rural Route, General Delivery, Business Address or Mailing Service Address is not an acceptable residence address.*
6. Print your Mailing Address in Hawaii.
7. If your residence does not have a street address, describe the location of your residence.  
Include details such as subdivision, village, tax map key no. and zip code.
8. Check the appropriate "Female" or "Male" box.
9. Print your email address.
10. If you are registered to vote in another state but now wish to register to vote in Hawaii, complete box #10. Your registration in that state will be canceled.  
*Note: You may register to vote in only one state.*
11. Read carefully, and remember to check "Yes" or "No" box for each affirmation. Sign and date.  
Your application will not be accepted if you fail to mark the appropriate boxes or withhold your signature.  
If your signature is a mark, a witness signature is required. (Box #13)
12. Read carefully, and check appropriate box for address. Sign and date.  
If your signature is a mark, a witness signature is required. (Box #13)

### Notice to First Time Voters Who Register to Vote by Mail:

If you are (1) registering to vote for the first time in the State of Hawaii; and (2) are mailing in this Application for Voter Registration, federal law (42 U.S.C. § 15483) requires you to provide proof of identification.

Proof of identification includes a copy of:

- A current and valid photo identification, or
- A current utility bill, bank statement, government check, paycheck, or other government document that shows your name and address.

If you do not provide the required proof of identification with this Application for Voter Registration, you will be required to do so at your polling place, or with your voted absentee mail-in ballot.

## STEP 2

### Mail the Application:

- no later than 30 days prior to the election if applying to register to vote
- no later than 7 days prior to the election if applying for permanent absentee status

#### County of Hawaii

25 Aupuni St., Rm. 1502  
Hilo, HI 96720-4245  
Ph. (808) 961-8277

#### County of Maui

200 S. High St., Rm. 708  
Wailuku, HI 96793-2155  
Ph. (808) 270-7749

#### City and County of Honolulu

530 S. King St., Rm. 100  
Honolulu, HI 96813-3077  
Ph. (808) 768-3800

#### County of Kauai

4386 Rice St., Rm. 101  
Lihue, HI 96766-1819  
Ph. (808) 241-4800

# Voter Registration & Permanent Absentee

Important: Print clearly in black ink.

**I hereby swear (or affirm) that the following information is true and correct:**

1	Social Security Number*		2	Date of Birth	3	Telephone Number	
4	Last Name			First Name		M.I.	
5	Residence Address (Must be completed. P.O. Box, R.R., S.R. are not acceptable)			Apt. No.	City/Town	Zip	
6	Mailing Address in Hawaii (Street address or P.O. Box)			City/Town		Zip	
7	If no street address, describe location of residence (Leave blank if box #5 is completed)			City/Town		Zip	
8	Gender	9	Optional - Email Address				
	<input type="checkbox"/> F		Are you a registered voter in another state? If "yes" please provide your last registered address, county, state, and zip				
	<input type="checkbox"/> M	10	I hereby authorize cancellation of my previous registration.				

## READ AND SIGN BELOW

### VOTER REGISTRATION

I hereby swear (or affirm) that:

For Federal, State, and County Elections:

- A. I am a citizen of the United States of America ☐ YES ☐ NO  
(Non-U.S. citizens including U.S. nationals do not qualify).
- B. I am at least 16 years of age and I understand that I must be 18 years old by election day to vote. ☐ YES ☐ NO
- C. I am a resident of the State of Hawaii.  
(The residence stated in this affidavit is not simply because of my presence in the State, but that the residence was acquired with the intent to make Hawaii my legal residence with all the accompanying obligations therein...) ☐ YES ☐ NO

If you checked 'no' in response to any of these affirmations, do not complete this form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### PERMANENT ABSENTEE

*Complete only if you want to receive your ballots by mail*

I am requesting to receive absentee ballots permanently.

Please mail my ballots to:

☐ Residence Address (box #5) ☐ Mailing Address (box #6)  
☐ Address \_\_\_\_\_  
 City State \_\_\_\_\_ Zip Code \_\_\_\_\_

I shall be responsible for informing the clerk of any changes to my personal information, including changes to the mailing address for my absentee ballots; I also understand that my permanent voter status will remain in effect unless and until one of the following conditions occur:

- A. If I request termination of status in writing; or  
 B. If I die, lose my voting rights, or I am otherwise disqualified from voting; or  
 C. If I register to vote in another jurisdiction; or  
 D. If my absentee ballot, voter notification postcard, or any other election mail is returned as undeliverable for any reason; or  
 E. If I do not return a voter ballot by 6:00 p.m. election day in both the primary and general election of an election year; and

