

**University of Hawai'i Maui College**

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Kahului, HI 96732-1617  
Phone: 808 984-3500  
Fax: 808 984-3660  
*www.maui.hawaii.edu*

**University of Hawai'i Center, Maui**

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Phone: 808 984-3525  
Fax: 808 244-6595  
*uctrmaui.hawaii.edu*

**UH Maui College Outreach Centers**

**UHCM Hana Education Center**

P.O. Box 70, Hana, HI 96713  
Phone: 808 248-7380  
Fax: 808 248-7392

**UHCM Lahaina Education Center**

60 Kenui Street, Lahaina, HI 96761  
Phone: 808 662-3911  
Fax: 808 662-3913

**UHCM Lana'i Education Center**

329 7th Street, P.O. Box 630648  
Lana'i City, HI 96763  
Phone: 808 565-7266  
Fax: 808 565-7269

**UHCM Molokai Education Center**

375 Kamehameha V Highway  
P.O. Box 440, Kaunakakai, HI 96748  
Phone: 808 553-4490  
Fax: 808 553-4495  
*www.hawaii.edu/molokai*

**UHCM Molokai Farm**

P.O. Box 511, Ho'olehua, HI 96729  
Phone: 808 567-6577



UH Maui College is committed to comply with all State and Federal statutes, rules, and regulations that prohibit discrimination and to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, citizenship, disability, marital status, breastfeeding, income assignment for child support, arrest and court records (except as permissible under state law), sexual orientation, National Guard absences, gender identity and expression, genetic information, or status as a covered veteran. This policy covers admission and access to, and participation, treatment, and employment in the College's programs, activities and services. Sexual harassment is prohibited under this policy. The College shall promote a full realization of equal opportunity through a positive, continuing program of nondiscrimination and affirmative action (41 CFR Chapter 60). College information is available in alternative formats such as Braille, large-print, reader assistance, and by computer disk.

UHMC offers Career and Technical Education (CTE) Programs of Study leading to Associate of Science (AS) and Associate of Applied Science (AAS) degrees, as well as postsecondary certificates, in career fields such as arts and communications, business, health services, industrial and engineering technology, natural resources, and public and human services. For more information visit our website at <http://maui.hawaii.edu>. UHMC applies an open access policy, with program admission based upon the completion of applicable course/testing prerequisites. The lack of English skills will not be a barrier to admission and participation in CTE programs. For language translation assistance, please see the campus Admissions Office.

The following officers are designated to handle inquiries regarding nondiscrimination policies:

- Vice Chancellor of Student Affairs (Title IX Coordinator), 808-984-3515
- Interim Assistant Dean of Instruction (Title IX Deputy Coordinator for Students), 808-984-3376
- Vice Chancellor of Administrative Affairs (Title IX Deputy Coordinator for Employees), 808-984-3253
- Disability Services Coordinator (Section 504 Coordinator – Students), 808-984-3227
- Personnel Director (Section 504 Coordinator – Employees), 808-984-3380

Hearing impaired individuals may contact the College for information by using the telecommunications device for the deaf (TDD) relay service number 808-984-3325. Information about the programs, services, activities, and facilities that are available to persons with disabilities can be obtained by contacting the Disability Services Coordinator at 808-984-3227.

#### *Disclaimer Statement –*

*This catalog provides general information about UH Maui College, and its programs and services, and summarizes major policies and procedures relevant to the student. Information contained in this catalog is not necessarily complete. College catalogs are published once per year or less frequently and do not always reflect the most recent campus actions involving core courses. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.*

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

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**Main Telephone Number . . . . . (808) 984-3500**

Admission & Registration . . . . .	984-3267, 984-3276
Apprenticeship . . . . .	984-3404, 984-3216
Bookstore . . . . .	984-3248
Business Office . . . . .	984-3257, 984-3288
Computing Center and IT Help Desk . . . . .	984-3283
Continuing Education and Training (Non-Credit Courses) . . . . .	984-3231
Cooperative Education . . . . .	984-3318
Counseling Center . . . . .	984-3306
Educational Opportunity Center . . . . .	984-3286, 984-3287
Financial Aid . . . . .	984-3277
Food Court . . . . .	984-3225
Hana Education Center . . . . .	248-7380
Health Center . . . . .	984-3493
Housing, Kulana'ao, privately owned . . . . .	808 856-2900
Job Placement . . . . .	984-3328
Lahaina Education Center . . . . .	662-3911
Lana'i Education Center . . . . .	565-7266
Library . . . . .	984-3233
Lost & Found . . . . .	984-3500
Maintenance . . . . .	984-3295, 984-3232
Media Center . . . . .	984-3283
Molokai Education Center . . . . .	553-4490
Molokai Farm . . . . .	567-6577
Security . . . . .	984-3255
Small Business Development Center . . . . .	875-2402
Student Government . . . . .	984-3260
Student Life . . . . .	984-3434
Student Services . . . . .	984-3276, 984-3267
Testing . . . . .	984-3267
The Learning Center (TLC)/Tutoring . . . . .	984-3240
University of Hawai'i Center, Maui . . . . .	984-3525
Upward Bound . . . . .	984-3564, 984-3299
Veterans Resource Center . . . . .	984-3242

**Department Chair Phone Numbers**

Dept. Chair, Allied Health, Anne Scharnhorst . . . . .	984-3646
Dept. Chair, Business and Hospitality, Jan Moore . . . . .	984-3468
Dept. Chair, CTE/VocTech, Thomas Hussey . . . . .	984-3236
Dept. Chair, English, Laura Nagle . . . . .	984-3475
Dept. Chair, Humanities, Kahele Dukelow . . . . .	984-3346
Dept. Chair, Social Science, Julie Powers . . . . .	984-3291
Dept. Chair, STEM, Sean Calder . . . . .	984-3220

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*Aloha and welcome to UH Maui College!*

*On behalf of the University of Hawai'i and UH Maui College, it is my privilege to extend warm greetings to you in this 2015 – 2016 academic year.*

*We appreciate that you have chosen to be part of our College community and are happy that you are here. We take seriously our collective mission of higher education. Few responsibilities could be more important for an institution than preparing students to pursue academic, career, and personal goals. Few decisions could be as crucial and life-transforming for a student than to commit to a path of study and learning to achieve such goals.*

*UH Maui College strives to maximize the opportunities available to you through higher education. Please take full advantage of the services described in this Catalog so as to ensure your preparation and progress. Your success is our success; we want you to make the very most of your time and effort here.*

*Here's wishing you all the best,*

*Lui K. Hokoana, EdD  
 Chancellor*

## UH Maui College

The University of Hawai'i Maui College (UHMC) serves the educational needs of residents of the three islands comprising Maui County: Molokai, Lana'i, and Maui.

### Mission

The University of Hawai'i Maui College inspires students to develop knowledge and skills in pursuit of academic, career, and personal goals in a supportive educational environment that emphasizes community engagement, lifelong learning, sustainable living, Native Hawaiian culture, and global understanding.

### Vision

The University of Hawai'i Maui College: We will prepare students to respond to emerging challenges in their lives, communities, and the world through compassion, leadership, problem-solving, and innovation.

### Accreditation

University of Hawai'i Maui College is accredited by the WASC Senior College and University Commission, 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510) 748-9001, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education.

### History

UH Maui College is an outgrowth of the Maui Vocational School established in 1931. In 1958 the Department of Public Instruction authorized the name change to Maui Technical School, denoting an upgrade of vocational education to a technical level. In 1964 the Hawai'i State Legislature enacted the Community College Act establishing a statewide community college system under the University of Hawai'i. Maui Technical School was incorporated into this system on July 1, 1965, and jurisdiction transferred from the Department of Education to the University of Hawai'i.

In 1966 the UH Board of Regents authorized the College to confer the Associate in Arts and the Associate in Science degrees and approved the name change to Maui Community College, effective July 1, 1966. The first lower division transfer courses followed in September 1967.

In February 2010, the UH Board of Regents approved the name change from Maui Community College to University of Hawai'i Maui College to more accurately represent the college's programs and services that now include 18 associate and three baccalaureate degrees.

The College is one of seven community colleges in the UH system. It is the only UH community college that specifically serves the residents of more than one island. The student population is about 4,300 students. The main campus encompasses 78 acres at the Kahului site. Since 1995, 7 buildings have been added: Ka Lama, Ka'a'ike, Kaiao, Kūpa'a, 'Ike Le'a, Laulima, and Pa'ina. A private, off-campus, student apartment facility is within a short walking distance to the College, shopping centers, markets, and banks.

Accommodating students by using alternative delivery has been a primary value of the College. Self-paced classes, begun in 1985, opened up an array of concurrently-taught courses and diversified offerings in areas with a lower population base. Technological advances further opened access to students by minimizing their need to be physically present on the Kahului campus. The first cable course was broadcast across Maui County in 1986. The SkyBridge tri-isle interactive television system followed shortly in 1988 and enabled students at Molokai, Lana'i, and Hana to participate in classes simulcast from the Kahului studio. Statewide delivery via the Hawai'i Interactive Television System (HITS) began in 1991, which made possible advanced degrees from UH four-year institutions.

The history of UH Maui College also reflects its value to accommodate students with difficulty reaching the Kahului campus through the development of Outreach Centers in Hana, Kihei, Lahaina, Lana'i, and Molokai.

### Credit-Based Curricula

UH Maui College offers certificates and degrees with a variety of course and time requirements. With full-time attendance, a Certificate of Professional Development (CPD) and Certificate of Competence (CO) generally require a single semester to complete; a Certificate of Achievement (CA) generally requires one year, and an Academic Subject Certificate one or two semesters. Associate degrees (AA, AS, AAS, and ATS) may be completed in two years. The Bachelor of Applied Science (BAS) degree may be completed in four years. Some students do not wish to pursue a certificate or degree and select courses according to their own personal interests or career needs.

### University of Hawai'i Center, Maui

The University of Hawai'i Center Maui works in partnership with the UH colleges at Manoa, West O'ahu, and Hilo to offer bachelor and master programs and professional certificates to students in Maui County.

Classes are taught on site at the Kahului campus or through distance technology, including the Internet and videoconferencing, and make it possible for students who live and work in Maui County to earn advanced degrees. Course schedules are designed to accommodate students' work and family responsibilities.

👉 For information, call 984-3525, or visit the website: [uctrmaui.hawaii.edu](http://uctrmaui.hawaii.edu)

### Summer Session

The College summer session provides students the opportunity to accelerate progress toward a certificate or degree. Since summer session is "self-supporting," tuition rates for most courses are higher than regular sessions.

👉 Contact Admission & Records for a schedule or visit [www.maui.hawaii.edu](http://www.maui.hawaii.edu)

### Molokai Education Center

Outreach classes were first offered in 1970 to Molokai residents. Hotel Operations and Liberal Arts classes were taught at the Kaunakakai Elementary School. In 1986 the College rented a 2,000 sq. ft. facility, and enrollments doubled. The Molokai Ag Farm, acquired in 1982, offered Agricultural Careers, the first onsite full-time college degree program accessible to the residents.

Flexible instructional delivery modes played an integral role in expanding Molokai offerings with self-paced, cable, and SkyBridge classes. Implementation of HITS in 1991 gave access to advanced degrees from other UH institutions. Many Molokai-based lecturers are hired as onsite instructors. Students follow published sequences leading to certificates and degrees and take part in cyclic commencements on Molokai attended by families and friends.

The dream of a permanent facility became a reality in August 1999 with the opening of the Molokai Education Center, which remains the focal point of higher education on Molokai today. The facility houses a general purpose classroom, three interactive television studios, a computer lab, a library, a seminar room, and offices.

☞ For information, call 808 553-4490.

### Lānaʻi Education Center

On Lānaʻi, the first credit courses were offered in 1980. The first onsite commencement was held in 1987 with a cadre of 13 graduates earning a Certificate of Achievement in Hotel Operations entirely on Lānaʻi.

The College is located in the heart of Lānaʻi City. The facility houses two distance learning classrooms, an individualized television viewing station, a computer lab made available to the students and the general public, and staff offices.

The Lānaʻi program offers courses each term through distance and live classes. The student population is comprised of high school students doing dual credit from UHMC and high school, as well as learners of all ages earning certificates and degrees, or taking courses to better their skills in the job market. Distance delivery expands offerings to the baccalaureate and master level.

☞ For information, call 808 565-7266.

### Hana Education Center

The Hana Education Center has been making higher education possible for the residents of the remote East Maui community since 1987. It is conveniently located in the Hana Community Center, in the heart of town. Classes are produced via the University of Hawaiʻi HITS (two-way closed circuit TV) system, cable television, the internet and “live” onsite. By utilizing the technologically advanced HITS system, students are able to participate in courses taught throughout the UH system, including those leading to advanced degrees.

The student base is comprised of degree seekers and lifelong learners as well as high school students. It is not unusual to have several generations of one family enrolled in various classes in a given semester.

☞ For information, call 248-7380.

### Lahaina Education Center

The newest of the College’s outreach sites, the Lahaina Education Center, manages all aspects of the college experience for the residents of West Maui. Students attend “live” credit classes with local instructors, or attend via the closed circuit TV system known as HITS. Students and community members utilize the Center for placement testing, applying for financial aid online, exam proctoring, or arranging a meeting with an academic advisor in person or via video conferencing. Continuing Education classes are available, as well as meetings and seminars for college bound residents. Located on Kenui Street between Front Street and Honoapiilani Hwy, the Lahaina Education Center is an integral part of the West Maui community.

☞ For information, call 662-3911.

### Office of Continuing Education and Training - EdVenture

The Office of Continuing Education and Training (OCET) serves Maui County’s continuing education needs with an emphasis on work-force development, hands-on training and cultural understanding. Other programs include customized training for businesses, the construction apprenticeship program, and the Maui Language Institute. Classes are offered at the UH Maui College Kahului campus.

☞ For information, call 808 984-3231, or visit the website: [www.EdventureMaui.com](http://www.EdventureMaui.com)

### Small Business Development Center Network - SBDCN

The Hawaii Small Business Development Center Network coordinates two centers:

#### Small Business Development Center (SBDC)

The Maui office of the Hawaii SBDC provides counseling, training, and other resources to small businesses. Funded by the US Small Business Administration and the State of Hawaiʻi, the SBDC provides confidential one-on-one counseling by qualified business professionals, as well as in-class workshops, networking events and online training. There are no fees for consulting services.

☞ For information, call 875-5990, or visit the website: [www.hawaii-sbdc.org](http://www.hawaii-sbdc.org)

#### Hawaiʻi Business Research Library (HBRL)

The Hawaiʻi Business Research Library (HBRL) is a specialty center of the Hawaiʻi SBDC Network that provides statewide research services to businesses, entrepreneurs, and students. A wide variety of customized business research is available, including industry trends, market analysis, and demographics. All of these services, plus quick answers and business start-up questions are provided free of charge. The HBRL also publishes the “Maui County Data Book” and “Starting a Business in Maui County,” a guide to new entrepreneurs.

☞ For an appointment, call 875-5990 in advance, or email: [library@hawaii-sbdc.org](mailto:library@hawaii-sbdc.org)

### UH Maui College Development Office

UH Maui College seeks private gifts to sustain and advance the College. Gifts assist students with scholarship aid, provide critically needed funds for specific programs including instructional resources and faculty/staff development, and provide the flexibility to plan and build for the future. Private gifts to the College are made through the University of Hawaiʻi Foundation which, through its Maui office, supports the College’s fund-raising efforts.

☞ For details, call the UH Foundation Office at UH Maui College, at 984-3471.



**Degrees and Certificates**

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## Offerings at UH Maui College

The College provides general education for both transfer and career students. Lower division courses (i.e., with 100-299 numbers) are offered to meet general education requirements at four-year colleges, although students should meet with a counselor for specifics.

The College also provides lower division courses for many arts and science majors, as well as courses to meet pre-professional requirements. The Liberal Arts curricula include courses that lead to Academic Subject Certificates (ASC) and degrees in the Associate of Arts (AA).

Career curricula include career-technical, public service, and business programs that lead to Certificate of Professional Development (CPD), Certificates of Competence (CO), Certificates of Achievement (CA), and degrees in the Associate in Science (AS), Associate in Applied Science (AAS), Associate in Technical Studies (ATS), and Bachelor of Applied Science (BAS). These certificates and degrees are designed to prepare students for immediate employment or career advancement. The College also provides instruction for apprentices in the construction trades.

To earn certificates or degrees, the curricular requirements of a given program must be met. *See program specifics to follow.*

Programs	CPD	CO	CA	AAS	AS	ASC	AA	BAS
<b>Accounting</b>			√	√				
<b>Administration of Justice</b>		√	√	√				
<b>Agriculture and Natural Resources</b>		√	√					
Horticulture & Landscape Maintenance		√	√	√				
Turf grass		√						
Nursery Management		√	√					
Sustainable Tropical Crop Management		√	√	√				
<b>Auto Body Repair and Painting</b>		√	√	√				
<b>Automotive Technology</b>	√	√	√	√				
<b>Business Careers</b>	√	√	√	√				
<b>Business Technology</b>		√	√	√				
Information Processing Specialty				√				
Medical Assistant I, II		√		√				
<b>Culinary Arts</b>		√	√	√				
Baking		√		√				
<b>Dental Assisting</b>		√						
<b>Dental Hygiene</b>					√			
<b>Early Childhood Education</b>		√	√		√			
<b>Electronic &amp; Computer Engineering Technology</b>		√	√		√			
Cyber Security		√						
<b>Fashion Technology</b>		√	√	√				
<b>Hospitality &amp; Tourism</b>		√	√	√				
<b>Human Services</b>		√	√		√			
Substance Abuse Counseling		√	√		√			
<b>Nursing Career Ladder</b>								
Nurse: Practical			√					
Nurse: Registered					√			
Nurse Aide		√						
Pre-Nurse Certificates	√	√						
<b>Sustainable Construction Technology</b>	√	√	√	√				
<b>Liberal Arts</b>						√	√	
<b>Hawaiian Studies</b>						√	√	
<b>Natural Science</b>					√			
<b>Applied Business &amp; Information Technology</b>								√
<b>Engineering Technology</b>								√
<b>Sustainable Science Management</b>								√
<b>Marine Option Program</b>	√	√				√		

## Curricula

UH Maui College offers a broad range of curricula from bachelor degrees to one-course certificates in three general areas.

- a. **Baccalaureate** - Bachelor degrees based on a minimum of 120 credits achievable in four years with full-time attendance. The College offers a Bachelor of Applied Science in three fields.
- b. **Liberal Arts** - Curricula based on the sciences, humanities, and social sciences. In this category, the College offers several Associate in Arts degrees with a minimum of 60 credits, plus several short-term certificates.
- c. **Career & Technical** - Programs that provide students will skills and competencies for gainful employment. In this category, the College offers 18 associate degrees with a minimum of 60 credits, plus numerous short-term certificates.

This chapter is organized accordingly, reporting for each category the available credentials and their general requirements along with the Program Map of specified course sequences.

### Collegewide Academic Student Learning Outcomes

Collegewide Academic Student Learning Outcomes (CASLOs) are a set of core competencies in critical thinking, creativity, oral and written communication, information literacy, and quantitative reasoning that students develop across the curriculum through coursework in each program of study at UH Maui College. As students demonstrate these outcomes, they show readiness to pursue academic, professional, and personal goals within the context of a dynamic, multi-cultural, democratic society. Each program of study at UHMC integrates curriculum that develops these skills.

Students demonstrate these skills at a level appropriate for their degree through varied coursework or a “capstone” project as a requirement for AA, AS, AAS, or BAS degrees.

### Critical Thinking

Critical thinking, an analytical and creative process, is essential to every content area and discipline. It is an integral part of information retrieval and technology, oral communication, quantitative reasoning, and written communication. Students should be able to apply critical reasoning skills to effectively address challenges and solve problems.

### Creativity

Students should be able express their ideas through a variety of forms. Students should be able to convey their creative ideas to a variety of audiences and purposes.

### Oral Communication

Oral communication is an integral part of every content area and discipline. Students should be able to practice ethical and responsible oral communication appropriate to a variety of audiences and purposes.

### Written Communication

Written communication is an integral part of every content area and discipline. Students should be able to write effectively to convey ideas that meet the needs of specific audiences and purposes.

### Information Literacy

Information literacy is an integral part of every content area and discipline. Students should be able to access, evaluate, and utilize information effectively, ethically, and responsibly.

### Quantitative Reasoning

Quantitative reasoning can have applications in all content areas and disciplines. Students should be able to synthesize and articulate information using appropriate mathematical methods to solve problems and logically address real-life situations.

## Baccalaureate

UH Maui College offers three programs of study leading to the Bachelor of Applied Science (BAS) degree. These programs are based upon a minimum of 120 credits, which may be completed in four years with full-time attendance.

The first baccalaureate offered at UH Maui College is the Applied Business and Information Technology (ABIT), which received accreditation in 2007. This degree combines a curriculum including business, information technology, and liberal arts.

✋ For information, call Crystal Alberto at 984-3294, or visit the website: [www.hawaii.edu/maui/abit](http://www.hawaii.edu/maui/abit)

The second baccalaureate degree offered is the Bachelor of Applied Science in Engineering Technology (BAS ENGT), which was approved for implementation beginning Fall 2010. This degree provides graduates with the competencies to address local and regional needs for engineering technologists with specialized skills in optics, remote sensing, and other related fields.

✋ For information, call Dr. Jung Park at 984-3423.

The third baccalaureate degree offered is the Bachelor of Applied Science in Sustainable Science Management (BAS SSM). This degree provides graduates with a core curriculum emphasizing basic and applied science related to energy and sustainability, as well as communications and business fundamentals.

✋ For information, call Dr. Timothy Botkin at 984-3322.

The following pages describe the requirements for each program, followed by its Program Map.

## Bachelor of Applied Science: Applied Business & Information Technology

The Bachelor of Applied Science BAS degree in Applied Business & Information Technology (ABIT) combines a curriculum including business, information technology, and liberal arts that emphasizes entrepreneurship and small-to-medium sized business management.

Only courses numbered 100 and above can be applied toward this degree.

### ABIT Admission Requirements

For admission to the UH Maui College ABIT program, students must first meet the UH Maui College admission requirements. Admission to UH Maui College does not guarantee admission to the ABIT program.

- a. A student may apply for admission as a classified student in the ABIT program upon successful completion of the following:
  - Pre-ABIT course requirements with grade C or better: ENG 100; ICS 101 or BUSN 150; MATH 103.
- b. A student may apply for admission as a provisional student in the ABIT program upon approval of the ABIT Committee.
  - Classified status will be assigned with completion of pre-ABIT course requirements as outlined in (a) above.

### ABIT Graduation Requirements

1. **Pre-ABIT: 9 credits**  
Completion of pre-ABIT courses as outlined in (a) above.
2. **Business Core: 39 credits**  
ACC 201, 202, 300; BLAW 200; BUS 310, 311, 318, 320; ECON 130, 131; MGT 310; and MKT 300, 400.
3. **Information Technology Core: 25 credits**  
ICS 110, 111, 200, 319, 352, 360, 385, and 418.
4. **General Education: 36 credits**  
COM 459; ENG 209, 316; Hawaiian Emphasis; HIST 152; HUM 400; MATH 115, 135, 203 or 205; PHIL 301 or 323; PSY100 or SOC 100; SP 251 or equivalent oral communication.
5. **Required Co-op Project: 3 credits**  
A 3-credit BUS 393v cooperative ed project is required.
6. **Capstone Course: 6 credits**  
BUS 495 and 496 to be taken the last year with approval of the ABIT Committee.
7. **Natural Science: 4 credits**  
Four credits including a lab.
8. **Writing Intensive: 15 credits**  
Minimum of 15 credits of writing intensive courses at the 100-level or higher; at least 6 credits in 100-299 level courses; and at least 6 credits in 300-level or higher.
9. **Minimum of 122 non-repeated qualifying credit hours:**  
ABIT majors are required to earn a letter grade (*e.g., A, B, C, etc.*) in all upper division courses required for the ABIT program.
10. **Grade Point Average:**  
At least a 2.0 UH Maui College cumulative GPA, as well as a 2.5 GPA in courses required for the ABIT major. Grade C or better is required in all upper division courses applied to the ABIT degree.
11. **Graduation Requirement:**  
To be awarded the BAS degree, students must complete an Application for Graduation form obtained from Student Services. *See Academic Calendar for deadline.*
12. **Residency Requirement:**  
A minimum of 30 credit hours must be taken at UH Maui College and a minimum of 8 upper division courses (24 credits) in Business or Information Technology including the Capstone course.



### Applied Business & Information Technology

The Applied Business & Information Technology (ABIT) program, leading to a baccalaureate degree, offers options to students seeking preparation in small to mid-sized business management, information technology, and related or integrated career opportunities. The mission of the program is to prepare graduates to be productive professionals who can make responsible business decisions and use information technology wisely in a changing world. The curriculum emphasizes business and stresses the effective use of information technology. The program also includes a strong interdisciplinary liberal arts program with courses in the humanities, social sciences, English, communication, and mathematics.

Although this degree can be earned in four years taking 15-17 credits per semester, students taking a lighter load will take longer to complete the requirements. Students interested in the ABIT program are encouraged to contact the ABIT counselor, program coordinator, or faculty member about program requirements.

Only courses numbered 100 or above, and taken with a letter grade, may be applied to the ABIT degree; and for upper division courses only those with grade C or better may be applied.

Contact program coordinator, Dr. Debasis Bhattacharya, at 984-3619 or by email at debasisb@hawaii.edu for more information.

#### Lower division requirements for ABIT Bachelor of Applied Science (BAS) Degree: 62-63 credits\*

A student may apply for admission as a classified ABIT major upon successful completion of the following three admission requirements: ENG 100, ICS 101 or BUSN 150, and MATH 103 (all with grade C or better).

##### Full-time lower division students would take courses in this sequence:

Freshman Year (Fall)	Credits	Freshman Year (Spring)	Credits
ECON 131 Principals of Economics: Macroeconomics	3	ECON 130 Principal of Economics: Microeconomics	3
ICS 101 or BUSN 150	3	PSY 100 or SOC 100	3
HIST 152 World Civilizations II	3	Hawaiian emphasis course	3
ENG 100 Composition I	3	ENG 209 Business & Managerial Writing	3
MATH 103 College Algebra	3	MATH 135 Pre-Calculus: Elementary Functions	3
	15		15
Sophomore Year (Fall)	Credits	Sophomore Year (Spring)	Credits
ACC 201 Financial Accounting	3	ACC 202 Managerial Accounting	3
ICS 110 Intro to Computer Programming	3	BLAW 200 Legal Environment of Business	3
SP 251 or equivalent oral communication course	3	ICS 111 Intro to Computer Science	4
MATH 115 Statistics	3	ICS 200 Web Technology	3
Natural Science elective with lab	4	MATH 203 or 205 Business/regular calculus	3-4
	16		16-17

\*Note: Students completing these 62-63 credits are encouraged to apply for the AAS in Business Careers Option III, after also completing BUS 120.

#### Upper division requirements for ABIT Bachelor of Applied Science (BAS) Degree: 60 credits

Accounting 300(3)	Management 310(3)
Business 310(3), 311(3), 320(3), 393v(3), 495(3), 496(3)	Marketing 300(3), 400(3)
Communication 459(3)	Philosophy 301(3) or 323(3)
ICS 319(3), 352(3), 360(3), 385(3), 418(3)	English 316(3)
Humanities 400	

##### Full-time upper division students would take courses in this sequence:

Junior Year (Fall)	Credits	Junior Year (Spring)	Credits
ACC 300 Intermediate Financial Acct I	3	BUS 318 Principles of Finance	3
ICS 319 Operating Systems	3	BUS 320 Entrepreneurship	3
ICS 352 Networks and Security	3	ICS 360 Database Design and Development	3
MGT 310 Principles of Management	3	ICS 385 Web Development and Administration	3
MKT 300 Principles of Marketing	3	ENG 316 Advanced Research & Writing	3
	15		15
Senior Year (Fall)	Credits	Senior Year (Spring)	Credits
BUS 310 Statistical Analysis for Business Decisions	3	FIN 311 Investments	3
BUS 495 ABIT Capstone I	3	BUS 393v Cooperative Education project	3
ICS 418 Systems Analysis and Design	3	BUS 496 ABIT Capstone II	3
MKT 400 Digital Marketing	3	PHIL 301 Ethical Theory or PHIL 323 Professional Ethics	3
HUM 400 Changes and Choices	3	COM 459 Intercultural Communication II	3
	15		15

**Tuition and Fees:** A tuition differential exists for upper division courses numbered 300 or higher. See *Tuition and Fees* section.

## Bachelor of Applied Science: Engineering Technology

The Bachelor of Applied Science BAS degree in Engineering Technology (ENGT) provides curriculum in electronics, computers, optics, remote sensing, and other technologies used in industry on Maui, throughout the State of Hawai'i, and worldwide.

### ENGT Admission Requirements

For admission to the UH Maui College Engineering Technology BAS program, students must first meet the UH Maui College admission requirements. Admission to UH Maui College does not guarantee admission to the ENGT BAS program.

1. A student may apply for admission as a classified student in the ENGT program upon successful completion of one of the following admission requirements:
  - a. Completion of the UH Maui College BAS path for the Electronic Engineering Technology (ECET) AS degree with a cumulative GPA of 2.5 or higher in all courses attempted; or
  - b. Completion of an Associate in Arts (AA), Associate in Applied Science (AAS), or Associate in Science (AS) from an accredited institution with a cumulative GPA of 2.5 or higher in all courses attempted, and completion (or approved equivalent for) coursework of the BAS path for the Electronic Engineering Technology (ECET) AS degree from an accredited institution.
2. A student may apply for admission as a provisional student in the BAS ENGT program upon successful completion of the following admis-

sion requirements:

- a. Completion of 40 or more transferable semester credits from an accredited institution with a cumulative GPA of 2.5 or higher in all courses attempted. Classified status will be assigned with completion of the BAS path for the Electronic Engineering Technology (ECET) AS degree course requirements (or approved equivalent coursework from an accredited institution).
- b. Approval of ENGT Committee.

### ENGT Graduation Requirements

1. **BAS path to ENGT in the ECET program: 64 credits**  
Completion of the BAS path of AS requirements in the ECET program (or approved equivalent coursework from an accredited institution).
2. **Engineering Technology Upper Division Coursework: 39 credits**  
ETRO 305, 310, 315, 320, 340, 350, 360, 370, 440, 450, and 460.
3. **Engineering Technology General Education: 19 credits**  
PHYS 219, MATH 205, PHIL 301 or 323, ENG 316, HUM 400, and COM 459.
4. **Capstone Course: 6 credits**  
ETRO 497 and 498 are to be taken the last two semesters with approval of the ENGT Committee.
5. **Minimum of 125 qualifying credit hours:**  
ENGT majors are required to earn a letter grade (e.g., A,B,C, etc.) in all courses required for the ENGT program.

### 6. Grade Point Average:

At least a 2.0 UH Maui College cumulative GPA, as well as a 2.5 GPA in courses required for the ENGT major. Grade C or better is required in all upper division ENGT courses.

### 7. Graduation Requirement:

To be awarded the BAS ENGT degree, students must complete an Application for Graduation form obtained from Student Services. See Academic Calendar for deadline.

### 8. Residency Requirement:

A minimum of 30 credit hours must be taken at UH Maui College and a minimum of 8 upper division courses (24 credits) in Engineering Technology including the ENGT Capstone course.

*(continued on next page)*

### Engineering Technology

The Engineering Technology (ENGT) program, leading to a baccalaureate degree, offers options to students seeking preparation in engineering technology, electronics, optics, and remote sensing. The mission of the program is to prepare graduates to be productive professionals who can make meaningful contributions to industry on Maui and throughout Hawai'i and the world. The curriculum emphasizes engineering technology and stresses the effective use of integrated electro-optical hardware and software systems. The program also includes strong interdisciplinary general education with courses in the humanities, social sciences, communication, mathematics, and English.

Although this degree can be earned in four years taking 14-17 credits per semester, students taking fewer credits per semester will take longer to complete the requirements.

Students are required to complete the BAS path for the Electronic Engineering Technology (ECET) AS degree in order to fulfill their lower division requirements. Only courses numbered 100 or above, and taken with a letter grade may be applied to the ENGT degree; for the upper division courses listed here, only those with grade C or better may be applied.

👉 Contact Jung Park, at 984-3423 or by email at parkjung@hawaii.edu for more information.

#### Requirements for the ENGT Bachelor of Applied Science (BAS) Degree: 64 credits

Electronics 305(4), 310(3), 315(3), 320(4), 340(4), 350(3), 360(4), 370(3), 440(4), 450(4), 460(3), 497(3), 498(3)	Communication 459(3)
Physics 219(3)	Mathematics 205(4)
Philosophy 301 or 323(3)	English 316(3)
	Humanities 400(3)

#### Full-time upper division students would take courses in this sequence:

Junior Year (Fall)	Credits	Junior Year (Spring)	Credits
MATH 205 Calculus	4	PHYS 219 Physics for Engineering Technology	3
ETRO 305 Engineering Computing	4	ETRO 315 Project Management	3
ETRO 310 Applied Robotics	3	ETRO 340 Systems Integration	4
ETRO 350 Power Systems	3	ETRO 360 Signals and Systems	4
ENG 316 Advanced Research Writing	3	PHIL 301* Ethical Theory or PHIL 323 Professional Ethics	3
	17		17
Senior Year (Fall)	Credits	Senior Year (Spring)	Credits
ETRO 320 Intermediate Optics	4	ETRO 370 Optoelectronics	3
ETRO 450 Signal Processing	4	ETRO 440 Remote Sensing	3
ETRO 497 Capstone Project I	3	ETRO 460 Electro-Mechanical Control Systems	4
HUM 400 Changes & Choices	3	ETRO 498 Capstone Project II	3
	14	COM 459 Intercultural Communication II	3
			16

\* PHIL 301 is generally offered only in the Fall semester.

**Tuition and Fees:** A tuition differential exists for upper division courses numbered 300 or higher. See *Tuition and Fees* section.

## Bachelor of Applied Science: Sustainable Science Management

The BAS in Sustainable Science Management (SSM) comprises a core curriculum emphasizing basic and applied science related to energy and sustainability, as well as communications and business fundamentals. Courses explore specific sustainability topics and recognize the inter-relatedness of topics through the use of systems thinking and dynamics models, as well as monitoring progress through the use of sustainability indicators.

The BAS degree is granted to students completing a four-year program. Only courses numbered 100 and above can be applied toward the degree.

### SSM Admission Requirements

Students applying for admission to the SSM program must first meet the UH Maui College admission requirements. In order to declare as an SSM major, students must also complete the following:

1. ENG 100 with grade C or better;
2. MATH 103 with grade C or better or placement at MATH 135 or above;
3. ICS 101 with grade C or better, or consent;
4. SSM 101 with grade C or better.

### SSM Lower Division Requirements

Prior to enrolling in upper division (300+ level) SSM courses, students should first complete lower division requirements that may be accomplished in a number of ways.

#### New Students - Base Program Path

Students starting at UH Maui College follow the SSM Program Map. While this path is unique to the SSM program, it also meets the requirements of Liberal Arts AA degree pathway.

### Transfer & Other Non-New Students

#### 1. All non-new students

All transferring and non-new students are required to meet the SE lower division requirements in order to qualify for upper division coursework in the SSM program:

- a. MATH 115 or OCN 250; and MATH 135 or higher, both with grade C or better;
- b. College chemistry with lab (minimum 4 credits) with grade C or better;
- c. Biology with lab (minimum 4 credits) with grade C or better;
- d. SSM 201 or OCN 201/201L, or SSM 275 with grade C or better;
- e. SSM 101 and 202 with grade C or better.
- f. Minimum 62 credits in 100+ level coursework.

*Note: Students should review and complete upper division SSM prerequisites early in their program.*

#### 2. UHMC degree graduates

Students who have graduated with a UHMC two-year degree in Natural Science (ASNS), AA Liberal Arts, or AA Hawaiian Studies, and have applied as an SSM major may take one SSM upper division course per semester for up to three semesters, as long as enrolled in 1a-f coursework.

#### 3. Other degree graduates

Students holding a two or four year degree from an accredited institution must have a cumulative GPA of 2.5 or higher in their degree work, must have at least 40 hours of transferrable credit, and must meet the above 1a-f requirements of 1a-f above in order to take upper division coursework in the SSM program.

#### 4. Non-degree students

Students who have completed 62 or more credits of 100+ coursework at an accredited institution may apply to take SSM upper division coursework. Non-degree students shall have a) substantially met the SSM lower division requirements set forth in the SSM Program Map, b) achieved grade C or better in all SSM program requirements with a cumulative 2.5 GPA on all transferring credits, and c) met all requirements of paragraph 1a-f.

### SSM Graduation Requirements

Students must complete the following in order to graduate with a BAS degree in Sustainability Science Management:

1. Meet all lower division requirements in the SSM Program Map or in paragraph 1a-f.
2. Complete all required upper division coursework on the SSM Program Map, with grade C or better in each required course and with a cumulative GPA of 2.5 for all SSM program requirements. Upper division electives may be any SSM upper division course, or other 300-level or higher course as approved by the program coordinator. Not less than 6 credits of upper division elective credits must be 400+ level courses.
3. A minimum of 30 credits shall be taken at UHMC.
4. Complete six credits of capstone courses (SSM 495-496) over not less than two semesters with grade C or better.
5. Complete not less than 15 credits of writing intensive (WI) courses with grade C or better and at least 6 credits shall be in courses of 300-level or higher.
6. All SSM alpha required courses, except SSM 393v, must be taken for a letter grade. A maximum of 6 credits in other coursework may be achieved via Prior Learning Assessment.
7. Complete not less than 124 credit hours of coursework in support of the BAS degree. Only courses numbered 100 and above may apply to this degree requirement.
8. Submission of a completed Application for Graduation from UHMC.



## Sustainable Science Management

The Sustainable Science Management (SSM) program, leading to a baccalaureate degree, provides a variety of options to students seeking employment in the rapidly expanding field of sustainability. Coursework covers important contemporary topics including but not limited to energy, ecology, business and management, water and wastewater, agriculture, waste-management, economics, policy, the built environment, and social science; all in the context of case studies in the larger interdisciplinary field of sustainability. Students develop systems thinking and analytical skills, which will enable graduates to apply learned principles to the changing and complex issues of the future. The program is designed to equip students with the fundamental skills necessary to bridge disciplines and to facilitate sustainable solutions and operations for any organization or community.

✋ Contact the program coordinator, Tim Botkin, at 984-3322 or by email at [botkin@hawaii.edu](mailto:botkin@hawaii.edu) for more information.

### Full-time lower division students would take this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
SSM 101 Principles of Sustainability	3	ECON 130 or 131	3
BUSN 150 or ICS 101	3	ENRG 103 <sup>6</sup> Energy Production Systems	3
CHEM 151 or CHEM 161/161L	4	FG course <sup>3</sup>	3
PSY 100 Survey of Psychology	3	CHEM 162 and 162L, or GIS 150	4
ENG 100 Composition I	3	MATH 115 <sup>1</sup> Statistics	3
	16		16
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
BIO 171 and 171L Intro Biology I	4	COM 215/PSY 253 Conflict Resolution	3
MATH 135 Elementary Functions	3	ENG 210 Research Writing	3
SSM 201, or OCN 201 and 201L <sup>2</sup>	3-4	BLAW 200, or MATH 203 or 205 <sup>4</sup>	3
HWST 107 or 207, or HIST 284	3	SSM 202 Sustainable Island Communities	3
ACC 201 Financial Accounting	3	ZOOL 200 Marine Biology	4
	16-17		16

### Upper division requirements for SSM Bachelor of Applied Science (BAS) Degree: 60 credits

Sustainable Science Management 301(3), 302(3), 375(3), 393v(3), 401(3), 402(3), 403(3), 422(3), 495(3), 496(3)	Communication 459(3)
Management 310(3)	English 316(3)
Philosophy 323(3)	Upper division program electives(3,3,3) <sup>5</sup>
Aqua 362(3)	Any upper division SSM course not already required;
Biology 424(3)	AQUA 466; OCN 351; or other elective approved
Humanities 400(3)	by program coordinator

### Full-time upper division students would take courses in this sequence:

Junior Year (Fall)	Credits	Junior Year (Spring)	Credits
SSM 302 Environmental Health	3	SSM 301 Sustainable Organizations	3
SSM 375 Renewable Energy Conversions or Elective	3	SSM 393v Internship	3
MGT 310 Principles of Management	3	SSM 402 Water Resources Management	3
ENG 316 Advanced Research Writing	3	PHIL 323 Professional Ethics	3
AQUA 362 Aquaculture and Mariculture	3	Upper division program elective <sup>5</sup>	3
	15		15
Senior Year (Fall)	Credits	Senior Year (Spring)	Credits
SSM 422 Sustainable Systems Thinking	3	SSM 401 Environmental Law, Policy, and Justice	3
SSM 495 Capstone I	3	SSM 403 Renewable Energy Integration, or elective	3
HUM 400 Changes & Choices	3	SSM 496 Capstone II	3
Upper division program elective <sup>5</sup>	3	BIOL 424 Protected Species Management	3
Upper division program elective <sup>5</sup>	3	COM 459 Intercultural Communication II	3
	15		15

**Tuition and Fees:** A tuition differential exists for upper division courses numbered 300 or higher. See *Tuition and Fees* section.

<sup>1</sup>Note: Statistics requirement may be met by BUS 310 or OCN 250 upon approval of program coordinator.

<sup>2</sup>Note: OCN 201 and 201L is required for students focusing on marine studies in their upper division coursework.

<sup>3</sup>Note: Foundations Global Multicultural Perspectives: Choose one course (3 credits) from either of two groups (FGA, FGC).

<sup>4</sup>Note: Calculus is a prerequisite for SSM 403 and other upper level courses.

<sup>5</sup>Note: At least 6 credits of electives shall be 400-level courses. Select upper division elective credits to achieve at least 124 credits total for the degree, not less than 60 of which must be in upper division.

<sup>6</sup>Note: Check with SSM coordinator for pertinent SSM course option.

## Liberal Arts

The liberal arts are those subjects that in classical antiquity were considered essential for a citizen to know in order to take an active part in civic life. The aim of these studies was to produce a virtuous, knowledgeable, and articulate person.

The scope was extended to include arithmetic, geometry, music, and astronomy in the Middle Ages, and eventually became the educational foundation for schooling in Europe.

Today liberal arts education refers to the disciplines of literature, languages, philosophy, history, mathematics, psychology, and science. Coursework in these areas satisfy the General Education requirements for career and technical programs at UH Maui College.

Liberal arts also refers to studies on a degree program. UH Maui College offers several curricula based upon liberal arts courses.

These include Associate in Arts degrees in Liberal Arts and in Hawaiian Studies and the Associate in Science degree in Natural Science with two concentrations.

<b>Associate in Arts Degree in Liberal Arts</b>						
The Associate in Arts degree program in Liberal Arts prepares students for transfer to a baccalaureate degree program at a four-year college or university. The AA degree in Liberal Arts requires 60 semester credits in courses numbered 100 or higher. The curriculum instills foundational skills and a broad scope of knowledge that fosters academic success in upper division coursework, effective citizenship, and an appreciation for lifelong learning. Special emphasis on global and Hawai'i perspectives encourages respect and appreciation of cultural diversity. Opportunities to apply learning through service to the community are integrated throughout the curriculum.						
<i>(Name: Last, First, Middle Initial)</i>			<i>(UH ID Number)</i>			
Graduation Requirements <i>(Students planning to transfer should consult an academic counselor)</i>						
CREDITS						
<input type="checkbox"/> Minimum Applicable: 60 credits, 100-level or higher						
GRADES						
<input type="checkbox"/> Minimum Cumulative GPA: 2.0						
RESIDENCY						
<input type="checkbox"/> Minimum UHMC: 12 credits <i>(May be waived for cause or credit-by-exam with Vice Chancellor of Academic Affairs approval.)</i>						
WRITING INTENSIVE (WI): Two courses						
<input type="checkbox"/> 1 _____						
<input type="checkbox"/> 2 _____						
Hawai'i Emphasis (HI): One course from this list						
<input type="checkbox"/> AG 253, 265; ANTH 165; BOT 105/HWST 211; BIOL 105, 200; ENG 257E; GEOG 122; GG 103; HAW 101, HAW 102, 104 (former HAW 100), 201, 202, 221, 261, 262; HIST 284; HWST 100BCD, 107, 111, 205A, 205E, 205I, 207, 213, 222, 231, 262, 270, 286, 291; HWST 176/MUS 176; HWST 211/BOT 105; MUS 114H; PACS 108; POLS 180; REL 205. <i>Note: Topics courses offered in HAW or HWST will fulfill this requirement. For UH Mānoa or West O'ahu transfer, select either BOT 105/HWST 211; HWST 107; or PACS 108 to meet HAP requirement. For UH Hilo transfer, check with an academic counselor.</i>						
Oral Communication in English: One course from this list						
<input type="checkbox"/> BUS/COM 130, COM 145, 210, COM 215/PSY 253; COM 353/PSY 353, COM 459; DRAM 221, 222; SP 151, 231, 251. <i>The UHMC Oral Communication requirement does not satisfy the UH Mānoa Oral Communication requirement. Selected courses may satisfy the UH West O'ahu Oral Communication requirement. Check with an academic counselor.</i>						
Foundations Requirements - <i>Courses used for Foundations requirements may not be used in any other category.</i>						
English Communication: 3 credits		Course	Credits	Grade	Semester	Year
FW	ENG 100 - Written Communication					
Global Multicultural Perspectives: 6 credits <i>(Two courses from a different group)</i>		Course	Credits	Grade	Semester	Year
FGA	Before 1500 CE: HIST 151					
FGB	Since 1500 CE: HIST 152; GEOG 102, SSM 101					
FGC	Pre-history to present: MUS 107; REL 150					
Symbolic Reasoning: 3 credits <i>(Choose one course)</i>		Course	Credits	Grade	Semester	Year
FS - MATH 100, 103, 112, 115, 135, 140, 203, 205, 06, 231, 232; PHIL 110*						
<i>*A student who seeks to use PHIL 110 must place into MATH 100, to meet the Collegewide Academic Student Learning Outcome (CASLO) for Symbolic Reasoning.</i>						

<b>Diversification Requirements</b>						
<b>Arts, Humanities, Literatures: 5-6 credits (One course from two different groups)</b>		Course	Credits	Grade	Semester	Year
DA	Diversification Arts: ART 101, 105, 107D, 113, 115, 123BCD, 223, 243, 244; ART 161/ICS 161, ART 205/ICS 205, ART 218/ICS 261, ART 221/ICS 214; COM/BUS 130; DNCE 131, 132, 141, 150, 180; DRAM 101, 221, 222, 260, 280; ENG 104; HAW 104; HWST 205A, 205E, 205I, 222; MUS 108, 114, 114H, 121C, 121D, 121F, 121G, 121Z, 122C, 122D, 123, 124, 132, 180, 203, 216, 253; SP 151, 231, 251; TCOM 261.					
DH	Diversification Humanities: ANTH 235/HIST 288; ART 270; HIST 241, 242, 253, 281, 282, 284; HUM 100, 400; HWST 100BCD, 107, 111, 176/MUS 176, 207, 213, 231, 262, 270, 286, 291; MUS 106, 167, 271, 272; PHIL 100, 101, 102, 109, 301, 323; SPAN 180v.					
DL	Diversification Literatures: ENG 209, 210, 250, 251, 252, 253, 254, 255, 256, 257, 257E, 257F, 257R, 377; FIL 261; HAW 261, 262.; HUM 410					
<b>Natural Sciences: 7 credits (One Biological, one Physical, and one corresponding lab)</b>		Course	Credits	Grade	Semester	Year
DB	Diversification Biological: AG 122, 174, 200, 253, 265; ANTH 215; AQUA 362, 466; BIOL 100, 102, 103, 105, 124, 151, 152, 171, 172, 200, 225, 265, 282, 331, 424; BIOL 101/SCI 121; BOT 101; FSHN 185, 285, 286; MICR 130; PHRM 203; ZOOL 101, 141, 142, 200; SSM 302, 402, 403.					
DP	Diversification Physical: ASTR 110; BIOC 241, 244; CHEM 151, 161, 162; GEOG 101; GG 101, 103; OCN 201, 351; PHYS 105, 151, 152, 170, 219, 272; SCI 122; SSM 201, 202, 301, 402, 403.					
DY	Diversification Lab: AG 122*, 174*, 200, 265; ANTH 201L; ASTR 110L; BIOL 101/SCI 121, 102, 103, 105, 124L, 152*, 171L, 172L, 200, 225, 424; AQUA 362, 466; BOT 101, 105L/HWST 211L; CHEM 151, 161L, 162L; GEOG 101L; GG 101; MICR 140; OCN 201L; PHYS 105, 151, 152, 170, 219, 272; SCI 122; ZOOL 101, 141, 142, 200. <i>*If a 3-credit course taken includes a lab, additional credits may be needed to meet the 60-credit AA requirement. A 4-credit course may include a lab - check catalog.</i>					
<b>Social Sciences: 6 credits (Two courses from different disciplines)</b>		Course	Credits	Grade	Semester	Year
DS	Diversification Social Sciences: ANTH 150, 165, 200, 210, 225, 281; BOT 105/HWST 211; COM 145, 210, 215, 353, 459; ECON 120, 130, 131, 150; FAMR 230; GEOG 151; PACS 108; POLS 110, 120, 180; PSY 100, 103, 170, 202, 213, 214, 240, 250, 251, 253, 260, 353; SOC 100, 215, 218, 231, 251; SSM 401.					
<b>Electives: To meet 60-credit minimum of 100-level or higher coursework, and other graduation requirements not satisfied previously.*</b>		Course	Credits	Grade	Semester	Year
	<i>Hawaiian or Second Language recommended; may be required for a bachelor degree. Consult with academic counselor or program coordinator.</i>					
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
<i>*Interdisciplinary Studies courses do apply. These maximums may be applied: 9 credits Cooperative Education and Work Practicum; 30 credits CR grade.</i>						

## Hawaiian Studies

The Associate in Arts degree in Hawaiian Studies is designed to focus on Hawaiian Studies and Hawaiian Language coursework while building a broad foundation in the liberal arts. Graduates have a wide range of four-year degree options; students may transfer into Hawaiian Studies, Hawaiian language, Education, Science, Technology, Social Work, Nursing, and many more.