I understand that if my permanent absentee voter status is terminated I will be responsible for reapplying for permanent absentee status.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature, Address, and Phone Number (required only if applicant makes a mark)

### FOR OFFICE USE ONLY

I.D. No. **E 100** Location Code \_\_\_\_\_

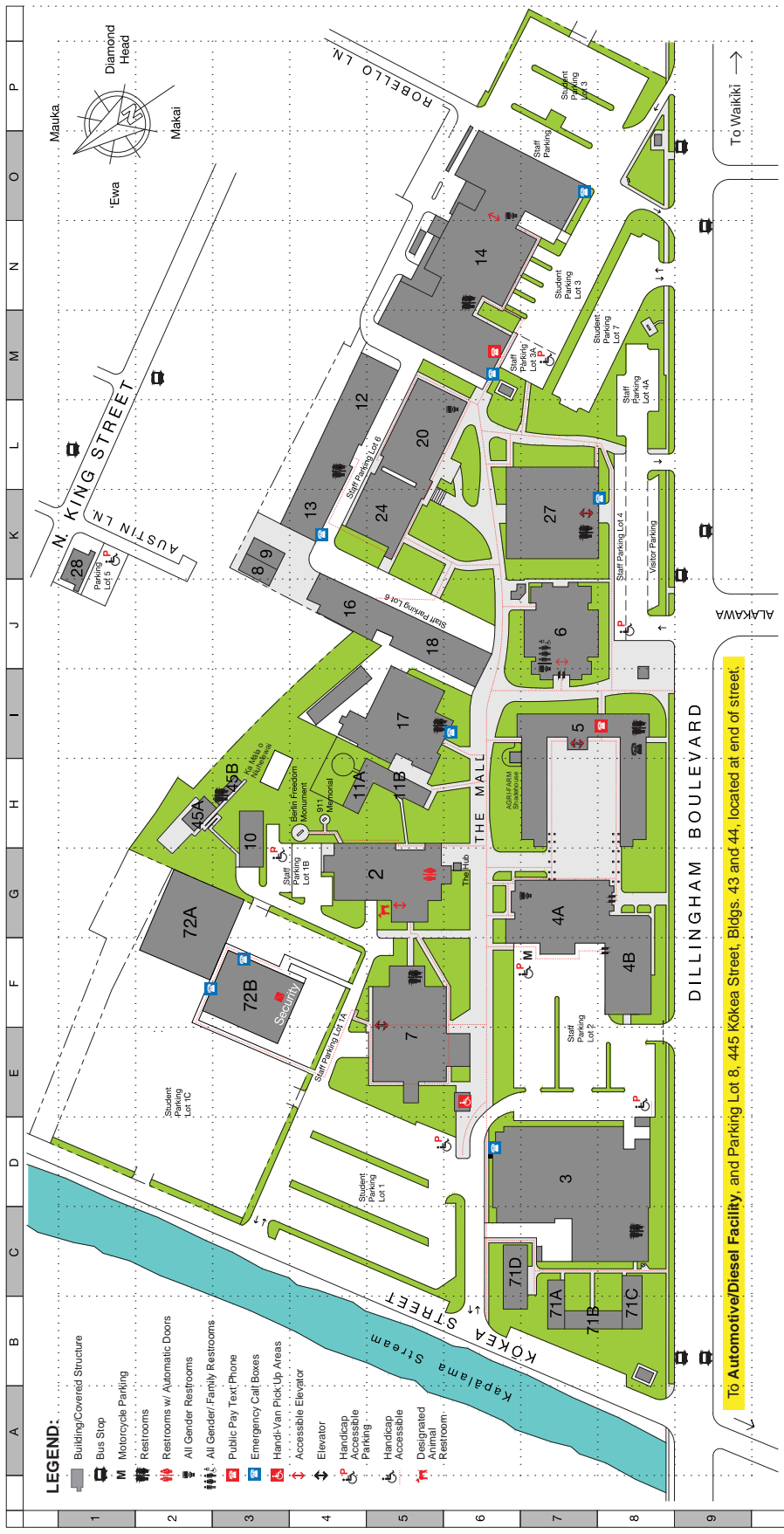
**Warning: Any person who knowingly furnishes false information may be guilty of a class C felony, punishable by up to 5 years of imprisonment and/or \$10,000 fine.**

\*Notice: Section 11-15 and 15-4 of the Hawaii Revised Statutes requires that a person provide, under oath, his or her social security number, if any. It is used to prevent fraudulent registration and voting. An application lacking this information will, therefore, be denied. Pursuant to Section 7 of the Federal Privacy Act (PL 93-579), be advised that his information may be released to government agencies for government purposes. The office at which a person registers to vote is confidential. A person's declination to register to vote is also confidential and is used for voter registration purposes only (National Voter Registration Act of 1993).