Associate in Arts Degree in Hawaiian Studies						
(Name: Last, First, Middle Initial)			(UH ID Number)			
Graduation Requirements						
CREDITS						
<input type="checkbox"/>	Minimum Applicable: 60 credits, 100-level or higher					
GRADES						
<input type="checkbox"/>	Minimum Cumulative GPA: 2.0					
RESIDENCY						
<input type="checkbox"/>	Minimum UHMC: 12 credits					
WRITING INTENSIVE (WI): Two courses						
<input type="checkbox"/>	1 _____					
<input type="checkbox"/>	2 _____					
Hawaiian Studies Core Classes: 11 credits		Course	Credits	Grade	Semester	Year
	HAW 101					
	HAW 102					
	HAW 107 ( <i>Fulfilled as Arts &amp; Humanities DH requirement</i> )					
	HWST 270					
General Education Requirements: 32-34 credits						
English Communication: 3 credits		Course	Credits	Grade	Semester	Year
	FW - ENG 100 Written Communication					
Global Multicultural Perspectives: 6 credits ( <i>Two courses from a different group</i> )		Course	Credits	Grade	Semester	Year
	FGA - Before 1500 CE: HIST 151.					
	FGB - Since 1500 CE: HIST 152; GEOG 102.					
	FGC - Pre-history to present: MUS 107; REL 150.					
Symbolic Reasoning: 3 credits		Course	Credits	Grade	Semester	Year
	FS - MATH 100, 103, 112, 115, 135, 140, 203, 205, 206, 231, 232; PHIL 110.					
Oral Communication in English: 3 credits		Course	Credits	Grade	Semester	Year
	FO - BUS/COM 130, COM 145, 210; DRAM 221, 222; SP 151, 231, 251.					
Diversification Requirements						
Arts and Humanities: 5-6 credits ( <i>Two courses from two different groups</i> )		Course	Credits	Grade	Semester	Year
	DA - Diversification Arts: HAW 104; HWST 205A, HWST 205E, HWST 205I; MUS 114H.					
	DH - Diversification Humanities: HWST 107 required.					
<i>Continue next page with specific concentration</i>						

<b>Natural Science: 6-7 credits</b> <i>One course from Biological (DB), one Physical (DP), and one corresponding laboratory (DY)</i>		Course	Credits	Grade	Semester	Year
	DB - Diversification Biological: AG 122, 174, 200, 253, 265; ANTH 215, BIOL 101/SCI 121, BIOL 100, 102, 103, 105, 124, 151, 152, 171, 172, 200, 225, 265, 282; BOT 101; FSHN 185, 285, 286; MICR 130; PHRM 203; ZOOL 101, 141, 142, 200.					
	DP - Diversification Physical: ASTR 110; BIOC 241, 244; CHEM 151, 161, 162; GEOG 101; GG 101, 103; OCN 201; PHYS 105, 151, 152, 170, 272; SCI 122; SSM 101, 201, 202, 402, 403.					
	DY - Diversification Lab: AG 122*, 174*, 200, 265; ASTR 110L; BIOL 101/SCI 121; BIOL 102, 103, 105, 124L, 152*, 171L, 172L, 200, 225; BOT 101, 105L; CHEM 151, 161L, 162L; GEOG 101L; GG 101; MICR 140; OCN 201L; PHYS 151, 152, 170, 272; SCI 122; ZOOL 101, 141, 142, 200.  <i>*If a 3-credit course taken includes a lab, additional 100-level or higher credits may be needed to meet the 60-credit AA requirement. A 4-credit course may include a lab.</i>					
<b>Social Science: 6 credits</b> <i>(Two courses from different disciplines)</i>		Course	Credits	Grade	Semester	Year
	DS - Diversification Social Science: BOT 105/HWST 211.					
	DS - Diversification Social Science: ANTH 150, 165, 200, 210, 225, 281; COM 145, 210, 215, 353, 459; ECON 120, 130, 131, 150; FAMR 230; GEOG 122, 151; PACS 108; POLS 110, 120, 180; PSY 100, 103, 170, 202, 213, 214, 240, 250, 251, 253, 260, 353; SOC 100, 218, 231, 251.					
<b>Electives:</b> <i>Additional credits to meet 60-credit AA requirement. A minimum of three HAW or HWST courses are required at the 200-level or higher. Other approved electives: any HAW or HWST 100-level or higher, ANTH 235/HIST 288, HIST 284, or POLS 180.</i>		Course	Credits	Grade	Semester	Year
	HAW/HWST 200-level or higher required ( <i>HAW 201 recommended</i> )					
	HAW/HWST 200-level or higher required ( <i>HAW 202 recommended</i> )					
	HAW/HWST 200-level or higher required					
	Approved Elective (if needed)					
	Approved Elective (if needed)					
	Approved Elective (if needed)					
	Approved Elective (if needed)					
	Approved Elective (if needed)					
	Approved Elective (if needed)					



### Natural Science

The Associate in Science degree in Natural Science (ASNS) provides a comprehensive background in science and math courses and is designed specifically for students who are planning to transfer to baccalaureate degree programs in science, technology, engineering, or mathematics (STEM). Students may choose to concentrate in either the biological sciences or the physical sciences.

Associate in Science Degree in Natural Science						
<i>(Name: Last, First, Middle Initial)</i>			<i>(UH ID Number)</i>			
Graduation Requirements						
CREDITS						
<input type="checkbox"/>	Minimum Applicable: 60 credits, 100-level or higher					
GRADES						
<input type="checkbox"/>	Minimum Cumulative GPA: 2.0					
RESIDENCY						
<input type="checkbox"/>	Minimum UHMC: 12 credits					
WRITING INTENSIVE (WI): Two courses						
<input type="checkbox"/>	1 _____					
<input type="checkbox"/>	2 _____					
English: 6 credits		Course	Credits	Grade	Semester	Year
<input type="checkbox"/>	ENG 100(3)					
<input type="checkbox"/>	Choose at least one course from the following(3): ENG 106, ENG 209, ENG 210, ENG 225, SP 151, SP 251.					
Quantitative Reasoning: 4 credits		Course	Credits	Grade	Semester	Year
<input type="checkbox"/>	MATH 205(4)					
Humanities Elective: 3 credits		Course	Credits	Grade	Semester	Year
<input type="checkbox"/>	Choose at least one course from the following(3): ANTH 235, ART, BUS/COM 130, DNCE, DRAM, EALA, ENG 104, ENG 250-257, FIL, HAW, HWST(except 211), HIST, HUM, ILO, JPNS, LING, MUS; PHRM 203; PHIL, REL, SPAN, SP; SSM 101, 201, 202.					
Natural Science Electives: 8 credits		Course	Credits	Grade	Semester	Year
<input type="checkbox"/>	CHEM 161(3)					
<input type="checkbox"/>	CHEM 161L(1)					
<input type="checkbox"/>	Electives(4) selected from this list: AG 122, 174, 200, 265; ANTH 215; ASTR; BIOC; BIOL; BOT 101; FSHN; GEOG 101, 101L; GG; MICR; OCN 201, 201L; PHRM 203; PHYS; SCI; SSM 101, 201, 202; ZOOL.					
<input type="checkbox"/>						
<input type="checkbox"/>						
Social Science Electives: 3 credits		Course	Credits	Grade	Semester	Year
<input type="checkbox"/>	Choose at least one course from the following(3): ANTH (except 201L, 215 & 235); BOT 105, COM (except BUS/COM 130), ECON, FAMR 230; GEOG (except 101, 101L); HWST 211; PACS, POLS, PSY, SSCI, SOC.					
Additional ASNS Requirements: Biological 7-8 credits; Physical 7 credits		Course	Credits	Grade	Semester	Year
<input type="checkbox"/>	CHEM 162(3)					
<input type="checkbox"/>	CHEM 162L(1)					
<input type="checkbox"/>	ICS 101(3); GIS/ICS 150(4), 180(4); or other with approval					

<b>Biological Science Concentration</b>						
Biological Concentration Requirements: 16-17 credits		Course	Credits	Grade	Semester	Year
	BIOL 171(3)					
	BIOL 171L(1)					
	BIOL 172(3)					
	BIOL 172L(1)					
	PHYS 151(4) or 170(5)					
	PHYS 152(4) or 272(4)					
Biological Concentration Electives: 13-14 credits		Course	Credits	Grade	Semester	Year
	If not taken for Natural Science elective, choose from: AG 122(3), 174(3), 200(4), 265(4); ANTH 210(3), 210L(1), 215(3); AQUA 362, 466; ASTR 110(3), 110L(1); BIOC 241(3), 244(3); BIOL 100(3), 101(4), 102(4), 103(4), 105(4), 124(3), 124L(1), 151(3), 152(3), 200(4), 225(4), 226(5), 265(3), 282(3), 361(3), 424(3); BOT 101(4); FSHN 185(3), 285(3), 286(3); GEOG 101(3), 101L(1); GG 101(4), 103(3); GIS/ICS 150(4), 180(4); MATH 206(4), 231(3), 232(3); MICR 130(3), 140(2); OCN 201(3), 201L(1), 250(3), 351; PHRM 203(3); SCI 121(4), 122(3); SSM 101(3), 201(3), 202(3); ZOO 101(4), 141(4), 142(4), 200(4).					
1.						
2.						
3.						
4.						
5.						
6.						
7.						
<b>Physical Science Concentration</b>						
Physical Concentration Requirements: 13 credits		Course	Credits	Grade	Semester	Year
	MATH 206(4)					
	PHYS 170(5)					
	PHYS 272(4)					
Physical Science Concentration Electives: 17 credits		Course	Credits	Grade	Semester	Year
	If not taken for Natural Science elective, choose from: AG 122(3), 174(3), 200(4), 265(4); ANTH 210(3), 210L(1), 215(3); AQUA 362, 466; ASTR 110(3), 110L(1); BIOC 241(3), 244(3); BIOL 100(3), 101(4), 102(4), 103(4), 105(4), 124(3), 124L(1), 151(3), 152(3), 171(3), 171L(1), 172(3), 172L(1), 200(4), 225(4), 226(5), 265(3), 282(3), 361(3), 424(3); BOT 101(4); FSHN 185(3), 285(3), 286(3); GEOG 101(3), 101L(1); GIS/ICS 150(4), 180(4); GG 101(4), 103(3); MATH 231(3)*, 232(3)*; MICR 130(3), 140(2); OCN 201(3), 201L(1), 250(3), 351; PHRM 203(3); SCI 121(4) 122(4); SSM 101(3), 201(3), 202(3); ZOO 101(4), 141(4), 142(4), 200(4) *Recommended					
1.						
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## Academic Subject Certificate

The Academic Subject Certificate (ASC) is a college credential for students who have successfully completed a specific sequence of credit courses from the AA curriculum.

The sequence fits within the structure of the AA degree, does not extend the credits required for the AA degree, and is at least 12 credit hours. The issuance of the ASC requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate. Specific Academic Subject Certificates are available in Hawaiian Music, Hawaiian Studies, Marine Option, and Visual Arts.

### Academic Subject Certificate in Hawaiian Music

The Academic Subject Certificate (ASC) in Hawaiian Music is intended to encourage students to specialize in Hawaiian music in order to preserve and perpetuate this art form.

☞ Call Keola Donaghy at 984-3570 for information.

#### Requirements for ASC in Hawaiian Music: 38 credits

- Courses must be taken for a letter grade.
- A GPA of 2.0 or better is required for all required courses

#### Required courses: 28 credits

ECON 190v	Economics For The Arts(3)
HAW 101	Elementary Hawaiian I(4)
HAW 102	Elementary Hawaiian II(4)
HAW 201	Intermediate Hawaiian I(4)
HWST/MUS 176	History of Hawaiian Music(3)
MUS 114H	Hawaiian Chorus(2)
MUS 180	Basic Theory & Aural Skills(2)
MUS 132	Applied Hawaiian Music

HAW 102	Elementary Hawaiian II(4)
HAW 104	Hawai'i: Language Through Hula(3)
MUS 271	Intro to Music Technology(3)

MUS 271	Digital Recording Techniques(3)
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#### Electives

MUS 107	World Music Cultures(3)
ECON 190v	Economics for the Arts(3)
HAW 201	Intermediate Hawaiian I(4)
HWST 176	History of Hawaiian Music(3)

*Note: AA degree requires an additional 22 credits (100-level or higher) minimum.*

### Academic Subject Certificate (ASC) in Hawaiian Studies

Students may select from a variety of courses that present Hawaiian perspectives in Hawaiian culture, language, history, and philosophy. The certificate enhances the Liberal Arts AA degree. Students who plan to pursue a baccalaureate degree in Hawaiian Studies or in another field should consult a counselor or academic advisor.

#### Requirements for ASC in Hawaiian Studies: 27-28 credits

- The ASC has a minimum of 27 credits.
- Students must earn a grade of C or better for all courses included in the certificate.
- A minimum of 9 credits must be taken at UH Maui College.
- A GPA of 2.0 or better is required for all courses applied to the certificate.

#### Hawaiian Studies core: 10 credits\*

BOT 105/HWST 211**	Hawaiian Ethnobotany(3)
HAW 202	Intermediate Hawaiian II(4)
HWST 107	Hawai'i: Center of the Pacific(3)

#### Elective courses: 17-18 credits

Any 100 or 200-level HAW or HWST course. A minimum of two 200-level courses are required.

HAW 101	Elementary Hawaiian I(4)
HAW 102	Elementary Hawaiian II(4)
HAW 104	Hawai'i: Language through Hula(3)
HAW 201	Intermediate Hawaiian I(4)
HAW 221	Hawaiian Conversation(3)
HAW 261	Hawaiian Literature in Translation(3)
HAW 262	Hawaiian Literature(3)
HWST 100BCD	Intro Hawaiian Culture(1,1,1)
HWST 111	The Hawaiian 'Ohana(3)
HWST 205A	Hawaiian Music Action – Mele 'Āina(2)
HWST 205E	Hawaiian Music Action – Mele Pili Kanaka(2)
HWST 205I	Hawaiian Music in Action – Other(2)
HWST 207	Malama Ahupua'a: Resource Mgt(3)
HWST 213	Hawaiian Ethnozoology(3)
HWST 222	Ma'awe: Hawaiian Fiber Arts(3)
HWST 231	Hawaiian Culture(3)
HWST 262	Pana Maui: Maui's Sacred Hawaiian Places(3)
HWST 270	Hawaiian Mythology(3)
HWST 286	Kaho'olawe Aloha 'Āina(3)
HWST 291	Modern Issues in Hawai'i(3)
HWST 190v	Topics course(1-3)***
HWST 290v	Topics course(1-3)***
PACS 108	Pacific Worlds: An Introduction to Pacific Island Studies(3)

*\*Note: Additional electives available; consult with Counseling or Hawaiian Studies faculty. UHMC Hawaiian language backredits can apply toward the certificate.*

*\*\*Note: Crosslisted; take in either department.*

*\*\*\*Note: May be repeated if different course title.*



## Academic Subject Certificate in Visual Arts

The Academic Subject Certificate (ASC) in Visual Arts is intended to recognize and encourage innovation, collaboration, and creativity. This certificate enhances the Liberal Arts AA degree. Students who plan to pursue a baccalaureate degree in the Fine Arts should consult a counselor or academic advisor.

☞ Call Jennifer Owen at 984-3202 or Mike Takemoto at 984-3249 for more information.

### Requirements for Academic Subject Certificate (ASC) - Visual Arts: 18 credits

- The ASC requires a minimum of 18 credits.
- The last 6 credits must be taken at UH Maui College.
- Students must receive grade C or better for all courses applied to the certificate.
- To be eligible, courses must be taken for a letter grade.
- GPA of 2.0 or better is required for all courses applied to the certificate.

### Visual Arts core: 9 credits

ART 101	Intro to the Visual Arts(3)
or ART 270	History of Western Art(3)
ART 113	Intro to Drawing(3)
ART 115	Intro to Design(3)
or ART 221/ICS 214*	Fundamental of Design for Print/Web(3)

### Elective courses: 9 credits

Choose at least two courses from the following: 6 credits

ART 101**	Introduction to the Visual Arts(3)
ART 105	Elementary Studio: Ceramics(3)
ART 107D	Introduction to Digital Photography(3)
ART 115**	Introduction 2D Design
ART 123BCD	Introduction to Painting(1)(1)(1)
ART 161/ICS 161*	Introduction to Computer Graphics(3)
ART 190v	Topics in Art(1-3)
ART 199v	Directed Studies(1-3)
ART 205/ICS 205*	Photoshop and Illustrator(3)
ART 218/ICS 261*	Intermediate Computer Graphics(3)
ART 221/ICS 214*	Fundamentals of Design for Print & Web(3)

Choose at least one course from the following: 3 credits

ART 270**	History of Western Art(3)
ART 223	Intermediate Painting(3)
ART 243	Intermediate Ceramics: Hand Building(3)
ART 244	Intermediate Ceramics: Wheel Throwing(3)
ART 290v	Topics in Art(1-3)
ART 299v	Directed Studies(1-3)

\*Note: These ART and ICS courses are crosslisted and may be taken in either department.

\*\*Note: If not taken as core requirement.

## Certificates in Marine Option Program

The Marine Option Program (MOP) is a University of Hawai'i systemwide program with participation by students at all campuses. This program offers students opportunities to learn about the marine environment and work with marine scientists in many different areas of interest. Each certificate attests to knowledge and experience gained in the field, and each offers unique opportunities for students desiring to gain employment or further their studies in the marine sciences.

☞ For more info, call the Marine Option Program at 984-3203.

### Requirements for Academic Subject Certificate (ASC) - Marine Option Program: 12 credits

OCN 101 Intro to Marine Option Program(1)

Marine survey course, either:

OCN 201 Science of the Sea(3),  
or ZOOL 200 Marine Biology(4)

Research project/internship - at least 2 credits from the following:

OCN 191v Field Experience in Marine Naturalist Pgm(1-3)  
OCN 193v Cooperative Education(1-3)  
OCN 293v Marine Research & Internship(1-3)

Additional credits from the following, *if not taken for marine survey course*:

BIOL 105 Hawaiian Field Biology(4)  
BIOL 200 Coral Reefs(4)  
BIOL 265 Ecology & Evolutionary Biology(3)  
BOT 105 Hawaiian Ethnobotany(3)  
MARE 264\* QUEST - Quantitative Underwater Ecological Survey Techniques  
MARE 364\* Advanced QUEST  
OCN 140 Open Water SCUBA Certification(2)  
OCN 190v Selected Topic(1-3)  
OCN 201 Science of the Sea(3)  
OCN 201L Science of the Sea Lab(1)  
OCN 250 Statistical Applications in Marine Science(3)  
OCN 270 Communicating Ocean Science(3)  
OCN 290v Advanced Topic  
ZOOL 200 Marine Biology(4)

### Requirements for Certificate of Competence (CO) - Marine Naturalist I: 9 credits

OCN 101 Intro to the Marine Option Program(1)  
OCN 191v Field Experience in Marine Naturalist Pgm(1)  
OCN 201 Science of the Sea(3)  
ZOOL 200 Marine Biology(4)

### Requirements for Certificate of Competence (CO) - Marine Naturalist II: 9 credits

BIOL 200 Coral Reefs(4)  
OCN 64 Marine Life Identification(3)

Two credits from any of the following:

OCN 190v Selected Topic(1-3)  
OCN 191v Field Experience in Marine Naturalist Pgm(1-3)  
OCN 193v Cooperative Education(1-3)  
OCN 201L Science of the Sea Lab(1)  
OCN 293v Marine Research & Internship(1-3)

### Certificate of Professional Development (CPD) - Marine Naturalist III: 3 credits

OCN 270 Communicating Ocean Science(3)

\*Note: Offered at UH Hilo during the second two weeks in May.

## Career & Technical Education

Career and Technical Education (CTE) programs offer the Associate in Science (AS) degree or the Associate in Applied Science (AAS) degree. Additionally, there is a customized degree opportunity, the Associate in Technical Studies (ATS).

### Associate in Science

The Associate in Science (AS), a two year degree consisting of at least 60 credits entirely at the college level (100-level or above), provides students with skills and competencies for gainful employment.

#### At a Glance

#### Associate in Science (AS)

**Dental Hygiene**

**Early Childhood Education**

**Electronic & Computer Engineering Technology**

**Human Services**

General Human Services

Substance Abuse Specialty

**Natural Science**

Biological Science

Physical Science

**Registered Nurse**

### Associate in Applied Science

The Associate in Applied Science (AAS), a two-year degree consisting of at least 60 credits entirely at the college level (100-level or above), provides students with skills and competencies for gainful employment. While this degree is not designed for transfer directly into a baccalaureate program, some AAS programs have agreements with baccalaureate degree-granting institutions, and some AAS programs may include some baccalaureate-level course offerings.

#### AS and AAS Requirements

##### 1. Satisfactory Completion of a CTE Major:

Specific courses for each major are described later in this section.

##### 2. General Education:

###### a. Quantitative Reasoning: 3 credits

3 credits minimum.

*Refer to Program Maps for program mathematics requirements. Graduation Requirement: If students seek to apply Philosophy 110 to fulfill the AS or*

*AAS degree requirement in Quantitative Reasoning, students must place into Mathematics 100 or higher.*

##### b. English/Communication: 6 credits

6 credits in English 100, 102, 104, 106, 209, 210; Learning Skills 110; Journalism 205; Speech 151, 251; Communication 145, 210; or Communication/Business 130.

3 credits of the 6 must be ENG 100 or ENG 106.

*Nursing AS degree requires only 3 credits in ENG 100.*

*Note: English courses that are numbered 250 or above can be counted only for Humanities requirements.*

##### c. Elective credits-AS: 12 credits

###### Elective credits-AAS: 9 credits

At least one 100-level course each from Humanities, Natural Science, and Social Science listed below. *For the AS degree and the AAS degrees that have 12 General Education elective credits, the remaining 3 elective credits may be selected from any area with the exceptions that: CTE majors may not select electives from CTE courses, and Business majors may not select electives from Business courses.*

###### Humanities:

Anthropology 235, Art/ICS 161, 205, Art, Business/Communication 130, Dance, Drama, East Asian Languages, English 104, 106, 209, 210, 250-257, Hawaiian, Filipino, Hawaiian Studies (*except 211*), History, Humanities, ICS 161, 205, Ilokano, Japanese, Linguistics, Music, Philosophy, Religion, Spanish, Speech, Telecommunications 261.

###### Natural Science:

Agriculture 122, 174, 200, 253, 265; Anthropology 210L, 215; Aqua; Astronomy 110, 110L; Biochemistry; Biology; Botany 101, 105L; Chemistry; Food Science & Human Nutrition 185, 285; Geography 101 & 101L; Geology & Geophysics; Hawaiian Studies 211L; Microbiology; Oceanography 201, 201L; Pharmacology 203; Physics; Science; Zoology SSM 201,202.

###### Social Science:

Anthropology (*except 201L, 215, & 235*); Botany 105; Communications (*except 130*); Economics; Family Resources 230, 244; Geography (*except 101, 101L*); Hawaiian Studies 211; Pacific Island Studies 108, Political Science; Psychology; Social Science; Sociology.

##### 3. Minimum of 60 credits:

These maximums may be applied:

- 9 credits Cooperative Education;
- 30 credits with CR grade.

*Interdisciplinary Studies courses may be applied.*

*60 credits for the AS degree must be at the 100-level or above.*

##### 4. Grade Point Average:

2.0 (C) or better.

##### 5. Residency Requirement:

12 credits toward a major must be earned at UH Maui College. The residency requirement may be waived for cause or credit-by-examination used with approval of the Vice Chancellor of Academic Affairs.

##### 6. Graduation Requirement:

To be awarded the AS or the AAS degree, students must complete an Application for Graduation form obtained from Student Services.

*See Academic Calendar for deadline.*

#### At a Glance

#### Associate in Applied Science (AAS)

**Accounting**

**Administration of Justice**

**Agriculture & Natural Resources**

Horticulture & Landscape Maint

Sustainable Tropical Crop Mgt

**Auto Body Repair & Painting**

**Automotive Technology**

**Business Careers**

**Business Technology**

Information Processing

Medical Assistant II

**Culinary Arts**

Baking

Culinary Arts

**Fashion Technology**

**Hospitality & Tourism**

**Sustainable Construction Technology**

## Associate in Technical Studies

The Associate in Technical Studies (ATS) is a two year Career and Technical Education (CTE) degree, consisting of at least 60 credits, that provides students with skills and competencies for gainful employment. This degree:

1. 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;
2. must have student learning outcomes that are clearly defined by business and industry and/or employers with near immediate needs for specialized training for a limited number of employees;
3. must include 3 credits each of mathematics and English, and 9 credits of social science, humanities, and science; entirely at the college level (100-level or above)
4. awarded only to specific students who remain at UH Maui College without a break in enrollment and who complete course work with a 2.0 GPA;
5. must have advanced approval and cannot be requested based upon previously completed course work; and
6. must be pre-approved by the Vice Chancellor of Academic Affairs after a review by the Department Chairs.

Students must complete an Application for Graduation form obtained from Student Services. See *Academic Calendar for deadline*.

Students interested in the ATS degree should contact a counselor or a CTE program coordinator for assistance in developing a program plan.

The College takes the following steps to review the proposed individual ATS programs.

1. Students, with assistance from counselors and/or program coordinators, develop a plan of study. Appropriate employers are consulted, as degree requirements are developed, to assure employability. The plan of study includes:
  - a. a statement of career objective(s);
  - b. a statement of jobs for which the



- degree will prepare the student;
  - c. statements of clearly defined student learning outcomes to be achieved;
  - d. 3 credits each of mathematics and English;
  - e. 9 credits of social science, humanities, and science;
  - f. a list of the specific courses from the most current catalog that will be completed for the degree;
  - g. requirements which are in conformance with the General Education learning outcomes specified by the Associate in Science degree task force;
  - h. a minimum of 30 of the 60 credits required for the degree must be taken after the ATS degree proposal is approved.
2. The plan is submitted to the Vice Chancellor of Academic Affairs.
  3. The Vice Chancellor of Academic Affairs forwards the plan to the Department Chairs for recommendation.
  4. The Vice Chancellor of Academic Affairs reviews the plan and the Department

Chair recommendation. The Vice Chancellor of Academic Affairs may approve the plan.

5. The Vice Chancellor of Academic Affairs returns the signed original to the lead program coordinator/counselor and keeps a copy.
6. The ATS program coordinator maintains students' files until students graduate or leave the College. Changes in the plan are done to meet the needs of students.
7. Once students graduate or leave the College, the original and modified plans are sent to the office of the Vice Chancellor of Academic Affairs.
8. A report is issued by the Vice

## Career & Technical Certificates

Chancellor of Academic Affairs each academic year, listing the status of each ATS degree.

The Career & Technical Education program offers three types of certificates based upon the amount of credit required for completion. These three

### Certificate of Achievement

The Certificate of Achievement (CA) is a credential awarded to students who successfully complete designated CTE credit course sequences that provide entry-level skills or job upgrades.

These course sequences shall be at least 24 credits, but may not exceed 51 credits (unless external employment requirements exceed this number).

### CA Requirements

- Satisfactory Completion of a Career & Technical Education**  
Major: *Program Maps cite specific program requirements.*
- General Education: 6 credits**  
3 credits in English 19 or higher, and 3 credits in Quantitative Reasoning.
- Grade Point Average:**  
2.0 (C) or better.
- Residency Requirement:**  
At least 12 credits toward the CA must be taken at UH Maui College.
- Application for Graduation:**  
To be awarded a CA, students must complete an *Application for Graduation* form obtained from Student Services. See *Academic Calendar* for deadline.

### At a Glance

#### Certificates of Achievement (CA)

**Accounting**  
**Administration of Justice**  
**Agriculture & Natural Resources**  
 Floriculture Management  
 Horticultural & Landscape Maint  
 Nursery Management  
 Sustainable Tropical Crop Mgt  
**Auto Body Repair & Painting**  
**Automotive Technology**  
**Business Careers**  
**Business Technology**  
**Culinary Arts**  
**Early Childhood Education**  
**Electronic & Computer Engineering Technology**  
**Fashion Technology**  
**Hospitality & Tourism**  
**Human Services**  
 General Human Services  
 Substance Abuse Counseling  
**Nursing Career Ladder**  
 Practical Nurse  
**Sustainable Construction Technology**

### Certificate of Competence

A Certificate of Competence (CO) is a credential awarded for successfully completing designated short-term credit or non-credit courses that provide job upgrading or entry-level skills. Credit course sequences shall be 4 to 23 credits.

The issuance of a CO requires that students' work has been evaluated and determined to be satisfactory.

Students must earn a GPA of 2.0 or better for all credit courses required in the CO.

### At a Glance

#### Certificates of Competence (CO)

**Administration of Justice**  
 Corrections I, II  
 Law Enforcement I, II  
 Private Security I, II  
**Agriculture and Natural Resources**  
 Agricultural Science  
 GIS in Ecosystem Management  
 Landscape Maintenance  
 Nursery Production  
 Pest Management  
 Sustainable Tropical Crop Production  
 Turfgrass Maintenance  
**Autobody Repair & Painting**  
 Auto Body Refinishing  
 Corrosion  
**Automotive Technology**  
 Brakes  
**Business Careers**  
 e-Marketing  
 Entrepreneurship II  
 Leadership Training  
 Supervision II  
**Business Technology**  
 Basic Office Skills - Pre-Business Tech  
 Business Technology  
 Medical Assistant I  
 Virtual Office Assistant  
**Culinary Arts**  
 Baker's Helper  
 Pastry Cook  
**Dental Assisting**  
**Early Childhood Education**  
 Early Childhood Education  
 Early Childhood Option  
 Preschool Child Development Associate  
**Electronic & Computer Engineering Tech**  
 Cybersecurity  
**Fashion Technology**  
 Dressmaker  
 Fashion-Fabric Salesperson  
 Seamstress  
**Hospitality & Tourism**  
**Human Services**  
 Aging  
 Case Management  
 Dynamics of Family Violence  
 Health Navigator/Cmty Health Worker  
 Substance Abuse Counseling I, II, III  
 Youth Development Practitioner  
**Marine Option Program**  
 Marine Naturalist I, II  
**Nursing Career Ladder**  
 Nurse Aide Training  
 Pharmacy Technician  
 Therapeutic Activity Aide I, II  
**Sustainable Construction Technology**  
 Basic Carpentry Skills  
 Basic Drafting Skills  
 Electrical Maintenance  
 Energy Production  
 Maintenance Painting  
 Maintenance Plumbing  
 Rough and Finish Carpentry  
 Small Equipment Repair



### Certificate of Professional Development (CPD)

The Certificate of Professional Development (CPD) is a college credential for successfully completing designated short-term credit or non-credit CTE courses that provide industry specific job upgrading or entry-level skills. Credit course sequences shall be less than four (4) credit hours. The issuance of a Certificate of Professional Development requires that the students' work has been evaluated and stated competencies have been met. Issuance of the CPD will not appear on the student transfer.

#### At a Glance

##### Certificates of Professional Development (CPD)

###### Automotive Technology

- Heating & Air Conditioning
- Suspension & Steering

###### Business Careers

- Entrepreneurship I
- Marketing
- Supervision I

###### Marine Option Program

- Marine Naturalist III

###### Nursing Career Ladder

- Adult Residential Care Home Operator
- Medication Assistant

###### Sustainable Construction Technology

- Safety
- Welding for Trades



## Accounting

The Accounting program at UH Maui College is designed to prepare students for entry-level positions in the accounting profession within government and private business. Students who select the Accounting program should have the interest and aptitude for computational work. Students are prepared to work as an Account Clerk or Accounting Assistant with completion of the Certificate of Achievement (30 credits), and as a Book-keeper with completion of the Associate in Applied Science degree (60 credits). With additional education, graduates of this program may become an Accountant or Auditor.

Students planning to transfer to the UH Maui College ABIT program, the UH Mānoa Shidler College of Business, or to business programs at UH Hilo, UH West Oahu, or another college should see a counselor about the requirements for entrance to these schools. These colleges have specific entrance requirements and not all Accounting program courses fulfill these requirements or are transferable. Accounting majors are required to earn a letter grade of C or better (or credit-by-exam) for Accounting courses.

☞ Contact the program coordinator, Jan Moore, at 984-3468 or by email at moorejan@hawaii.edu for more information.

### Requirements for Certificate of Achievement (CA): 30 credits

Accounting 124(3)**, 125(3)**, 132(3), 134(3)	Business/Communication 130(3)
Business Technology 150, or	English 100, 209(3,3)
Information & Computer Science 101 or 115(3)	General Education elective(3)
Business elective(3)***	

### Requirements for Associate in Applied Science (AAS) Degree: 60 credits

<i>All CA courses(30) plus:</i>	
Accounting 150(3), 202(3), 255(3), 295(3)	Social Science elective(3)
Business electives(6)***	Natural Science elective(3) - <i>except PHYS 50</i>
Humanities elective(3)	Mathematics 103, 115, or higher(3)****

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ACC 124 Principles of Accounting I**	3	*ACC 125 Principles of Accounting II, or	
*ACC 132 Payroll and Hawai'i General Excise Tax	3	ACC 201 Introduction to Financial Accounting**	3
*BUSN 150 Introduction to Business Computing, or		*ACC 134 Income Tax Preparation	3
ICS 101 Digital Tools for the Information World, or		*ENG 209 Business & Managerial Writing	3
ICS 115 Microcomputer Applications	3	*BUS/COM 130 Business Communication - Oral	3
*ENG 100 Composition I	3	*Business elective***	<u>3</u>
*General Education elective	<u>3</u>		15
	15		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 150 Using QuickBooks® in Accounting	3	ACC 255 Using Spreadsheets in Accounting	3
ACC 202 Managerial Accounting**	3	ACC 295 Accounting Capstone	3
Business elective***	3	Business elective***	3
Humanities elective	3	Natural Science elective - <i>except PHYS 50</i>	3
Social Science elective	<u>3</u>	MATH 103, MATH 115, or higher****	<u>3</u>
	15		15

*Grade C or better (or credit-by-exam) required in all ACC courses.*

\* Note: Courses required for the Certificate of Achievement.

\*\* Note: Option 1: ACC 124, ACC 125, and ACC 202;  
Option 2: ACC 124, ACC 201, and ACC 202; or  
Option 3: ACC 201, ACC 202, and Business elective(3).

\*\*\* Note: Prerequisite courses to program requirements may not be used as Business electives. Recommended: ACC 193v and/or BLAW 200.

\*\*\*\* Note: Mathematics 103 is required for transfer to UH West Oahu Business Administration.

## Administration of Justice

The Administration of Justice program serves the following broad purposes: to provide general academic knowledge, concepts, and theory pertaining to the criminal justice system; to meet the pre-service needs of those preparing for careers in law enforcement, private security, or other field related to administration of justice; and to meet in-service educational and training needs of professionals in the administration of justice field.

Police Officers may receive up to 21 Administration of Justice credits for completing basic police training as required by government law enforcement agencies, after successfully earning 12 college credits at UH Maui College.

☞ Contact the program coordinator, Ryan Daniels, at 984-3224 or by email at ryanbkd@hawaii.edu for more information.

### Requirements for Certificates of Competence (CO):

<b>Corrections I: 9 credits</b>	Administration of Justice 101(3), 150(3), Sociology 100 or 218(3)
<b>Corrections II: 9 credits</b>	Administration of Justice 221(3), 250(3), Psychology 100 or 170(3) (Prereq: Corrections I)
<b>Law Enforcement I: 9 credits</b>	Administration of Justice 101(3), 221(3), Sociology 218(3)
<b>Law Enforcement II: 9 credits</b>	Administration of Justice 223(3), 230(3), Psychology 100 or 170(3) (Prereq: Law Enforcement I)
<b>Private Security I: 9 credits</b>	Administration of Justice 101(3), 170(3), Sociology 100 or 218(3)
<b>Private Security II: 9 credits</b>	Administration of Justice 221(3), 270(3), Psychology 100 or 170(3) (Prereq: Private Security I)

### Requirements for Certificate of Achievement (CA): 33 credits

Administration of Justice 101(3), 200(3), 293v(3)	Anthropology 200 or Hawaiian Studies 107(3)
Administration of Justice 103 or 170(3)	Psychology 100 or 170(3)
Administration of Justice 234 or 270(3)	COM 145, BUS/COM 130, or SP 151(3)
Administration of Justice 221, 226, 230, 231, or 232(3)	English 100 or 106(3)**
	Mathematics 100 or higher, or BUSN 189(3)***

### Requirements for Associate in Applied Science (AAS) Degree: 60 credits

<i>All CA courses(33) plus:</i>	Administration of Justice electives(9) from this list:
Administration of Justice 221(3), 224(3)	AJ 103(3), 104(3), 150(3), 170(3), 226(3), 230(3),
Administration of Justice 210 or 223(3)	231(3), 232(3), 234(3), 250(3), 270(3)
Sociology 100 or 218(3) - <i>Social Science elective</i>	Humanities elective(3)
	Natural Science elective(3) - <i>except PHYS 50</i>

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*AJ 101 Introduction to Administration of Justice	3	*AJ 103 Criminal Investigation, or	
Administration of Justice elective	3	AJ 170 Private Security	3
SOC 100 Survey of General Sociology, or		*AJ 200 Procedures in the Hawai'i Justice System	3
SOC 218 Introduction to Social Problems	3	Administration of Justice elective	3
*COM 145, BUS/COM 130, or SP 151	3	*ANTH 200 Cultural Anthropology, or	
*ENG 100 or 106**	<u>3</u>	HWST 107 Hawai'i: Center of the Pacific	3
	15	*MATH 100 or higher, or BUSN 189***	<u>3</u>
			15
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
AJ 221 Criminal Law ( <i>if taken for CA, add 3 cr. AJ elective</i> )	3	AJ 224 Rules of Evidence	3
AJ 210 Juvenile Justice, or		*AJ 234 Police-Community Relations, or	
AJ 223 Arrest, Search, and Seizure	3	AJ 270 Loss Prevention	3
Administration of Justice elective	3	*AJ 221 Criminal Law, or AJ 226 Economic Crimes, or	
*PSY 100 Survey of Psychology, or		AJ 230 Principles of Police Supervision, or	
PSY 170 Psychology of Adjustment	3	AJ 231 Stress in Policing, or AJ 232 Officer Survival	3
Humanities elective	<u>3</u>	*AJ 293v Administration of Justice Internship	3
	15	Natural Science elective - <i>except PHYS 50</i>	<u>3</u>
			15

\*Note: Courses required for the Certificate of Achievement.

\*\*Note: ENG 22 or 55 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

\*\*\*Note: MATH 22/82 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

## Agriculture & Natural Resources

The Agriculture & Natural Resources program provides instruction for those in need of training, retraining, or skills upgrading in the field of agriculture, and those wishing to transfer to a four-year college or university. Diverse learning activities are provided at facilities on Maui and Molokai. The Maui facility includes a 10,700 sq. ft. greenhouse and 1.5 acres of vegetable fields and landscapes. The Molokai Farm includes a 5,000 sq. ft. greenhouse, orchards, and vegetable fields on 28 acres of land.

Projections point to a continued need for well-trained people in all aspects of the green industry. Hotels and condominiums face increasing demand for personnel to design and maintain aesthetically pleasing landscapes in an environmentally sound manner. Farms and agriculturally related businesses need informed individuals to implement new technologies and sustainable agriculture techniques. Numerous opportunities exist for entrepreneurs in vegetable, flower, and nursery crop production as well as landscape maintenance. The New Farmer Institute at UHMC is devoted to assisting outstanding students and graduates with becoming agriprenuers. Students interested in an interdisciplinary degree in cultural and natural resource management are encouraged to speak with the program coordinator.

Students may transfer to other institutions after beginning their academic and technical training on Maui or Molokai. Some agriculture courses are articulated or can be used as electives at the University of Hawai'i at Hilo or University of Hawai'i at Mānoa. The eCampus of Oregon State University offers a degree in general agriculture that allows UHMC agriculture students the opportunity to pursue a bachelor degree while living here in Maui County.

☞ Contact the program coordinator, Ann Emmsley, at 984-3243 or by email at [aemmsley@hawaii.edu](mailto:aemmsley@hawaii.edu) for latest program schedule cycle.

### Requirements for Certificates of Competence (CO):

<b>Agricultural Science: 7 credits</b>	Agriculture 122(3), 200(4)
<b>GIS in Ecosystem Management: 8 credits</b>	GIS/ICS 150(4), GIS 180(4)
<b>Landscape Maintenance: 13 credits</b>	Agriculture 235(3), 250(4), 260(3), 269(3)
<b>Nursery Production: 9 credits</b>	Agriculture 230(3), 266(3), 269(3)
<b>Pest Management: 9 credits</b>	Agriculture 174(3), 201(3), 281(3)
<b>Sus. Tropical Crop Production: 18 credits</b>	Agriculture 122(3), 174(3), 194v(3), 233(2), 235(3), 260(3)
<b>Turfgrass Specialist: 23 credits</b>	Agriculture 103(2), 104(2), 122(3), 174(3), 232(1), 235(3), 251(4); English 22, 100, or 106(3); Mathematics 22 or higher(3) <i>Suggested courses to improve employability:</i> AG 200(4), 201(3), 250(4), 269(3), 281(3)

### Requirements for Certificates of Achievement (CA):

<b>Core courses required for CA programs: 27 credits</b>	
Agriculture 122(3), 174(3), 200(4), 201(3), 230(3), 235(3)	Automotive Technology 80(2)
MATH 100 or higher, or BUSN 189(3)**	English 100 or 106(3)*

#### Floriculture Management: 34 credits

*All Core courses(27) plus:*  
Agriculture 263(3), 269(3), 193v(1)

#### Nursery Management: 34 credits

*All Core courses(27) plus:*  
Agriculture 266(3), 269(3), 193v(1)

#### Horticulture & Landscape Maintenance: 40-41 credits

*All Core courses(27) plus:*  
Agriculture 250(4), 260(3), 269(3) or 265(4), 281(3)

#### Sustainable Tropical Crop Management: 41 credits

*All Core courses(27) plus:*  
Agriculture 103(2), 104(1), 193v(1), 232(1), 251(4), 252(2), 281(3)

\*Note: ENG 22 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

\*\*Note: MATH 22/82 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.



**Requirements for Associate in Applied Science (AAS) Degree: 60-62 credits****Horticulture & Landscape Maintenance: 60 credits**

*All CA Horticulture & Landscape courses(40-41) plus:*  
Electives(8) from AG Elective List - Horticulture below  
General Education(12) listed below

**Sustainable Tropical Crop Management: 62 credits**

*All CA Sustainable Tropical Crop courses(41) plus:*  
Electives(9) from AG Elective List - Tropical Crop below  
General Education(12) listed below

**AG Elective List:**

*Tropical Crop options:* Agriculture 113(1), 162(2), 253(4), 263(3), 265(4), 266(3)

*Horticulture options:* Agriculture 194v(1-3), 232(1), 233(2), 251(4), 254(4), 263(3), 265(4), 266(3), or 269(3)  
Trade/Natural Science appropriate to major, including WELD 19B, BIOL 105, 124; GIS 150, SSM 101.

**General Education required for both AAS programs: 12 credits**

BUS/COM 130 or SP 151(3)

ICS 101 or BUSN 150(3)

Humanities elective(3)

Social Science elective(3)

*\*Note: ENG 22 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.*

*\*\*Note: MATH 22/82 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.*



## Auto Body Repair & Painting

The Auto Body Repair & Painting program trains individuals for entry-level employment in the auto body repair and painting trade.

Instruction covers principles on the repair of auto body sheet metal and the application of body fillers and color coatings. There are extensive demonstrations in the proper use and maintenance of special tools and equipment, including special welding techniques. Basic mechanic hand tools, supplies, books, and working clothes are required for enrollment.

☞ Contact the program coordinator, Dennis Tanga, at 984-3214 or by emailing dtanga@hawaii.edu for more information.