03/12

# HONOLULU COMMUNITY COLLEGE • MAIN CAMPUS MAP

874 Dillingham Boulevard Honolulu, HI 96817 | (808) 845-9129 | [www.honolulu.hawaii.edu](http://www.honolulu.hawaii.edu)



Academic Excellence Complex: (Essentials Curriculum Center, Computer Lab & Writing Center, Ourreach) 71A, 71B, 71C, 71D [B7]	Architectural, Engineering & CAD Technologies 2 [G5]	Art, Communication Arts 2 [G5]	Automotive [Off Campus]	Bookstore 2 [G5]	Business Office/Cashier 6 [J7]	Caliente 4A [G7]	Campus Center 2 [G5]	Apprenticeship Shop 12 [M4]
Admissions and Counseling 6 [J7]	Adro Maintenance [Off Campus]	AGRI/FARM Shadehouse [H6]	Computer Labs 2 [G5]	Computing, Electronics & Networking	Continuing Education & Training 2 [G5]	Fire & Environmental	Financial Aid 6 [J7]	Emergency Response 9 [K3]
Design Center 16 [J4]	Design Mechanics [Off Campus]	Early Childhood Education	11A [H4], 11B [H5], 2 [G5]	Education Tech Center 7 [F5]	Electrical Installation &	Maintenance 24 [K5]	Fashion Technology 27 [K7]	Fire & Environmental
Career & Employment Center 6 [J7]	Capentry 14 [O7]	Child Care 11A [H4], 11B [H5]	Classrooms 72B [F3]	Testing and Tutoring 7 [F5]	Commercial Aviation [Off Campus]	Computer Labs 2 [G5]	Computing, Electronics & Networking	Continuing Education & Training 2 [G5]
Career & Employment Center 6 [J7]	Capentry 14 [O7]	Child Care 11A [H4], 11B [H5]	Classrooms 72B [F3]	Testing and Tutoring 7 [F5]	Commercial Aviation [Off Campus]	Computer Labs 2 [G5]	Computing, Electronics & Networking	Continuing Education & Training 2 [G5]
Design Center 16 [J4]	Design Mechanics [Off Campus]	Early Childhood Education	11A [H4], 11B [H5], 2 [G5]	Education Tech Center 7 [F5]	Electrical Installation &	Maintenance 24 [K5]	Fashion Technology 27 [K7]	Fire & Environmental
Office of Continuing Ed. and Life Long Learning 2 [G5]	Hawaiian Center 20 [L5]	Health Office 2 [G5]	Kōkeā Training Center 45A, 45B [H2]	Liberal Arts 7 [F5], 2 [G5] 4th, 5th, & 6th Floors	Library 7 [F5] 1st & 2nd Floors	Maintenance 18 [J5]	Marine Ed & Training Ctr. [Off Campus]	Norman Loui Center 2 [G5]
Occupational and Environmental Safety Management 9 [K3]	PCATT 2 [G5]	Records 6 [J7]	Refrigeration & AC 14 [N6]	Science 5 [I7]	Security Office FM 101 72B [F3]	808-284-1270	Sheet Metal Shop 17 [I5]	Student Access 5 [H7]
Student Life & Develop. 2 [G5]	Student Lounge 2 [G5]	Student Services 6 [J7]	Temporary Faculty Offices 72A [G2]	Trade/Apprenticeship Complex 14 [N6]	TRIO SSS 3 [C8]	Welding 14 [M5]	9/11 Memorial [H4]	Student Gov. (ASUH-HCC) 2 [G5]

- OFF CAMPUS SITES:**
- 1. Automotive Technology & Diesel Mechanics Facilities**  
and Parking Lot 8  
445 Kōkeā Street, Bldg. 43/44  
Honolulu, HI 96817
  - 2. Airport Training Center**  
(Aeronautics Maintenance Technology)  
140 Iako Place, Bldg. 52  
Honolulu, HI 96819
  - 3. Marine Education and Training Center**  
10 Sand Island Parkway, Bldg. 50  
Honolulu, HI 96819
  - 4. Pacific Aerospace Training Center**  
(Commercial Aviation)  
Kalaheka Airport, Hangar 111  
91-1259 Midway Road  
Kapolei, HI 96707





UNIVERSITY of HAWAII  
**HONOLULU**  
COMMUNITY COLLEGE

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