### Requirements for Certificates of Competence (CO):

#### Corrosion: 10 credits

Auto Body Repair & Painting 20EFGHI(10)

#### Auto Body Refinishing: 10 credits

Auto Body Repair & Painting 22EFGHI(10)

### Requirements for Certificate of Achievement (CA): 46 credits

Auto Body Repair & Painting 20(10), 22(10), 40(10), 41(10)

English 100 or 106(3)\*\*

Mathematics 100 or higher, or BUSN 189(3)\*\*\*

### Requirements for Associate in Applied Science (AAS) Degree: 61 credits

All CA courses(46) plus:

BUS/COM 130 or

Communication 145(3)

Physics 105(3) - *Natural Science requirement*

Humanities elective(3)

Social Science elective(3)

Elective(3) - *100 or higher*

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ABRP 20E Basic Auto Body	2	*ABRP 22E Basic Auto Refinishing	2
*ABRP 20F Basic Metal Work	2	*ABRP 22F Refinishing Equipment & Techniques	2
*ABRP 20G Auto Sheet Metal	2	*ABRP 22G Complete Refinishing Techniques	2
*ABRP 20H Body & Fender	2	*ABRP 22H Touch-Up Refinishing Techniques	2
*ABRP 20I Auto Body Repair Practicum	2	*ABRP 22I Refinishing Practicum	2
*ENG 100 or 106	3	PHYS 105 Principles of Technology	<u>3</u>
*MATH 100 or higher, or BUSN 189	<u>3</u>		13
	16		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*ABRP 40E Automotive Trim & Glass	2	*ABRP 41E Minor Collision Repair	2
*ABRP 40F Dimensioning Collision Damage	2	*ABRP 41F Mechanical Systems	2
*ABRP 40G Frame Alignment & Repair	2	*ABRP 41G Plastic Panel Repair	2
*ABRP 40H Structural Sectioning	2	*ABRP 41H Management & Estimating	2
*ABRP 40I Major Repairs Practicum	2	*ABRP 41I Minor Repairs Practicum	2
BUS/COM 130 or COM 145	3	Humanities elective	3
Social Science elective	<u>3</u>	Elective - <i>100 or higher</i>	<u>3</u>
	16		16

\*Note: Courses required for the Certificate of Achievement.

\*\*Note: ENG 22/55 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

\*\*\*Note: MATH 22/82 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

## Automotive Technology

The purpose of the Automotive Technology program is to train students for employment in automotive service and repair. The laboratory phase of courses uses modern tools and equipment while performing actual “live” service and repairs on automobiles. The classroom phase includes discussion of principles on the operation of automotive systems and components, demonstration of repair techniques, textbook assignments, and quizzes. Basic mechanic hand tools, supplies, books, and working clothes are required for enrollment. A tool list is available from the instructor.

The Automotive Technology program prerequisite requires placement at English 22 or higher, or consent of instructor, for all Automotive Technology courses except AMT 16 and AMT 80. Students must maintain a valid driver’s license throughout the duration of the Automotive course of study.

👉 Call the program coordinator, Kyle Takushi, at 984-3348 or by emailing [kyleydt@hawaii.edu](mailto:kyleydt@hawaii.edu) for more information.

### Requirements for Certificates of Professional Development (CPD):

- Heating & Air Conditioning: 3 credits** Automotive Technology 43(3)
- Suspension & Steering: 3 credits** Automotive Technology 55(3)

### Requirements for Certificate of Competence (CO):

- Brakes: 4 credits** Automotive Technology 53(4)

### Requirements for Certificate of Achievement (CA): 51-54 credits

- Automotive Technology 20(2),\*\*\*\* 30(6), 40B(4), 40C(4), English 100 or 106(3)\*\*
- 40G(4), 41C(4), 43(3), 46(4), 50(4), 53(4), 55(3) Quantitative Methods 107C(3)
- Welding 19BC(2)

### Requirements for Associate in Applied Science (AAS) Degree: 68-71 credits

- All CA courses(51-54) plus:*
- Automotive Technology 60(8) Humanities elective(3)
  - Communication 145, or English 209 or 210, or Social Science elective(3)
  - Business/Communications 130(3) Physics 101(3) - *Natural Science elective*

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*AMT 20 Introduction to Automotive Mechanics****	0-2	*AMT 30 Engines	6
*AMT 43 Heating & Air Conditioning	3	*AMT 53 Brakes	4
*AMT 46 Power Train	4	*PHYS 101 Technical Automotive Physics	3
*AMT 50 Automatic Transmission	4	*ENG 100 or 106	<u>3</u>
*AMT 55 Suspension & Steering	3		16
*QM 107C Quantitative Methods in AMT	<u>3</u>		
	17-19		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*AMT 40B Fuel & Emission Systems	4	*AMT 40G Ignition Systems	4
*AMT 40C Electrical/Electronics I	4	AMT 60 Diagnostic & Repair	8
*AMT 41C Electrical/Electronics II	4	*WELD 19BC Welding for Trades & Automotive	2
COM 145, ENG 209 or 210, or BUS/COM 130	<u>3</u>	Humanities elective	3
	15	Social Science elective	<u>3</u>
			20

*\*Note: Courses required for the Certificate of Achievement.*

*\*\*Note: ENG 22/55 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.*

*\*\*\*Note: MATH 22/82 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.*

*\*\*\*\*Note: All AMT students are required to take AMT 20 in their first semester at UH Maui College unless they have earned the 2+2 credit or have been waived by the program coordinator.*

## Business Careers

The Business Careers program offers various levels of educational opportunity:

- Certificates designed for students and community members who wish to acquire or upgrade their skills and knowledge.
- One-year Certificate of Achievement that provides essential skills and knowledge in business, communication, writing, and mathematics.
- Two-year Associate in Applied Science with three options: Option I is general; Option II is articulated with the UH West Oahu Bachelor of Arts in Business Administration (BABA) available in Maui County; and Option III provides the first two years for the Bachelor of Applied Science in Applied Business and Information Technology at UH Maui College.
- Transferable courses for four-year business programs at UH Mānoa, UH Hilo, and other institutions.

Students interested in a baccalaureate program should take the appropriate mathematics sequence early in order to complete required course(s) and should see a counselor about specific requirements for entrance to baccalaureate programs. *Not all Business Careers courses will transfer and fill baccalaureate requirements.* Baccalaureate programs additionally have specific GPA entrance requirements that may be higher than 2.0. Students should elect letter grades (A, B, C, etc.).

Certificate of Achievement requirements are at least 32 credits with a 2.0 or higher and no more than 15 credits taken for CR/NC grades. Grade C or better is required in the following: ENG 100, COM 145 or BUS/COM 130, and 3 credits of Accounting. Associate in Applied Science requirements are 62-66 credits with a 2.0 or higher with no more than 30 credits taken for CR/NC grades including the above CA requirements and 3 additional credits of English with grade C or better.

☞ Contact the program coordinator, Rick Miller, at 984-3211 or by email at rickm@hawaii.edu for more information.

### Requirements for Certificates of Professional Development (CPD):

<b>Entrepreneurship I: 3 credits</b>	BUS 125(3)
<b>Marketing: 3 credits</b>	MKT 120(3)
<b>Supervision I: 3 credits</b>	MGT 118(3)

### Requirements for Certificates of Competence (CO):

<b>Entrepreneurship II: 9 credits</b>	<i>(Prereq: CO Entrepreneurship I)</i> MGT 124(3), ACC 124 or 201(3), BLAW 200(3)
<b>Supervision II: 9 credits</b>	MGT 118(3), 122(3); BUS/COM 130(3)
<b>Leadership Training: 9 credits</b>	IS 101(3); 105CD(1,1); BUS/COM 130 or COM 145(3); CASE 193v/HSER 194/ECED 191v(1)
<b>e-Marketing: 9 credits</b>	MKT 120(3), 285(3); BUSN 150(3), 261(3)

### Requirements for Certificate of Achievement (CA): 32 credits

Business 120(3)  
Accounting 124(3) and 125(3), or  
Accounting 201(3) and Business elective(3)\*  
Marketing 120(3)\*  
Business elective(3)\*

Business Technology 189(3)\*  
Business Technology 150 or ICS 101(3)  
Management 122, Psychology 100, or Sociology 100(3)\*  
Interdisciplinary Studies 106(2)  
Business/Communication 130(3)  
English 100(3)\*\*

### Requirements for Associate in Applied Science (AAS) Degree: 62-66 credits

*All CA courses(32) plus:*

Business Law 200(3)\*  
English 209(3)  
Humanities elective(3)

Natural Science elective(3) or (7) - *depending on option selected\**  
Social Science elective(3)\*  
Program electives(15)\*

### Three options are available under the AAS Business Careers degree based on educational goals:

- Option I:** For students seeking a general two-year business program (AAS).  
**Option II:** For students planning to transfer to the BA in Business Administration at UH West Oahu (AAS > BABA).  
**Option III:** For students planning to enter the BAS in Applied Business and Information Technology: see ABIT map.

\* Note: See list on next page or consult a counselor, program coordinator, or appropriate faculty member for approved alternative.

\*\* Note: ENG 22/55 may be substituted for the Certificate of Achievement for those not going on to the AAS degree.

**Option I: 60-61 credits**

**Full-time students planning a general AAS in Business Careers would take courses in this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
ACC 124 Principles of Accounting I** or ACC 201 Financial Accounting*	3	and ACC 125 Principles of Accounting II** and Business elective - <i>see list below</i>	3
BUS 120 Introduction to Business	3	BUSN 189 Business Mathematics	3
BUSN 150 Introduction to Business Computing, or ICS 101 Computing Literacy & Applications	3	MGT 122, PSY 100, or SOC 100	3
ENG 100 Composition I	3	MKT 120 Introduction to Marketing Business elective - <i>see list below</i>	<u>3</u>
BUS/COM 130 Business Communication-Oral	<u>3</u>		15
	15		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
BLAW 200 Legal Environment Bus - <i>or approved alternative</i>	3	Humanities elective	3
ENG 209 Managerial Writing	3	Social Science elective	3
Program electives - <i>see list below</i>	6	Program electives - <i>see list below</i>	<u>9</u>
Natural Science elective - <i>except PHYS 50</i>	<u>3-4</u>		15
	15-16		

**Option I - Business Elective** Choose one 3-credit course from the following list:

ACC 202\*; BUS 125; BUSN 261, 262; MGT 118; ECON 130, 131; other course(s) approved by program coordinator (1-3).

**Option I - Program Electives** Choose 5 courses totaling 15 credits from the Business Elective list above and/or from the following list:

ACC 132, 137, 150, 190v(1-3), 255; BUS 190v(1-6), 193v(1-6), 290v(1-6), 295; BUSN 110, 151; COM 145, 210; ECON 120; ICS 102; MGT 124; MKT 160, 285; PSY 100, 170, 250; SP 151, 251; other course(s) approved by program coordinator(1-3).

**Option II - AAS > BABA: 62-66 credits**

A maximum of 66 lower division credits numbered 100 or above may be transferred to the UH West Oahu Bachelor of Arts in Business Administration (BABA). Substitutions must have prior approval: see a counselor, the program coordinator, or the UH Center-Maui.

**Option II Required Courses** (*Use the Option I scheduling sequence as a guide.*)

ACC 201 Financial Accounting(3)	MATH 115 Statistics(3)
ACC 202 Managerial Accounting(3)	MGT 122 Organizational Behavior(3)
BUSN 150 Introduction to Business Computing, or ICS 101 Computing Literacy and Applications(3)	MKT 120 Principles of Marketing(3)
BLAW 200 Legal Environment of Business(3)	PSY 100 Survey of Psychology, or SOC 100 Survey of General Sociology, or POLS 110 Introduction to Political Science, or ANTH(3) - 100-level or above
BUS 120 Principles of Business(3)	Business elective: BUS 125 Small Business Management, or MGT 118 Introduction to Supervision, or MKT 160 Advertising and Promotion, or BUSN 261 Web Construction Fund & Marketing, or BUSN 262 e-Commerce Web Construction & Marketing(3)
BUS/COM 130 Business Communication - Oral(3)	Humanities elective: PHIL 100 Survey of Problems, or PHIL 101 Morals and Society, or a History course(3) - <i>not a COM, ENG or SP course</i>
COM 145 Interpersonal Communication I, or COM 210 Intercultural Communication I, or SP 151 Personal and Public Speech(3)	Natural Science elective(3-4) - 100-level or above
ECON 130 Principles of Economics: Microeconomics(3) - <i>Social Science elective</i>	Mathematics/Natural Science elective: Math or Natural Science (3-4) - 100-level or above
ECON 131 Principles of Economics: Macroeconomics(3)	
ENG 100 Composition I(3)	
ENG 209 Managerial Writing(3)	
ENG 210 Research Writing(3) - <i>waives UH West Oahu course HUM 310 with grade C or better</i>	

\*Note: If ACC 201 is taken, Business electives are 6 credits. Students planning to transfer to a baccalaureate program need ACC 202.

\*\*Note: Students who take ACC 124 and 125 and transfer to UH West Oahu or enter the ABIT program will need to take ACC 202; however, only 6 credits of Accounting will be accepted for transfer.

## Business Technology

The Business Technology career ladder is competency based and focuses on the skills, knowledge, and attitudes needed to prepare for office positions in government or industry. The curriculum includes specialties, as well as general offerings, to broaden students' background and to enhance employment and promotion possibilities. The Business Technology umbrella offers credentials at four levels.

- Certificate of Competence (CO) in Basic Office Skills reviews skills prerequisite to the career ladder program as well as for entry-level positions such as Receptionist, General Office Clerk, or Clerk Typist. The CO in Medical Assistant I prepares students for medical assistant positions that do not require a degree.
- Certificate of Achievement (CA) prepares students for the more complex roles of Administrative Assistant, Computer Operator, Medical Secretary, or Medical Office Specialist.
- Associate in Applied Science (AAS) degree advances skills and provides focus in two specialty areas. The Information Processing specialty prepares for responsible positions using integrated word processing, database, and spreadsheet applications, as well as for nationally recognized office specialist certification exams. Medical Assistant II prepares for work in out-patient or in-patient environments in positions that require an AAS degree, including Medical Assistant, Doctor's Assistant, Medical Office Assistant, Clinical Assistant, and Health Unit Coordinator.

*Grade C or better in each required course (excluding electives) must be attained to qualify for all certificates and degrees. Required courses completed through credit by examination with a CR grade may also be used toward Business Technology certificates and degrees.*

✋ Contact the program coordinator, Sanford Low, at 984-3305 or by email at sanfordl@hawaii.edu for more information.

### Requirements for Certificate of Competence (CO):

**Basic Office Skills – Pre-Business Technology: 5-8 credits** *(Summer bridge or Fall courses, articulation, or testing)*

Business Technology 89(1), 70(1), and 121(3)      ENG 15 or 22(3), or placement at ENG 100  
Mathematics 22, or placement at Mathematics 82

*Note: At least four of the required credits must be completed from UH Maui College courses. Up to five BUSN credits may be satisfied through pre-testing prior to registration, high school articulation or transcript evaluation, or by obtaining program coordinator consent.*

### Business Technology: 16 credits

Business Technology 150 or Information & Computer Science 101(3)      Business Technology 166(1), 170(3), 189(3)  
Business Technology 161, Business 120, or Management 118(3)      English 100(3)

### Medical Assistant I: 22 credits

Business Technology 150 or Information & Computer Science 101(3)      Health 129(3)  
Business Technology 161, Business 120, or Management 118(3)      Nursing 100(6)  
Business Technology 193v(1)      Biology 100(3)  
English 100(3)\*\*

### Virtual Office Assistant: 23 credits

Business Technology 121 or 123(3)      Accounting 124 or 201(3)  
Business Technology 150 or Information & Computer Science 101(3)      Business Technology 151(3), 158(3), 159(3), 164(3), 193v(2)

### Requirements for Certificate of Achievement (CA): 31 credits

*All Business Technology CO courses(16), plus:*      Business/Communication 130 or Communication 145(3)  
Business Technology 123(3), 151(3), 157(3)      English 209(3)

### Requirements for Associate in Applied Science (AAS) Degrees:

#### Information Processing Specialty: 60-61 credits

*All CA courses(31), plus:*  
Business Technology 110 or 261(3), 193v(2-3),\* 232(3), 292(3)      Social Science elective(3) - 100 or above  
Accounting 124 or 201(3)      General Education elective(3) - 100 or above  
Natural Science elective(3) - *except PHYS 50*      Two electives(6) from Information Processing map

#### Medical Assistant II Specialty: 62 credits *Students who earn this degree also qualify for the Business Technology CC & CA by applying.*

*All Medical Assistant I CO courses(22), plus:*  
Business Technology 123(3), 151(3), 166(1), 170(3),      Business/Communication 130 or Communication 145(3)  
185(3), 189(3), 193v(2), 292(3)      English 209(3)  
Accounting 124 or 201(3)      Social Science elective(3) - 100 or above  
Pharmacology 105(1), 106(3), 107(3)

\*Note: Either 2 or 3 credits are required depending on prior work experience as approved by a counselor or program coordinator.

\*\*Note: ENG 22 or 55 may be substituted for the MedAsst I certificate for those not going on to the MedAsst II degree.

**Full-time Information Processing students would take courses in this sequence:**

<b>CO - Business Technology</b>		<b>CA - Business Technology</b>	
First Semester (Fall)	Credits	Second Semester (Spring)	Credits
BUSN 150 or ICS 101	3	BUSN 123 Word Processing for Business	3
BUSN 161, BUS 120, or MGT 118	3	BUSN 151 Intermediate Business Computing	3
BUSN 166 Professional Employment Preparation	1	BUSN 157 Desktop Publishing For Business	3
BUSN 170 Records & Information Management	3	BUS/COM 130 Business Communication-Oral, or	
BUSN 189 Business Mathematics	3	COM 145 Interpersonal Communication I	3
ENG 100 Composition I	<u>3</u>	ENG 209 Business & Managerial Writing	<u>3</u>
	16		15

**AAS - Information Processing Specialty**

Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 Principles of Accounting, or		BUSN 292 Integrated Office Procedures	3
ACC 201 Introduction to Financial Accounting	3	Natural Science elective	3
BUSN 110 Office Computer Troubleshoot-Maint, or		General Education elective	3
BUSN 261 Web Page Construction Fund & Marketing	3	Two electives(6) from this list, or other approved course:	
BUSN 193v Business Technology Coop Education	2-3	ACC 125, 201; BLAW 200; BUSN 110, 158, 159, 237,	
BUSN 232 Business Computer Spreadsheets	3	261, 286; ICS 205, 214	<u>6</u>
Social Science elective	<u>3</u>		15
	14-15		

**Full-time Medical Assistant I (CO) and Medical Assistant II (AAS) students would take this sequence:\*\***

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*HLTH 129	3	*BUSN 150 or ICS 101	3
*NURS 100 Nurse Aide Training	6	*BUSN 161, BUS 120, or MGT 118	3
BUSN 123 Word Processing for Business	3	*BIOL 100 Human Biology - <i>Natural Science elective</i>	3
*ENG 100 Composition I	<u>3</u>	BUSN 166 Professional Employment Preparation	1
	15	BUSN 170 Records & Information Management	3
Summer Session (6 weeks)		BUSN 189 Business Mathematics	<u>3</u>
BUSN 193v Business Technology Coop Education	1		16
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ACC 124 Principles of Accounting I, or		BUSN 185 Processing Physician Orders	3
ACC 201 Introduction to Financial Accounting	3	BUSN 292 Integrated Office Procedures	3
BUSN 151 Intermediate Business Computing	3	PHRM 105 Administration of Medications	1
*BUSN 193v Business Technology Coop Education	2	PHRM 106 Intro to Pharmacy - <i>General Education elective</i>	3
BUS/COM 130 Business Communication-Oral, or		PHRM 107 Pharm Fundamentals: Treatment of Disease	3
Communication 145 Interpersonal Communication I	3	Social Science elective	<u>3</u>
ENG 209 Bus & Managerial Writing - <i>Humanities elective</i>	<u>3</u>		16
	14		

\*Note: Courses required for MedAsst I (CO). MedAsst I students not going on to the AAS degree may substitute ENG 22/55 for ENG 100.

\*\*Note: MedAsst II grads may receive Business Technology CO & CA by applying.

## Culinary Arts

The Culinary Arts career-ladder program is based on three levels of competencies offered in two specialty areas: Culinary Arts and Baking. The competency-based instruction focuses on skills, knowledge, and attitudes needed for success in the hospitality industry.

Lab requirements include basic hand tools, knives, safety shoes, books, appropriate uniforms, proof of negative TB test, and compliance with culinary personal hygiene code requirements. Both the Culinary Arts and Baking Associate in Applied Science specialty degrees are fully accredited by the ACFEFAC (American Culinary Federation Education Foundation Accrediting Commission). Minimum placement test levels of English 22 and Mathematics 50H are required for all incoming Culinary Arts students. It is strongly recommended that prospective students meet with Culinary Arts advisors before entry into Culinary Arts courses.

For information regarding appropriate purchase of program approved standard uniforms, shoes, and knife sets, contact the culinary arts counselor. Culinary majors are assessed \$180 per term (prorated for part-time). Those with prior-term GPA of 3.0 or higher may apply for a scholarship by contacting [dlouie@hawaii.edu](mailto:dlouie@hawaii.edu) for information.

☞ Contact the program curriculum coordinator, Craig Omori, at 984-3686 or by email at [omori@hawaii.edu](mailto:omori@hawaii.edu) for more information.

### Requirements for Certificates of Competence (CO):

**Culinary Arts: 16 credits**

Culinary 120(4), 123(4), 130(4), 271(4)

**Pastry Cook: 16 credits**

Culinary 150(4), 155(4), 250(4), 251(4)

### Requirements for Certificate of Achievement (CA) - Culinary Arts: 27 credits

Culinary 111(2), 112(2), 120(4), 123(4), 130(4),  
150(4), 292v(1)

Culinary 100 or Mathematics 100 or 103  
English 100(3)\*

### Requirements for Associate in Applied Science (AAS) Degrees:

**Culinary Arts: 63 credits**

*All Culinary Arts CA courses(27) plus:*

Culinary 115(2), 116(1), 160(4), 220(4), 240(3), 271(4), 293v(3)  
Hospitality & Toursim 154(3)  
Food Science & Human Nutrition 185 or 285(3)

BUS/COM 130, COM 145, SP 151, or LSK 110(3)  
Humanities elective(3) - 100-level  
Social Science elective(3) - 100-level

**Baking: 70 credits**

*All Pastry Cook CO courses(16) plus:*

Culinary 111(2), 112(2), 116(1), 120(4), 123(4), 130(4), 160(4),  
220(4), 271(4), 292v(1), 293v(3)  
Hospitality & Toursim 154(3)  
Food Science & Human Nutrition 185 or 285(3)  
BUS/COM 130, COM 145, SP 151, or LSK 110(3)

Humanities elective(3) - 100-level  
Social Science elective(3) - 100-level  
Culinary 100 or Mathematics 100 or 103  
English 100(3)\*

\*Note: ENG 22 may be substituted for the Certificate of Achievement.





**Full-time Culinary Arts students would take courses in sequence:**

First Semester	Credits	Second Semester	Credits
*CULN 111 Introduction to the Culinary Industry	2	*CULN 120 Fundamentals of Cookery	4
*CULN 112 Sanitation and Safety	2	*CULN 130 Intermediate Cookery	4
*CULN 123 Culinary Basics	4	BUS/COM 145, 130, SP 151, or LSK 110	3
*CULN 150 Fundamentals of Baking	4	*CULN 292v Work Practicum	1
*CULN 100, or MATH 100 or 103	<u>3</u>	*ENG 100 Composition I	<u>3</u>
	15		15
 Summer	 Credits		
CULN 293v	3		
 Third Semester	 Credits	 Fourth Semester	 Credits
CULN 160 Dining Room Service	4	CULN 116 Culinary Sustainability	1
CULN 220 Advanced Cookery	4	CULN 240 Garde Manger	3
CULN 115 Menu Merchandising	2	CULN 271 Purchasing & Cost Controls	4
HOST 154 Food & Beverage Operations	3	FSHN 185 or 285	3
Humanities elective - 100-level	<u>3</u>	Social Science elective - 100-level	<u>3</u>
	16		14

**Full-Time Baking students would take courses in this sequence:**

First Semester	Credits	Second Semester	Credits
CULN 111 Intro to the Culinary Industry	2	CULN 116 Culinary Sustainability	1
CULN 112 Sanitation & Safety	2	CULN 120 Fundamentals of Cookery	4
CULN 123 Culinary Basics	4	CULN 130 Intermediate Cookery	4
** CULN 150 Fundamentals of Baking	4	CULN 292v Work Practicum & Seminar	1
CULN 100, or MATH 100 or 103	<u>3</u>	ENG 100 Composition I	3
	15	BUS/COM 145, COM 130, SP 151, or LSK 110	<u>3</u>
			16
 Summer	 Credits		
**CULN 155 Intermediate Baking	5		
 Third Semester	 Credits	 Fourth Semester	 Credits
CULN 160 Dining Room Service	4	**CULN 251 Advanced Baking II	4
CULN 220 Advance Cookery	4	CULN 271 Purchasing & Cost Controls	4
**CULN 250 Advanced Baking I	4	CULN 293v Culinary Field Experiences	3
Humanities elective - 100-level	3	FSHN 185 or 283	3
HOST 154 Food & Beverage Operations	<u>3</u>	Social Science elective - 100-level	<u>3</u>
	18		17

**Crosswalk for New Culinary Courses**

- CULN 121 & CULN 122 (Old) → CULN 123 (New)
- CULN 131 & CULN 140 (Old) → CULN 130 (New)

\*Note: Courses required for the Certificate of Achievement.

\*\*Note: Courses required for the Pastry Cook Certificate of Competence.



## Dental Assisting

The Dental Assisting program is a two-semester program that is accredited by the American Dental Association Commission on Dental Accreditation (ADACODA) and prepares individuals to work as a Chairside Assistant in dental offices and settings. The employment rate for Dental Assistants in the U.S. is expected to increase by 25 percent in the 10-year period 2012 through 2022.

The curriculum is organized in accordance with requirements of the American Dental Association Commission on Dental Accreditation with consultation from the Maui County Dental Society. Hands-on experience is achieved through clinical practice in the Daniel K. Inouye Allied Health Center and in dental offices and clinics. Graduates are eligible to take the Dental Assisting National Board (DANB).

Per UH Board of Regents policy, priority for admission to the high demand Dental Assisting and Dental Hygiene programs is given first to fully qualified State of Hawai'i residents as determined by the registrar for tuition purposes.\* Qualified non-residents are considered after qualified Hawai'i residents have filled all available openings. *Admission to UH Maui College does not guarantee admission to the Dental Assisting program.*

The following minimum competencies are required of students entering the Dental Assisting program: a) English 22 with grade C or better, or placement at English 100; and b) Biology 100 with grade C or better. Courses may be repeated once to raise a grade. Of the two times that the course has been taken, the higher grade is utilized for admission purposes. Only grades in the first two attempts are considered for admission. In the event of a tie (i.e., 2 students having the same points in the Program Application), the student with the highest UHMC grade point average is offered admission to the program.

Science "lecture" courses (e.g., BIOL 100) required for admission to dental programs have a 10-year time limit, which must be completed within the last ten years prior to the application deadline. A "lab" course does not have a time limit (e.g., ZOOL 141 or 142), which may be repeated in the UH system online as a 3-credit lecture-only class.

*The application deadline for the Fall cohort is June 1.* Visit the UH Maui College dental website at: [maui.hawaii.edu/dental](http://maui.hawaii.edu/dental)

✋ Contact the Dental Assisting program coordinator, Joyce Yamada at 984-3663 or by email at [yamadajo@hawaii.edu](mailto:yamadajo@hawaii.edu) for information.

### Requirements for Certificate of Competence (CO): 23 credits

Dental Assisting 120(3), 150(2), 151(5), 152(4), 154(1), 164(3), 165(2), 176(2), 177(1) *Grade C or better is required in all courses.*

### Cohort\*\* takes courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
DENT 154 Dental Materials***	1	DENT 152 Chairside Dental Assisting	4
DENT 150 Orientation to Dental Assisting	2	DENT 120 Dental Office Management	3
DENT 151 Introduction to Chairside Dental Assisting	5	DENT 165 Oral Biology II	2
DENT 164 Oral Biology I	3	DENT 177 Dental Radiography II***	<u>1</u>
DENT 176 Dental Radiography I***	<u>2</u>		10
	13		

\*Note: *All transfer applicants who have taken dental assisting coursework at another accredited dental assisting program will be evaluated on an individual basis. The applicant must present a letter from the former dental assisting program, stating the circumstances necessitating the transfer. Opportunities for transfer applicants to enter dental assisting classes are limited to those instances where space becomes available.*

\*\*Note: *Scheduling is designed for students to complete the program in two semesters within a cohort.*

\*\*\*Note: *Process for Credit by Examination (demonstrating competency) is available in DENT 154, 176, and 177 to those students who hold an active Certified Dental Assistant (Dental Assisting National Board - DANB) license.*

## Dental Hygiene

The Dental Hygiene program is a four semester and one summer session program within a cohort\* that prepares individuals to work in general and specialty dental offices, hospitals, schools, and public health agencies. Emphasis is placed on the correlations among prevention, education, and the clinical phases of dental hygiene practice as well as basic and social sciences. The program is the second step in the Dental Assisting > Dental Hygiene career ladder. The curriculum is organized in accordance with requirements of the American Dental Association Commission on Dental Accreditation for a Dental Hygiene program and with consultation from the Maui County Dental Association and the Maui County Dental Alliance. The program in dental hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is: <https://www.ada.org/100.apsx>. Graduates are eligible to take the National Board of Dental Hygiene Exam, Central Regional Dental Testing Service Exam, and apply for license with the Hawai'i Board of Dental Examiners.

The following minimum courses (28 credits) are required of students entering the Dental Hygiene program: ENG 100, MATH 100, 103, or 115, MICR 130 and 140, ZOO 141 and 142, and DENT 154\*\*, 164, 165, 176\*\*, 177\*\*, all with grade C or better. General Education AS credits (shown below in parentheses) may be completed early to reduce courseload and to be more competitive in the selection process.

*The application deadline for Fall Cohort is May 1. The application process will include an interview and writing exercise. Visit the UH Maui College dental website at: [maui.hawaii.edu/dental](http://maui.hawaii.edu/dental)*

☞ Contact the Dental Hygiene program coordinator, Rosie Vierra, at 984-3313 or by email at [rivierra@hawaii.edu](mailto:rivierra@hawaii.edu) for information.

### Requirements for Associate in Science (AS) Degree: 91 credits

*All prerequisite courses(28) cited above plus:*

Dental Hygiene 150(2), 153(2), 155(1), 156(3), 158(2), 173(1), 254(3), 255(2), 256(2), 257(2), 258(2), 260(4), 261(2), 262(5), 263(5), 264(2), 265(1), 266(2), 267(1), 269(1)	Pharmacology 203(3) Psychology 100 or Sociology 100(3) Speech 151 or Communication 145(3) Humanities elective(3)
Biochemistry 241(3)	
Food Science & Human Nutrition 285(3)	

*Grade C or better is required in all General Education and didactic Dental Hygiene courses, and Grade B or better in all clinical DH courses.*

### Cohort\* takes courses in this sequence: (Parenthesis show General Education courses recommended to be taken beforehand.)

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
DH 150 Oral Histology and Embryology	2	DH 254 Pathology for DH and Special Patient Populations	3
DH 153 Assessment Procedures in Dental Hygiene	2	DH 255 Oral Pathology in Dental Hygiene	2
DH 155 Dental Emergencies	1	DH 257 Periodontics 1 and Advanced Clinical Techniques	2
DH 156 Pre-Clinical Dental Hygiene	3	DH 260 Clinical Dental Hygiene 1	4
DH 158 Anatomical Science	2	DH 269 Clinical Radiography & Interpretation	1
DH 173 Dental Health Education	1	FSHN 285 The Science of Human Nutrition	(3)
DH 267 Dental Radiology & Interpretation	1	Humanities elective	<u>(3)</u>
BIOC 241 Fundamentals of Biochemistry	(3)		(6) 12
PHRM 203 General Pharmacology	<u>(3)</u>		
	(6) 12		
 Summer Session (8 weeks)	 Credits		
DH 256 Applied Pharmacology in Dentistry	2		
DH 261 Clinical Dental Hygiene 2	2		
DH 266 Local Anesthesia & Pain Control	<u>2</u>		
	6		
 Third Semester (Fall)	 Credits	 Fourth Semester (Spring)	 Credits
DH 258 Periodontics 2 and Advanced Clinical Techniques	2	DH 263 Clinical Dental Hygiene 4	5
DH 262 Clinical Dental Hygiene 3	5	DH 265 Law and Ethics in Dental Hygiene	1
DH 264 Community Dental Health	2	PSY 100 or SOC 100	<u>(3)</u>
SP 151 Personal and Public Speech, or			(3) 6
COM 145 Interpersonal Communication	<u>(3)</u>		
	(3) 9		

\*Note: Scheduling is designed for a cohort of students to complete the program in four semesters and a summer session.

\*\*Note: DENT 154, 176, and 177 are eligible for Credit by Exam to students who hold an active Certified Dental Assistant (Dental Assisting National Board-DANNB) license. See website <http://www.maui.hawaii.edu/dental>

## Early Childhood Education

The Early Childhood Education program is designed to prepare students to work with young children from birth to 5 and their families. The curriculum is organized around a core of courses that provide skills and knowledge needed by early childhood educators. This Associate in Science in Early Childhood Education articulates into the UH West Oahu Bachelor in Social Science, Early Childhood Education concentration. Students who have a current CDA (Child Development Associate) credential (without ECED 190 credit) may apply for 4 credits of ECED 191v (Early Childhood Field Experience 1B) after taking 12 credits of UHMC courses. The student will receive "credit" and no grade for the class, per the policy *Credit for Non-Collegiate Instruction in the UHMC General Catalog*. See program coordinator to initiate the process.

☞ Contact the program coordinator, Elaine Yamashita, at 984-3208 or by email at [yamash@hawaii.edu](mailto:yamash@hawaii.edu) for a careful selection of courses.

### Requirements for Certificates of Competence (CO)

#### Preschool Child Development Associate: 9 credits

Education 105(3), 110(3), 131(3)

2.0 GPA required in courses taken for CO.

CO fulfills only the education part of CDA - see program coordinator.

#### Early Childhood Education: 22 credits

ECED 105(3), 110(3), 131(3), 190 or 191v(4),<sup>b</sup> 291v(3)<sup>b,d</sup>

ECED/Family Resources 140(3)

ECED 245/Family Resources 235(3)

3.2 GPA required in CO courses & grade C or better in each.

#### Early Childhood Option: 12 credits from this list

For those with bachelor degrees in any field other than ECED or ElemEd

ECED 105(3), 110(3), 115(3), 131(3), ECED 140/FAMR 140(3),

ECED 245/FAMR 235(3), 190(4), 191v(1-4), 291v(1-4), 263(3), 264(3)

or 275(3) 2.0 GPA required in CO courses & grade C or better in each.

### Requirements for Certificate of Achievement (CA): 38 credits

ECED 105(3), 110(3), 115(3), 131(3), ECED 140/FAMR 140(3), English 100(3)

ECED 245/FAMR 235(3), 190 or 191v(4)<sup>b</sup>, 263(3), 264(3), 291v(4)<sup>b,d</sup> Mathematics 103 (required for UHWO), 111, or 115, or PHIL 110(3)<sup>c</sup>

### Requirements for Associate in Science (AS) Degree - Early Childhood Specialization: 62-63 credits

All CA courses(38) plus:

ECED 275(3) or ECED elective

Human Services 110(3)

Art 101(3)

Communication 145 or Speech 151(3)

English 210(3)

Humanities elective - *HWST 107(3) recommended*

Natural Science elective(3-4) - *except PHYS 50*

PSY 100, SOC 100, or ANTH 200(3)

### Full-time Early Childhood Education Specialization students would take courses in this sequence:<sup>e</sup>

Students are strongly recommended to meet with program coordinator to plan course sequence.

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ECED 105 Introduction to Early Childhood	3	ECED 110 Developmentally Appropriate Practices	3
*ECED 131 Early Childhood Development	3	*ECED/FAMR 140 Guidance of Children in Groups	3
ECED 245/FAMR 235 Child, Family, Community	3	*ECED 190/191v Early Childhood Field Experience IA or IB <sup>b</sup>	4
*PSY 100 Survey of Psychology, or SOC 100 Survey of Sociology, or ANTH 200 Cultural Anthropology	3	Humanities elective - <i>HWST 107(3) recommended</i>	3
*ENG 100 Composition	<u>3</u>	MATH 103, 100, 111, 115, or PHIL 110 <sup>c</sup>	<u>3</u>
	15		16
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*ECED 115 Health, Safety, Nutrition	3	*ECED 264 Inquiry & Physical Curriculum	3
*ECED 263 Language & Creative Expression Curriculum	3	*ECED 275 Children with Special Needs or ECED elective	3
COM 145 Interpersonal Communication, or SP 151 Personal and Public Speech	3	*ECED 291v Early Childhood Field Experience II <sup>b,d</sup>	4
ENG 210 Research Writing	3	ART 101 Introduction to Visual Arts	3
HSER 110 Introduction to Human Services	<u>3</u>	Natural Science elective(3-4) - <i>except PHYS 50</i>	<u>3-4</u>
	15		16-17

\* Note: Courses required for the Certificate of Achievement.

<sup>b</sup> Note: Students may be required to obtain a physical or doctor's note, and to be fingerprinted, all at students' expense.

<sup>c</sup> Note: Students using PHIL 110 to meet this requirement must place at MATH 100 in order to graduate.

<sup>d</sup> Note: Students with Associates degree or UHWO goal should take ED 291v for 4 credits.

<sup>e</sup> Note: Other courses are required for articulation with UHWO; see program coordinator.

### Electronic & Computer Engineering Technology

The Electronic & Computer Engineering Technology (ECET) program, provides students with the skills and knowledge required for entry level employment within the high-technology industry as electronic /electro-optic technicians, renewable energy technicians, telecom technicians, and network system administrators. Students learn fundamental engineering concepts, computer programming, mathematics, and physics relevant to a wide variety of industries on Maui. Training, equipment, and supplies are provided for 3-D printing and circuit board fabrication. Software applications for circuit simulation, CAD, finite element analysis, and microprocessor control are utilized. The program requires written and verbal proficiencies and emphasizes laboratory competencies. Internship and job placement opportunities in a variety of engineering technology positions are provided.

The ECET program is the lower division pathway to the Bachelor of Applied Science (BAS) in Engineering Technology (ENGT). Courses prerequisite to the BAS require grade C or better.

#### ECET Admission Process (including Cybersercurity CO)

Admission requires the following steps: 1) Complete the COMPASS Math and English placement tests. 2) Schedule an application review counseling session to create an academic plan of study by contacting the program coordinator Mark Hoffman (markhoff@hawaii.edu, 984-3321) or the program counselor Kulamanu Ishihara (vorhies@hawaii.edu, 984-3272). Applications are reviewed on a first-come, first-served basis. COMPASS scores are required for counseling and for ECET course placements.

#### Certificate of Competence (CO) in Cybersecurity: 18 credits

*Prereq. ENG 22, MATH 82, and ICS 101, all with grade C or better (or placement to higher course); and consent.*

Information & Computer Science 101(3), 169(3), 184(3), 171(3), 281(3), and 282(3)

#### Requirements for Certificate of Competence (CO) in Electronic & Computer Engineering Technology: 10 credits

Electronics 101(3), 102(4)

Information & Computer Science 101(3)

#### Requirements for Certificate of Achievement (CA): 26 credits

Electronics 105(4), 106(4)

Mathematics 119(4)

Information & Computer Science 110(3), 111(4)

English 100(3)

Physics 105(4) - *Natural Science elective*

#### Requirements for Associate in Science (AS): 61 credits

*All CA courses (22) plus:*

Electronics 140(4), 161(3), 201(4), 205(4),

210(3), 212(3), 296(3)

Humanities elective (3) - *100 or above*

Sociology 100 or Psychology 100(3)\*\* - *Social Science elective*

Electronics/ICS 193v(1), 293v(1)

BUS/COM 130 or COM 145(3)\*\* - *Communication elective*

#### Cohort takes courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*ETRO 105 Electronic Circuit Analysis I	4	*ETRO 106 Electronic Circuit Analysis II	4
*ICS 110 Intro to Computer Programming**	3	*ICS 111 Intro to Computer Science I	4
*MATH 119****	4	*PHYS 105 Principles of Technology	4
Social Science elective - <i>100 or above</i>	3	Communication elective 100 or above	<u>3</u>
Humanities elective - <i>100 or above</i>	<u>3</u>		15
	17		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
ETRO 140 Computer Networking I	4	ETRO 161 Intro to Optics & Photonics - <i>Technical elective**</i>	3
ETRO/ICS 193v Internship I	1	ETRO 205 Digital Computer Technology II	4
ETRO 201 Digital Computer Technology I	4	ETRO 212 Electronic Technology II	4
ETRO 210 Electronic Technology I	3	ETRO 293v Engineering Technology Internship II	1
ENG 210 Humanities elective**	<u>3</u>	ETRO 296 Special Projects in Electronic Technology	<u>3</u>
	15		14

\*Note: Courses required for the Certificate of Achievement.

\*\*Note: Prerequisite to the BAS in Engineering Technology. Students not planning to pursue the BAS may see program advisor about another course.

\*\*\*Note: ICS 101 with grade C or better or consent is a prerequisite for ICS 110.

\*\*\*\*Note: MATH 135 and MATH 140 maybe substituted for MATH 119.

## Fashion Technology

The Fashion Technology program provides comprehensive training in apparel production and fashion design required by entrepreneurs and businesses in the fashion industry. The program develops technical skills required for job entry, retraining for the garment industry, and upgrading of sewing and pattern making skills for those already employed in the field.

Laboratory activities promote the development of skills in designing, pattern drafting, and construction of basic and advanced apparel. The use of industry equipment and sewing techniques are demonstrated in group instruction. When special techniques and problems are encountered, students are given specialized instruction.

☞ Contact the program coordinator, Cheryl Maeda, at 984-3292 or by email at [maedache@hawaii.edu](mailto:maedache@hawaii.edu) for more information.

### Requirements for Certificates of Competence (CO):

#### Seamstress: 12 credits

Fashion Technology 25(3), 40(3), 113(3), 115(3)

#### Dressmaker: 18 credits - Offered as needed

Fashion Technology 60(3), 61(3), 113(3), 115(3),  
215(3), 216(3)

#### Fashion-Fabric Salesperson: 12 credits

Fashion Technology 40(3), 93v(3), 111(3), 113(3)

### Requirements for Certificate of Achievement (CA): 36 credits

Fashion Technology 25(3), 40(3), 90(3), 111(3),  
113(3), 115(3), 215(3), 216(3), 217(3)

Fashion Technology 90, or

FT elective approved by program coordinator(3)

English 100 or 106(3)\*\*

Business Technology 189 or Mathematics 100 or higher(3)\*\*\*

### Requirements for Associate in Applied Science (AAS) Degree: 60 credits

All CA courses(36) plus:

Accounting 124(3)

Marketing 120, BUSN 150, or ICS 101(3)

Business 125(3)

BUS/COM 130, COM 145, or SP 151 or 251(3)

Humanities elective(3)

Natural Science elective(3) - *except PHYS 50*

Social Science elective(3)

Fashion Technology or General Education elective(3)

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*FT 111 Art & Design in Fashion	3	*FT 25 Ready-to-Wear Clothing Production	3
*FT 113 Clothing Construction Methods I	3	*FT 216 Fashion Design & Sketching	3
*FT 115 Clothing Construction Methods II	3	ACC 124 Principles of Accounting I	3
*MATH 100 or higher, or BUSN 189	3	BUS 125 Starting a Small Business	3
FT elective or General Education elective	<u>3</u>	*ENG 100 or 106	<u>3</u>
	15		15
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*FT 40 Fabric Analysis	3	*FT 90 Special Topics or FT elective	3
*FT 90 Special Topics	3	*FT 215 Flat Pattern Making I	3
MKT 120, BUSN 150, or ICS 101	3	*FT 217 Flat Pattern Making II	3
Natural Science elective	3	BUS/COM 130, COM 145, or SP 151 or 251	3
Social Science elective	<u>3</u>	Humanities elective	<u>3</u>
	15		15

\* Note: Courses required for the Certificate of Achievement.

\*\* Note: ENG 22/55 may be substituted for the Certificate of Achievement for those not going on for the AAS degrees.

\*\*\* Note: MATH 22/82 may be substituted for the Certificate of Achievement for those not going on for the AAS degrees.

## Hospitality & Tourism

The mission of the Hospitality & Tourism program is to provide to a diverse community of lifelong learners educational opportunities that focus on student engagement and skills essential for successful employment in leadership positions in the hospitality industry. Hospitality & Tourism is a career ladder program that moves progressively from the 15-credit Certificate of Competence to the 35-credit Certificate of Achievement, culminating with the 64-credit Associate in Applied Science degree. The CA and AAS track requires completion of an internship, which enables students to gain practical on-the-job training. The program is organized with a core of courses focusing on various aspects of the hotel industry, enveloped by a variety of business and general education courses designed to broaden the students' background and enhance employability.

Students may earn certification provided by the American Hotel & Lodging Association (AH&LA) in selected Hospitality & Tourism courses. Specific HOST courses are articulated to the University of Hawai'i at Mānoa, as well as to other community colleges in the University of Hawai'i system. Majors are required to meet with the program coordinator or counselors early in their studies for academic advising. The following prerequisites are required of students entering the HOST program: a) CULN 112 with grade C or better; b) ENG 22 with grade C or better, or placement at ENG 100; c) MATH 82 with grade C or better or placement in MATH 103; and d) BUSN 150 or ICS 101. A grade C or better is required in HOST for the CO, CA, and AAS degree. A minimum 2.0 GPA is required. The Hospitality & Tourism Program is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA).

☞ Contact the program coordinator, Lorelle Peros, at 984-3343 or by email at [lorelle@hawaii.edu](mailto:lorelle@hawaii.edu) for more information.

### Requirements for Certificate of Competence (CO): 15 credits

Hospitality & Tourism 101(3), 150(3)	Hawaiian Studies 100BCD(3) - <i>Humanities elective</i>
Business/Communication 130 or Speech 151(3)	English 100(3)

### Requirements for Certificate of Achievement (CA): 35 credits

*All CO courses(15) plus:*

Hospitality & Tourism 100(2), 152(3), 154(3)	Culinary Arts 123(5), 160(4)
Mathematics 103(3)	

### Requirements for Associate in Applied Science (AAS) Degree: 64 credits

*All CA courses(36) plus:*

Hospitality & Tourism 200 or 394(2), 250(3), 270(3), 298(3)	Accounting 124 & 125*** or 201(3); and 202(3)
Hospitality & Tourism 260 or Business Law 200(3)	Economics 130(3) - <i>Social Science elective</i>
English 209(3)	Natural Science elective(3) - <i>except PHYS 50</i>

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*HOST 101 Intro to the Hospitality Industry**	3	*HOST 152 Rooms Division Operations II	3
*HOST 150 Rooms Division Operations I	3	*HOST 154 Food & Beverage Operations	3
*HWST 100BCD Intro to Hawaiian Culture - <i>Humanities</i>	3	*CULN 123 Culinary Basics	5
*BUS/COM 130 Business Communication-Oral, or SP 151 Personal & Public Speech	3	*CULN 160 Dining Room Service	4
*ENG 100 Composition I	<u>3</u>	*HOST 100 Hospitality Internship I	<u>2</u>
	15		17
Summer Session			
HOST 200 or 394v Internship	2		
*MATH 103 College Algebra	<u>3</u>		
	5		
Third Semester (Fall)			
HOST 250 Hospitality Sales and Marketing	3	Fourth Semester (Spring)	Credits
HOST 270 Hospitality Management	3	HOST 260 Hospitality Law, or BLAW 200 Business Law	3
ACC 201 Intro to Financial Accounting***	3	HOST 298 Hospitality Capstone	3
ENG 209 Business and Managerial Writing	3	ACC 202 Managerial Accounting	3
Natural Science elective	<u>3</u>	ECON 130 Principles of Economics: Microeconomics	<u>3</u>
	15		12

\*Note: Courses required for the Certificate of Achievement.

\*\*Note: BUSN 150 or ICS 101 is a prerequisite for HOST 101 (or may be taken concurrently).

\*\*\*Note: ACC 124 and 125 may be taken in lieu of ACC 201; only 3 credits will count toward degree requirements.

## Human Services

The Human Services program is designed to prepare students to work with people of all ages. The curriculum is organized around a core of courses that provide skills and knowledge needed by human service workers. In addition to the General Human Services degree, there is one Associate in Science (AS) degree specialization in Substance Abuse Counseling.

The AS in Human Services with the Substance Abuse Counseling Specialization counts for 2000 of the 6000-hour work requirement for CSAC by the State of Hawaii, Alcohol, and Drug Abuse Division of the Department of Health. The Certificate of Completion in SAC I and II fulfill the educational requirements for State of Hawaii CSAC certification. Students must complete the Certificate of Completion in Substance Abuse Counseling (21 credits) with a minimum C grade or better in each course.

☞ Contact the program coordinator, Lee Stein, at 984-3338 or by email at lstein@hawaii.edu for a careful selection of courses.

**Requirements for Certificate of Competence (CO):** *2.0 minimum GPA required in courses taken for CO.*

<b>Aging: 9 credits</b>	Human Services 145(3), 101 or 248(3), 194 or 294(3)
<b>Case Management: 9 credits</b>	Human Services 140(3), 248(3), 194 or 294(3)
<b>Dynamics of Family Violence: 9 credits</b>	Human Services 140(3), 245(3), 256(3)
<b>Health Navigator: 9 credits</b>	Human Services 101(3), 140 or 248(3), 194 or 294(3)
<b>Substance Abuse Counseling I: 9 credits*</b>	Human Services 140(3), 268(3), 194*(3)
<b>Substance Abuse Counseling II: 9 credits*</b>	Human Services 245(3), 270(3), 294*(3)
<b>Substance Abuse Counseling III: 21 credits*</b>	Human Services 248(3), plus CO courses in Substance Abuse Counseling I, II(18)
<b>Youth Development Practitioner: 9 credits</b>	Human Services 130(3), 140 or 248(3), 256(3)

**Health Navigator/Community Health Worker (CO): 23 credits** *Grade C or better is required in all courses for this certificate.*

The Health Navigator/Community Health Worker Certificate of Competence prepares individuals to work as unlicensed members of health and human service teams providing care for individuals in community-based settings. A significant aspect is the incorporation of the cultural values of communities into the formal structure of the curriculum. Graduates are a resource for aging and health programs, and patient education.

HSER 101(3), 140(3), 248(3), 194 or 294(3), 365(3)	PHRM 103(1), 104(1), 105(1)
HLTH 125(1), 150(1) - <i>NURS 100(6) can be substituted</i>	Elective(3) from this list: HSER 345(3), 256(3), 268(3), 270(3), or HLTH 159(4)

**Requirements for Certificate of Achievement (CA): 30 credits**

### General Human Services or Substance Abuse Counseling Specialization

Human Services 110(3), 140(3), 194(3), and 245 or 248(3)	English 100(3)
Psychology 100(3)	Mathematics 100, 103**, 111, 115**, or Philosophy 110(3)***
Sociology 100(3) - <i>General Education elective</i>	HSER specialization electives(6)****

*\*Note: All Substance Abuse Counseling certificates (CO and CA) require practicum/internship placements in addiction-related programs focusing on the 12 Core Functions of a substance abuse counselor. If HSER 194 is completed already, take HSER 294 (or vice versa).*

*\*\*Note: MATH 103 and 115 strongly recommended for transfer to UHWO BASS program.*

*\*\*\*Note: Students using PHIL 110 to meet this requirement must place at the MATH 100 level in order to graduate.*

*\*\*\*\*Note: Electives related to students' specialization or occupational interest as determined with program coordinator*



**Requirements for Associate in Science (AS) Degrees: 60-61 credits**

**General Human Services Specialization: 60-61 credits**

All CA courses(30) plus:

- Human Service 294(3)
- Family Resources 230 or Psychology 240(3)
- HSER specialization electives(12) \*\*\*\*
- ICS 101 or BUSN 150(3)

- Humanities(3) - HWST 107 recommended
- Natural Science(3-4) (except PHYS 50) - FSHN 185 recommended
- Communication 145 (recommended) or Speech 151(3)

**Substance Abuse Counseling Specialization: 60-61 credits**

All CO Substance Abuse Counseling III courses (21) plus:

- Human Service 110(3), HSER specialization electives(9) \*\*\*\*
- FAMR 230 or PSY 240(3)
- Sociology 100(3)
- Mathematics 100, 103\*\*, 111, 115(3)\*\*
- English 100(3)

- ICS 101 or BUSN 150(3)
- PSY 100(3)
- COM 145 (recommended) or SP 151(3)
- Humanities(3) - HWST 107 recommended
- Natural Science(3-4) (except PHYS 50) - FSHN 185 recommended

**Full-time General Human Services or Substance Abuse Counseling Specialization students would take this sequence:**

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
COM 145 Interpersonal Communication (recommended), or SP 151 Personal and Public Speech	3	*HSER 140 Techniques Counseling & Interviewing HSER specialization elective ****	3 3
*HSER 110 Introduction to Human Services	3	*PSY 100 Survey of Psychology	3
*SOC 100 Survey General Sociology - General Education elective	3	*MATH 100, 103 **, 111, 115**, or PHIL 110 ***	3
ICS 101 or BUSN 150	3	Humanities - HWST 107 recommended	<u>3</u>
*ENG 100 Composition I	<u>3</u>		15
	15		
Third Semester (Fall)	Credits	Fourth Semester (Spring)	Credits
*HSER 194 Practicum in Community Service	3	HSER 294 Practicum in Community Service	3
*HSER specialization electives ****	6	HSER specialization electives ****	9
HSER 245 or 248	3	Natural Science - FSHN 185 recommended	<u>3-4</u>
FAMR 230 or PSY 240	<u>3</u>		15-16
	15		

\*Note: Courses required for the Certificate of Achievement.

\*\*Note: MATH 103 strongly recommended for transfer to UHWO BASS program.

\*\*\*Note: Students using PHIL 110 to meet this requirement must place at the MATH 100 level in order to graduate.

\*\*\*\*Note: Electives related to students' specialization or occupational interest as determined with program coordinator.



## Nursing Career Ladder

The UHMC Nursing Program is part of the Hawaii Statewide Nursing Consortium (HSNC) that provides for transfer to the Bachelor of Science in Nursing (BSN) at UH Manoa (UHM). Maui College students who successfully complete the required Associate in Science (AS) degree courses will be admitted to the 4th year at UHM for the BSN. BSN courses are offered on the UHMC campus. There are also options to exit at the Practical Nurse level (Certificate of Achievement) and the Registered Nurse level (AS degree).

Health care students are required to complete University prescribed academic requirements that involve clinical practice in a University affiliated health care facility setting with no substitution allowable. *Failure of students to complete the prescribed clinical practice shall be deemed as not satisfying academic program requirements.* Students are responsible to satisfactorily complete affiliated health care facility background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated health care facility. Per UH Board of Regents policy, priority for admission is given to fully qualified State of Hawaii residents as determined by the registrar for tuition purposes. ***For the most current information about Nursing program admission and curriculum, visit the UH Maui College website at <http://maui.hawaii.edu/nursing>.***

- **Practical Nurse – Certificate of Achievement (CA):** PN graduates with the CA are prepared to work under the supervision of a registered nurse or physician in hospitals, extended care facilities, private nursing agencies, home health agencies, clinics, and physician offices.
- **Registered Nurse – Associate in Science Degree (AS):** RN graduates with the AS degree are prepared for beginning level positions in hospitals, extended care facilities, clinics, physician offices, private nursing agencies, and home health agencies.
- **Registered Nurse – Bachelor of Science Degree (BSN):** RN graduates with a BS degree are prepared as generalist professional nurses to deliver care in a variety of health care settings.

### Nursing Career Ladder Admission Process

For admission to the UH Maui College Nursing program, complete all steps outlined below by January 31 for Fall admission. Admission to UH Maui College does not guarantee admission to the Nursing program. Applicants who are accepted are notified of current health requirements for the program at the time of acceptance. Applicants not selected are assisted in correcting deficiencies.

- Apply to UH Maui College. Send one copy of official transcripts from previous colleges (outside of the University of Hawaii system) to “Registrar, UH Maui College.” Submit a Transcript Evaluation Request Form (see forms under counseling webpage).
- Schedule a required pre-nursing group counseling session as soon as possible by calling 984-3250 for early assistance with academic and career planning. Failure to properly sequence courses could delay admission.
- Complete ENG 100(3), MICR 130(3), and ZOOL 141(4) and 142(4); score at “Proficient” level on the Test of Essential Academic Skills (TEAS) test.

Selection for the Nursing program is competitive. Criteria include grades in prerequisite courses listed above and other non-nursing courses required for graduation including PSY 100, PSY 240 (or FAMR 230), and Humanities elective; experience in health care (nurse aide preferred); and Test of Essential Academic Skills (TEAS) score. MICR 140 is not required but 1-point is awarded toward selection. In the event students have the same points in the Program Application, the student with the highest UHMC grade point average will be offered admission to the program. View the Nursing website at [maui.hawaii.edu/nursing](http://maui.hawaii.edu/nursing) for necessary details.

### Allied Health course repeat policy for PN/RN Admission

- Effective with courses taken in the fall 2012 semester, courses may be repeated once to raise a grade. Of the two times that the course has been taken, the higher grade will be utilized. Only grades in the first two attempts will be considered for admission to the PN/RN program.
- The science courses, Zoology 141 and 142 (4 credits-lecture and lab) and Microbiology 130 (3 credit lecture), have a 10-year time limit, which must be completed within the last 10 years prior to the application deadline. (*Note: Students do not have to repeat the lab course; ZOOL 141 and 142 may be repeated in the UH system online as 3 credit lecture classes only.*)

☞ Contact the First Level program coordinator, Julie Potter-Dunlop, at 808-984-3455, or by email at [jpotterd@hawaii.edu](mailto:jpotterd@hawaii.edu) for information.

Many students follow this suggested course sequence:

**General Education (G.E.) Requirements: 23 credits**

*Hawaii Statewide Nursing Curriculum (HSNC) Liberal Arts Course Checklist Graduation Requirement Form can be downloaded from: <http://maui.hawaii.edu/nursing>*

Semester (Fall)	Credits	Semester (Spring)	Credits
*PSY 100 Survey of Psychology	3	*PSY 240 Developmental Psychology	3
*ZOO 141 Human Anatomy & Physiology I	4	*ZOO 142 Human Anatomy & Physiology II	4
*ENG 100 Composition I	3	*MICR 130 General Microbiology	3
*MATH 100, 103, or 115 <sup>^</sup>	3		10
	13		

**UHMC Certificate of Achievement (CA) Degree: 53 credits**

*All G.E. courses for CA(23), plus:*

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*NURS 210 WI-Health Promotion Across the Life Span	9	*NURS 220 Health and Illness I	10
*NURS 211 Professionalism in Nursing I	1	*PHRM 203 General Pharmacology	3
*NURS 212 Pathophysiology	3		^^13
	13		
		Third Semester (Summer)	
		*NURS 230 Clinical Immersion I	4
		<i>CA graduates take NCLEX-PN for licensure</i>	

**UHMC Associate in Science (AS) Degree: 76 credits**


*All CA courses(53), plus:*

Fourth Semester	Credits	Fifth Semester	Credits
NURS 320 Health & Illness II: Family Health	10	NURS 360 WI-Health & Illness III	9
Humanities - <i>elective (DA/DH/DL for BSN)</i>	3	NURS 362 Professionalism in Nursing II	1
	^^13		^^10
		<i>AS graduates take NCLEX-RN for licensure</i>	

*\*Note: Required for CA.*

*^Note: MATH 115 is required for UH-Manoa Bachelor of Science in Nursing (BSN).*

*^^Note: For required BSN courses via UHMC, see UHMC Advisor and/or Nursing website.*

 *The Nursing Program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, phone: 404-975-5000, email: [info@acenursing.org](mailto:info@acenursing.org), [www.acenursing.org](http://www.acenursing.org)*

### Health Related Certificate Programs

Under the umbrella of the Nursing Career Ladder are a number of Certificates enabling individuals to gain the education and training needed for entry to various nursing-related professions. Grade C or better is required in all courses for a certificate or degree in Allied Health, unless stipulated otherwise.

✋ Contact the Allied Health department chair, Anne Scharnhorst, at 984-3250, or by email at [annes@hawaii.edu](mailto:annes@hawaii.edu) for information.

#### Nurse Assistant (CO): 6 credits

Prepares individuals to work in hospitals, extended care facilities, private nursing agencies, and home health agencies under supervision of an LPN or RN. Graduates are eligible to take the Certification Examination given by American Red Cross.

Nursing 100(6) Nurse Assistant (*This course takes one semester; there is no selection process.*)

*Prerequisite: ENG 19 with grade C or better or placement at least ENG 22.*

#### Adult Residential Care Home Operator (CPD): 3 credits\*

ARCH prepares individuals to apply for certification to operate a Care Home in the State of Hawai'i.

Nursing 12(1), 13(1), 14(1) *Three 5-week courses offered during one semester.*

*Recommended: NURS 100 with grade C or better.*

**Medical Assistant I (CO):** *See curriculum on Business Technology program map.*

#### Medication Assistant (CPD): 3 credits\*

Prepares individuals to work in assisted living and community-based settings.

Pharmacology 105(1) and 107(3).

*Prerequisite: BIOL 100 with grade C or better, or consent.*

*Recommended: NURS 100 with grade C or better.*

#### Pharmacy Technician (CO): 22 credits

Prepares individuals as pharmacy technicians. Includes preparation for National Certification Exam as a Pharmacy Technician. Grade C or better is required in all courses for the certificate.

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
BIOL 100 Human Biology	3	PHRM 106 Introduction to Pharmacy Technology	3
HLTH 125 Survey of Medical Technology	1	PHRM 107 Pharm Fundamentals & Treatment of Diseases	3
BUSN 150 Intro to Business Computing, or		PHRM 109 Pharmacology Calculation	1
ICS 101 Digital Tools for the Information World	3	PHRM 192v Work Practicum	<u>2</u>
MATH 22 Essential Math for Algebra	3		9
ENG 22 Introduction to Composition	<u>3</u>		
	13		

**Health Navigator/Community Health Worker (CO): 23 credits\*** *See curriculum on Human Services program map.*

*\*Note: Not offered every semester.*



## Sustainable Construction Technology

The Sustainable Construction Technology program prepares students in general building construction and maintenance of large or small structures. It allows students to explore different trades prior to selecting a specialization.

✋ Contact the program coordinator for more information.

### Requirements for Certificates of Professional Development (CPD):

**Welding for Trades: 2 credits** Welding 19B(1), 19D(1)  
**Safety: 2 credits** Occupational Safety & Health 20(1), Health 31(1)

### Requirements for Certificates of Competence (CO):

**Basic Carpentry Skills: 6 credits** Blueprint 22(3), Carpentry 20(3)  
**Basic Drafting Skills: 6 credits** AEC 80(3), Blueprint 22(3)  
**Electrical Maintenance: 5 credits** Electricity 20(3), 23(2)  
**Energy Production: 6 credits** Energy 101(3), 103(3)  
**Maintenance Painting: 4 credits** Maintenance 20(2), 40(2)  
**Maintenance Plumbing: 4 credits** Maintenance 20(2), 50(2)  
**Rough & Finish Carpentry: 8 credits** Carpentry 41(3), 43(3), 193v(2)  
**Small Equipment Repair: 6 credits** Electricity 23(2), Maintenance 20(2), 60(2)

### Requirements for Certificate of Competence (CO): 16 credits

Carpentry 20(3)  
 Electricity 20(3)  
 Energy 101(3)

Maintenance 20(2)  
 Quantitative Methods 107C(3)  
 Health 31(1); Occupational Safety & Health 20(1)

### Requirements for Certificate of Achievement (CA): 33 credits

*All Sustainable Construction Tech CO courses(16) plus:*

Architectural Engineering & CAD Tech 80(3)  
 Blueprint 22(3)  
 Carpentry 41(3)

Energy 103(3)  
 Maintenance 40(2)  
 English 100 or 106(3)\*\*

### Requirements for Associate in Applied Science (AAS) Degree: 64-67 credits

*All CA courses(33) plus:*

Carpentry 43(3)  
 Electricity 23(2)  
 Maintenance 30(2), 50(2), 60(2), 70(2)  
 Welding 19B(1), 19D(1)  
 Cooperative Education 193v(2) - *in the appropriate alpha*  
 BUS/COM 130, COM 145, or SP 151

Humanities elective(3) - *100 or above*  
 Natural Science elective(3) - *except PHYS 50*  
 Social Science elective(3) - *100 or above*  
 Technical electives(2-5): Maintenance 65(2), Carpentry 42(3),  
 or other program courses: AEC, BLPR, CARP, ELEC, ENRG, MAIN

### Full-time students would take courses in this sequence:

First Semester (Fall)	Credits	Second Semester (Spring)	Credits
*CARP 20 Basic Carpentry Skills	3	*AEC 80 Basic Drafting	3
*ELEC 20 Intro to Electricity	3	*BLPR 22 Blueprint Reading & Drafting	3
*ENRG 101 Intro to Sustainable Technology	3	*CARP 41 Rough Carpentry	3
*HLTH 31 First Aid and Safety	1	*ENRG 103 Energy Production Systems	3
*MAIN 20 Intro to Building Maintenance	2	*MAIN 40 Painting & Decorating	2
Mathematics 100 or higher, or BUSN 189(3)***	3	*ENG 100 or 106	<u>3</u>
*OSH 20 Intro to Occupational Safety & Health I	<u>1</u>		17
	16		
Third Semester (Fall)		Fourth Semester (Spring)	
CARP 43 Interior Finish	3	ELEC 23 Electrical Wiring I	2
Cooperative Education 193v(2) - <i>in the appropriate alpha</i>	2	MAIN 70 Preventive Maintenance	2
MAIN 30 Masonry	2	Technical electives - <i>see electives in AAS requirements above</i>	2-5
MAIN 50 Plumbing	2	Humanities elective	3
MAIN 60 Small Equipment Repair	2	Natural Science elective	3
WELD 19B and 19D Welding for Trades	1,1	Social Science	<u>3</u>
BUS/COM 130, COM 145, or SP 151	<u>3</u>		15-18
	16		

\*Note: Courses required for the Certificate of Achievement.

\*\*Note: ENG 22/55 may be substituted for the Certificate of Achievement for those not going on for the AAS degree.

\*\*\*Note: MATH 22/82 may be substituted for the Certificate of Achievement or Competence for those not going on for the AAS degree.

**Did you know . . .**

Count yourself among 4,000+ sensible students taking UHMC classes.

Headcount Enrollment UH Overall, UH Community Colleges, UHMC Fall 2008 - 2012			
Fall	UH	UHCC	UHMC
2012	60,295	33,715	4,382
2011	60,330	34,100	4,527
2010	60,090	34,203	4,367
2009	57,945	32,203	4,114
2008	53,526	28,444	3,287

Source.—UH Institutional Research & Analysis.

Just how many other students your age are taking UHMC classes?

Age of UHMC Students Fall 2012		
Age	No.	Percent
Less than 18 years	284	6%
18 to 19 years	885	20%
20 to 21 years	624	14%
22 to 24 years	583	13%
25 to 29 years	632	14%
30 to 34 years	415	9%
35 to 59 years	880	20%
60 and over	79	2%
<b>Average Age</b>	<b>27.8</b>	

Source.—UH Institutional Research & Analysis.

Are women under-represented at UHMC?

Gender Fall 2012 Students	
Men	1,548
Women	2,834

Source.—UH Institutional Research & Analysis.

Do many students come back to UHMC after taking a break?

Registration Status Fall 2012	
First-Time	954
Transfer	479
Returning	385
Continuing	2,564

Source.—UH Institutional Research & Analysis.

Over 2,700 part-timers with busy schedules find time for classes.

Attendance Status at UHMC Fall 2012	
Part-Timers	2,738
Full-Timers	1,644

Source.—UH Institutional Research & Analysis.

The gang's all here!

Ethnicity of UHMC Students Fall 2012	
Asian / Pacific Islander	2,699
Asian	1,149
Chinese	25
Filipino	804
Asian Indian	6
Japanese	138
Korean	26
Laotian	4
Mixed Asian	116
Other Asian	15
Thai	4
Vietnamese	11
Hawaiian or Pacific Islander	1,550
Guamanian or Chamorro	3
Native Hawaiian or Part-Hawn	1,467
Micronesian (not GC)	19
Mixed Pacific Islander	8
Pacific Islander	14
Samoan	19
Tongan	20
Hispanic	87
Caucasian	1,096
African American or Black	46
Amer Indian or Alaskan Native	35
Mixed Race (2 or more)	415
No Data	4

Source.—UH Institutional Research & Analysis.

Do many students come back to UHMC after taking a break?

Registration Status Fall 2012	
First-Time	954
Transfer	479
Returning	385
Continuing	2,564

Source.—UH Institutional Research & Analysis.

**Special Curricula**

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## COOPERATIVE EDUCATION

Top to bottom: ECET student interning at Maui Food Bank, SSM student at the County of Maui Water Dept., AJ student at Maui Police Dept., BTEC MA II student at Kaiser Permanente, AG student at Haleakala National Park, and MOP student with DLNR.

### Cooperative Education

Cooperative Education (Co-op or internships) is an academic program which offers students an opportunity to integrate classroom-based theory with related practical work experience.

Students benefit by:

- earning academic credit (1-3 credits per semester) for field experience related to the major.
- gaining practical on-the-job experience that fosters development of skills, competencies, and interest in a specific occupation or career field.
- participating in field experiences that validate career choices.
- enhancing employability, improve resume, earning capability, and the potential for career advancement.
- exploring or making a transition into new careers.
- earning possible income while attending college. It varies pending mentor/employer site offers paid or unpaid internship experience.

Field sites may be on- or off-campus, paid or volunteer, part- or full-time. Cooperative Education faculty will approve and orient field sites with participating businesses and organizations. Students develop learning outcomes, are evaluated for work performances, participate in Laulima for online assignments and attend monthly seminar with guest speakers or individual

appointments, and develop a career portfolio. Co-op is currently available in these programs:

- Accounting (ACC 193v)
  - Administration of Justice\* (AJ 293v)
  - Agriculture (AG 193v)
  - Auto Body Repair & Painting (ABRP 93v)
  - Automotive Technology (AMT 93v)
  - Building Maintenance (MAIN 93v)
  - Business Careers (BUS 193v)
  - Business Technology\* (BUSN 193v)
  - \*\*Career Vocational Education (CVE 93v)
  - Electronic & Computer Engineering Technology\* (ETRO 193v, ICS 193v)
  - Fashion Technology (FT 93v)
  - Sustainable Construction Technology
- \*Program requires one or more semesters of Co-op.*  
*\*\*1st year college students and students with less than a 2.0 GPA. Classes lower than 100 level courses may not count towards a specific academic program. Please contact your counselor to confirm.*
- Liberal Arts majors are encourage to enroll (CASE 193v, 293v, 393v, 493v), for career exploration, and for professional development.

Co-op credits are variable by program requirements and are based on one credit per each increment of 75 hours of work-based learning. *A Co-op course may be repeated for a maximum of 9 credits.* Credits may be transferable as determined by the receiving institution. *For 393v and 493v Co-op*

*courses, students must be upper division program majors; or consent. See the current Schedule of Classes for specific course alpha and CRNs (e.g., BUSN 193v, CASE 293v).*  
 🖐️ Call 984-3318, or visit Ka Lama 207, for information and assistance.

### CareerLink

CareerLink is staffed Monday through Thursday, from 9:00 am - 4:00 pm; Fridays by appointment. The center is located in Ka Lama 207. Job postings include on- and off-campus employment.

On-campus student employment may be accessed online at: <http://sece.its.hawaii.edu/sece> (*A maui.hawaii.edu/careerlink/ email account is required to access this site.*)

Off-campus jobs may be accessed on-line at: [www.hawaii.edu/careerlink/](http://www.hawaii.edu/careerlink/) or in person at Ka Lama 207.

CareerLink offers employment development services, including internships, cover letter, resume, interview, and portfolio preparation; professional development workshops; and on-line resources (Career Exploration, HireNet Hawai'i, and Job Center Online are available to current students and graduates of the UH system campuses).

🖐️ For information, call 984-3318 or visit the CareerLink website at: [www.maui.hawaii.edu/careerlink/](http://www.maui.hawaii.edu/careerlink/)



### Directed Study

Directed study (DIRS) or research beyond the scope of curricular offerings in students' majors or areas of interest are offered by the College and arranged independently with the relevant instructor(s).

Interested students will print out the Directed Study form from the Curriculum Committee website. The completed form along with the proposed course outline is forwarded for approval to the instructor, department chair, and Vice Chancellor of Academic Affairs, with the vice chancellor office filing a copy of the approved proposal.

DIRS 99v, 199v, 299v, 399v, and 499v are available for elective credit only. The 99v course is generally not applicable for credit toward a baccalaureate degree. If the credits earned in Directed Study are intended for transfer, each directed study course syllabus and course outline will be input into the College computer system. *Directed study courses may be repeated without limit for credit.*

Directed study is intended as a specially designed learning experience. The offering is expected to be related to students' programs of study and to the College's existing curriculum. Directed study will not duplicate existing courses found and offered in the College curriculum. It is not a substitute for cancelled classes.

### Topics and Issues Courses

Topics and issues courses enable the curriculum to encompass emerging issues in a timely manner, to take advantage of expertise from visiting scholars and performers, to answer contemporary needs from students and the community, and to transition coursework while new programs or courses are developed.

Topics courses are available at five levels for every discipline (alpha) in the College curriculum.

ALPHA 90v	Specialized Topic
ALPHA 190v	Topic
ALPHA 290v	Advanced Topic
ALPHA 390v	Contemporary Issues
ALPHA 490v	Advanced Contemporary Issues

Programs, including Liberal Arts, may limit the number of courses or credits that a student may apply toward a certificate or degree. The department in which the faculty member is housed must approve the proposed topics course. With multiple faculty members involved, then the department in which the lead faculty member is housed must approve the topics course. A particular topic may be taught only three times, and then subsequently proposed as a permanent addition to the curriculum through the regular curriculum process.

Credits may vary from 1-6, with contact hours determined by the number of credits. Prerequisites and corequisites are determined by the topic. *Topics courses may be repeated without limit for credit.*

### Work Practicum

Work Practicum (WP 151v) provides work experience on- or off-campus under the supervision of a faculty member. Students and college instructors jointly develop learning outcomes. Work Practicum credits are based on one credit for each increment of 75 hours of supervised work. Students desiring to enroll must obtain permission from the course instructor. *The course may be repeated for a maximum of nine credits. Grading is by CR/NC only.*

### Apprenticeship

The College provides related credit and noncredit classroom instruction to supplement work experience for apprentices indentured by the State of Hawai'i in a variety of trade areas, and provides skills upgrading courses for journey-workers. 🖐️ For information call, Marvin Tengan at 984-3404.

### Transfer and Articulation Agreements

The College has agreements with other institutions enabling students to meet admission requirements and/or to transfer credits. Agreements exist with a variety of colleges both within and outside the UH system. The College continually seeks to provide transfer opportunities with two- and four-year institutions. As these opportunities are constantly changing and expanding, it is important that students interested in transferring meet with a counselor before starting on a course of study leading to a transfer program.

### Sea Grant

The UH Sea Grant Program at UH Maui College is part of a nationwide network of the NOAA national Sea Grant College Program, U.S. Department of Commerce. It promotes the improved management, understanding, and wise use of marine resources of Hawai'i and the Pacific region. Research provides scientific data to scientists, resource managers, policy makers, legislators, and the public in Hawai'i and the Western Pacific.

The UH Hawaiian Internship Program (HIP) offers Native Hawaiian undergraduates summer environmental internships. It also works with the UH Marine Option Program (MOP) develop environmental internship possibilities in Hawai'i for UH-HIP and MOP students.

The Sea Grant Extension Service supports the information and training needs of marine and coastal resource users and managers in aquaculture, coastal recreation and tourism, regional coastal resources, coastal hazards, and capacity holding and training. 🖐️ For more information, call Jung Park at 984-3423.

## Kaiao

Kaiao, meaning “to enlighten”, is a Native Hawaiian program at UH Maui College. This Title III grant is federally-funded by the U.S. Department of Education and is focused on increasing the success of Native Hawaiian students by implementing three activities:

- 1) Activity one, named Pua A'e (to flower), provides peer and online tutoring using web-based software that supports developmental English and the redesigned developmental math curriculum and also peer monitoring for students in a new culturally-based Student Success Center.
- 2) Activity two, Mu'o A'e (to bud), is designed to increase success for a cohort of Native Hawaiian first-time, full-time, classified students who did not qualify for college-level English and/or math, through participation in a First Year Experience program focused on helping students to move from developmental to college level courses and a Second Year Experience program that includes career exploration and transition services.
- 3) Activity Three, Mōhala A'e (to blossom), is designed to establish a compelling and meaningful pathway for Native Hawaiian students by developing an Associate in Arts degree with a specialization in Hawaiian Studies by expanding programs in Hawaiian culture, language, and values.

✋ For information, call 984-3365 or 984-3405.

## Maui Language Institute

The Maui Language Institute (MLI) provides international and local students with English language instruction for academic purposes or for professional advancement. Classes meet four days per week, for a total of 18 hours per week. Services offered to MLI students include placement, orientation, and counseling for academic, cultural, personal, or immigration purposes. Students have full use of the UH Maui College Library, The Learning Center, the Student Health Center, computer labs, and other college facilities. They are given email accounts and are welcome to participate in campus student activities and clubs.

All international students are required to have health/medical insurance. Students purchasing insurance in their own country must provide written proof that the insurance covers them in the USA. The College also provides information about insurance available in Hawai'i.

## MLI Short-Term Programs

The Maui Language Institute (MLI) offers custom short-term programs for visiting groups from around the world. These programs are available throughout the year for groups of varying sizes and ages. They range from one week to one month or more in length. MLI short-term programs are designed with a balance of English as a Second Language (ESL) classroom activities and related excursions around Maui.

✋ For more information, visit: [www.MauiLanguageInstitute.com](http://www.MauiLanguageInstitute.com)

## International Programs

The Office of International Programs & Services establishes and implements systemwide policies and procedures to ensure the effective systemwide coordination of the University of Hawai'i's international programs relating to immigration, study abroad, scholar services, protocol, exchanges, and cooperative agreements. The UH has exchanges and cooperative agreements for both students and faculty with universities around the world, with especially close ties in the Asia-Pacific region. The office also administers the International Agreements Fund and serves as a clearinghouse for information on the UH international involvement.

## Space Grant College Program

The UH Maui College Space Grant program is part of the NASA-funded UH Space Grant College. The program provides paid traineeships and internships for students working on approved projects. Projects may include applications in astronomy, oceanography, geology, meteorology, computer science, or the biological sciences. Students work with faculty advisors and mentors, as well as with research scientists, on Maui and throughout the UH system.

✋ For information, call the NASA Space Grant program associate director, John Pye, at 984-3206, or visit: [www2.hawaii.edu/~jpye/Website\\_Masters/SpaceGrant/spacegrant\\_home.htm](http://www2.hawaii.edu/~jpye/Website_Masters/SpaceGrant/spacegrant_home.htm)



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## Student Housing

### Waterfront Apartments

Waterfront Apartments at Kahului is a privately owned and managed apartment complex located within walking distance to the UHMC campus, the Kahului Library, and the Queen Ka'ahumanu Shopping Center. Studio, 2-bedroom, and 1-bedroom units are available, with community amenities that include on-site laundry, free internet and cable, gated access, off-street parking, and a work/study room.

The apartment complex accepts students from the UH Maui College. Space reservations are accepted on a first-come, first-served basis, and assistance to help find a roommate is available.

For more information on Waterfront Apartments at Kahului:

- [www.waterfrontkahului.com](http://www.waterfrontkahului.com)
- phone: (808) 856-2900
- email: [waterfrontapts@cirrusami.com](mailto:waterfrontapts@cirrusami.com)

### Maui Beach Hotel Student Housing

Hawaii Student Suites @ the Maui Beach Hotel is a privately owned and operated provider of student housing. A portion of the Maui Beach Hotel rooms are devoted to student housing while the remainder of the rooms make up a traditional fully operational hotel.

Maui Beach Hotel is a mile away and an easy walk from the college campus.

Rooms are available to students as single or double occupancy, and assistance to help find a roommate is available.

Included in the cost of the room are furnishings, a mini fridge and microwave, weekly room cleaning, air conditioning, free internet and cable, and a 24 hour lobby front desk. A restaurant, rooftop pool and sundeck, mini gym, and coin operated laundry facilities are also on-site.

For more information about Hawaii Student Suites @ the Maui Beach Hotel:

- [www.hawaiiistudentsuites.com](http://www.hawaiiistudentsuites.com)
- phone: (808) 952-5377

## Other Options

Many housing rentals are posted online, or in the classified sections of local newspapers, like [www.craigslist.com](http://www.craigslist.com) or [www.mauinews.com](http://www.mauinews.com). Students should use good judgment, and never give their bank account number or important information over email or the phone.

## Educational Opportunity Center

The Educational Opportunity Center is a federally funded TRIO program providing assistance to college-ready Maui County residents who want to enter a postsecondary educational program. The EOC services are free to those who are qualified as low-income, first-generation to college (those whose parents did not attend college), and/or veterans. EOC is located in Ho'okipa on the Kahului campus and at the Molokai Education Center. Weekly visits are made to local high schools and community agencies.

EOC services include comprehensive college and educational information for Hawai'i and mainland schools, pre-admission advising, admission application, financial aid, scholarship, grant, and loan assistance. EOC advising is available to assist prospective students make appropriate educational decisions by assessing their educational needs, career interests, and academic qualifications.

✋ For more information, contact the EOC office on Maui at 984-3286 or on Molokai at 984-3804.

## Counseling

The College offers an array of counseling services throughout the academic year and summer months. A comprehensive program of individual and group counseling is provided for students to enable each individual to develop to his or her fullest potential while realizing educational and career goals.

✋ For information, call 984-3306 to schedule an appointment for counseling.

## Academic Counseling

Counselors assist students in planning their program of study and in selecting courses. They provide information about course placement, prerequisites, course sequence, and registration and transfer information.

## Personal Counseling

Counselors assist students with personal, social, and/or college-related programs and help assess personal growth and development.

## Graduation Application Assistance

Counselors are available for assistance in applying for graduation. It is highly recommended that all students make an individual appointment prior to their last semester for this important academic check of their progress and completion of degree or certificate requirements. A graduation application and degree/certificate fee must be submitted to the Cashier's Office by the deadline stated in the Academic Calendar.

## Transcript Evaluation

Students may submit official transcripts from regionally accredited colleges and universities for evaluation of prior college credits. Transcripts must be sent directly from the college or university to Maui College Admission and Records Office. College catalogs, course descriptions, and additional information may be necessary and requested of the student.

## Career & Transfer Advisory

Counselors provide information regarding transferring from UHMC to other colleges and universities. Early discussions with a counselor may result in a clear and detailed lists of requirements for later degrees. Often this process involves a blend of career, academic, and personal counseling that result in careful planning and completion of courses at UHMC that will eventually transfer and fulfill requirements at another institution.

## STAR Advising Tool

STAR is an online information and advising tool that enables students to view: grades, transfer credits, financial aid status, academic holds, and more. Information contained in STAR is intended for reference and advising purposes only. Students are strongly encouraged to seek advising to verify degree requirements. Access to STAR through the MyUH Portal at <http://myuhportal.hawaii.edu>

✋ For more information, contact the Counseling Center at 984-3306.

### Liko A'e

The Liko A'e Native Hawaiian Leadership Program is available to Native Hawaiian students throughout Hawai'i and the U.S. continent pursuing all degree levels. The program's main office is located at UH Maui College with satellite centers at Leeward and Hawai'i Community Colleges. The application is launched in March of each year with a deadline of May 1st. The objective of Liko A'e is to increase the enrollment of Native Hawaiians pursuing and completing postsecondary degrees.

✋ For more information or to apply for this scholarship, call 984-3630, or visit: [www.likoae.org](http://www.likoae.org)

### Nā Pua No'eau

Nā Pua No'eau is an innovative enrichment program for Native Hawaiian children in grades K-12. The program's goal is to raise the educational and career aspirations of Hawaiian students and their families by exposing them to numerous educational activities that they may not be able to receive in their home based schools. Nā Pua No'eau recognizes that every child has gifts and talents. It is the kuleana (responsibility) of our kumu (teachers) and staff to provide educational opportunities and venues that nurture the haumāna (students') learning and educational journey.

Student eligibility and participation varies from program to program in various grade levels. Nā Pua No'eau encourages students from an early age to prepare for college.

✋ For more information, call Nā Pua No'eau Maui Coordinator, Ohua Morando, at 984-3364. On Molokai, call 553-9993. On Lana'i, call Coordinator, Chantell Schilling, at 565-7910, ext. 288.

### Student Support Services Program Pai Ka Mana

The mission of the Student Support Services Program (SSSP) is to assist low-income, first generation, and/or disabled program participants in obtaining the knowledge and skills necessary to successfully complete an associate degree or certificate and transfer into a baccalaureate degree program.

Eligible students at UHMC receive services including academic advising, counseling, group and individual tutoring, priority reg-

istration, financial aid counseling, cultural and educational explorations, financial literacy, supplemental grant aid to qualifying participants, and assistance in transferring to an upper division four-year institution. Pai Ka Mana serves Molokai, Lanai, Hana, and Lahaina students as well.

✋ For more information, call SSSP at 984-3574.

### Upward Bound & Upward Bound Math Science

The UH Maui College Upward Bound and Upward Bound Math Science programs strive to increase postsecondary enrollment and college degree completion for low-income first-generation Baldwin, Maui, and Molokai High School participants. Additionally, the Upward Bound Math Science program aspires to develop high school student participant motivation, and academic preparation to enroll and complete postsecondary Science, Technology, Engineering, and Mathematics degree programs.

Funded by the U. S. Department of Education, these intensive pre-college programs promote high school academic achievement and preparation for a successful college career. After admission into the program, participants receive continuous services until high school graduation. Participants are tracked for an additional six years after program completion.

Services provide assistance with college admission, scholarship searches, and completing financial aid forms; engaging 6-week Summer Academy; free college tours to Oahu, Hilo, and the mainland; academic advising, homework club, tutoring, motivational counseling, Saturday Academy workshops, cultural activities, and more. For additional information, call Upward Bound at 984-3299.

### Services for Students with Disabilities

Students with disabilities, either permanent or temporary, may be provided with academic accommodations after completing the intake process. Examples of accommodations include alternative text, note taker, sign language interpreter, campus accessibility map, and specifically designed auxiliary equipment to meet the needs of students with disabilities.

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

✋ Students desiring academic accommodations are advised to call the disabilities coordinator at 984-3227 as early as possible so that services may be arranged on a timely basis.

### Services for Deaf and Hard of Hearing

Deaf and hard of hearing individuals desiring information may contact the College by calling the TDI number 984-3325, or by using the text telephone relay service at 643-8833. A TTY pay phone, 242-9869, is located in the Ka Lama building.

✋ Call the disabilities coordinator at 984-3227 to obtain information about services available to persons with disabilities.

### Orientation

Orientation sessions acquainting new students with College services, programs, and courses are conducted prior to each semester. These sessions may include a campus tour. During the first two days of classes, faculty and staff assist students at "Ask Me" information tables.

✋ For information, call 984-3434.

### Student Life & Campus Activities

The Office of Student Life, The Associated Students of UH Maui College (ASUHMC) Student Governance Council, and the student activities council (SAC) are an integral part of the College's educational and co-curricular program. A wide spectrum of activities, workshops, and forums that promote students' involvement in college governance and provide opportunities for students to enhance their personal, cultural, social, recreational, and leadership skills.

✋ For information, call 984-3434.



### Student Government

The Associated Students of UH Maui College (ASUHMC) is the official students' organization. The ASUHMC Student Governance Council, the representative governing body of the ASUHMC, is responsible for administering Student Activity fees and for developing and providing programs, services, and activities to meet student needs. The Governance Council also serves as the collective voice for students in student-related issues. Students are invited to participate in the College's development by serving on Council committees.

☞ For information, call 984-3434.

### Student Publications

The Board of Student Publications (BOSP) serves in an advisory role in the publication of the student newspaper, *Ho'oulu*.

☞ To participate on the board or in the production of any publication, call 984-3434

### Lost and Found

The UHMC Mailroom has been designated as the official site for the college "Lost and Found" items. In the past, there were lost and found collections at Hookipa Student Services and the Campus Security Office.

Currently, we will have a single collection site (Mailroom). Please contact our Mailroom staff if you lost any items on campus.

☞ For information, call 984-3500 or 984-3374.

### Safe Zone Program

The Safe Zone program exists to create and maintain a positive social, academic, and employment environment at the UH for lesbian, gay, bisexual, transgendered, and intersex faculty, staff, and students. Trained volunteers who serve the program are nonjudgmental, understanding, and trustworthy advocates for those seeking help and advice, or simply a place to talk story. The Safe Zone program insures the enforcement of Hawai'i State Law (Chapter 386) and established UH policy (Section 105 of the Board of Regents Bylaws and Policies) that explicitly prohibit harassment and discrimination on the basis of sexual orientation.

☞ For information, call 808 956-9250.

### STUDENT RIGHT TO KNOW Graduation & Persistence Rates UH Maui College

*First-time, full-time degree/  
certificate-seeking undergraduates*

<b>GRADUATION RATE</b>	
<i>150% of normal time to completion</i>	<b>17%</b>
<b>Gender</b>	
Men	15%
Women	18%
<b>IPEDS Race/Ethnicity</b>	
Nonresident Alien	#
Hispanic/Latino	17%
American Indian or Alaska Native	#
Asian	22%
Black or African American	#
Native Hawn or Other Pac Islander	13%
White	22%
Two or more races	14%
Race and ethnicity unknown	#
<b>Federal Grant/Loan Recipient</b>	
Recipient of a Federal Pell Grant	15%
Recipient of a subsidized Stafford Loan who did not receive a Pell Grant	35%
Student who did not receive either a Pell Grant or a subsidized Stafford Loan	19%
<b>PERSISTENCE RATE - Still enrolled after 150% of normal time to completion</b>	<b>22%</b>
<b>TRANSFER OUT RATE</b>	<b>10%</b>

*Note.—A pound (#) sign denotes any cohort/subcohort with fewer than 10 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.*

*Source.—Institutional Research and Analysis Office, University of Hawai'i, Feb 2015, Fall 2011 cohort.*

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## Financial Aid Mission

The mission of the UHMC Financial Aid Office is to promote access to higher education and to support student success.

Several types of financial aid - federal, state, and institutional - are available to eligible UH Maui College students: grants, part-time employment (Federal Work Study), loans, and scholarships. All financial aid programs are subject to change due to legislative action or availability of funds. Federal awards are made without regard to age, race, gender, or ethnic origin. Complete financial aid policies are available at the Financial Aid Office. For information, call 984-3277.

## Eligibility

The majority of aid awarded by UH Maui College is federal and based on demonstrated financial need. Eligibility requirements are determined by federal rules and include the following requirements.

### The applicant must:

- be a U.S. citizen or an eligible noncitizen (permanent resident).
- be enrolled in a degree granting program (classified student).
- be making satisfactory academic progress toward a degree at UH Maui College.
- 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, or GED.
- be registered with Selective Service, if required.

UH Maui College students will have their prior academic history at the College reviewed to determine compliance with the Financial Aid satisfactory academic progress policy.

Transfer students should request that an academic counselor review their prior records to determine advanced placement. A review of the UH Maui College academic transcript and/or credits transferred from other institutions may impact the timeframe (semesters of eligibility) at the College.

Students who owe a repayment on financial aid funds, or are in default on an educational loan, will be unable to receive academic transcripts, register for classes in the subsequent semester, or receive further aid until the amount due is repaid in full or prescribed federal requirements have been met.

Students should be aware that the financial aid award is subject to adjustment due to legislative action, changes in eligibility, enrollment, availability of funds, or increases in students' external resources.

✋ For information regarding eligibility requirements, call 984-3277 or email [mauifa@hawaii.edu](mailto:mauifa@hawaii.edu)

## Application Procedures

To apply for any form of need-based financial aid, including loans, students must submit a Free Application for Federal Student Aid (FAFSA) to the US Department of Education. A FAFSA must be filed for each academic year during which students wish to receive financial aid.

*Students requiring assistance in completing FAFSA forms should call the Educational Opportunity Center (EOC) at 984-3286. Students may also submit their application on the web at: [www.fafsa.gov](http://www.fafsa.gov)*

The information contained in the FAFSA is used to determine students' eligibility for all need-based aid. The US Department of Education will send students a "Student Aid Report" (SAR) which reflects the "Expected Family Contribution" (EFC). All schools listed on your FAFSA receive an electronic copy of your SAR and begin working your file. The EFC indicates students' eligibility for financial aid.

The SAR should be reviewed carefully for errors, and corrections should be made quickly. Corrections can be made on-line by using your PIN number from the US Department of Education:

1. Log on to: [www.fafsa.gov](http://www.fafsa.gov)
2. Select "Make correction to a processed FAFSA"

For a lost or misplaced PIN number, go to [www.pin.ed.gov](http://www.pin.ed.gov)

If requested, the Financial Aid office will process corrections electronically, but additionally documents may be needed.

The Financial Aid office will review the SAR and may ask for additional documents. See *Documentation Requirements on page 66*. Once a file is complete, the Financial Aid Office can determine eligibility. Anyone not eligible for aid will receive a notification indicating the reason.

✋ For information, call 984-3277 or email [mauifa@hawaii.edu](mailto:mauifa@hawaii.edu)

## Application Deadline

Early submission of the FAFSA is highly recommended because many scholarship programs have a March 1 deadline. The priority deadline for filing a financial aid application at UH Maui College is March 1.

## Federal Financial Aid

### • Federal Pell Grants

Federal grant program is available to qualified, undergraduate students who demonstrate financial need and have not previously earned a Bachelor degree.

### • Federal Supplemental Educational Opportunity Grants (SEOG)

Federal grant program available to undergraduate students with exceptional financial need who attend a minimum of 6 credits. This fund is limited.

### • Federal Work Study (FWS)

The Federal Work Study Program finances student employment wages for a limited number of financial aid recipients. Recipients must be enrolled in at least 6 credits. Federal Work Study jobs are intended to give eligible students employment experience related to their educational goals and to encourage participation in community service activities. Students are limited to a maximum of 20 hours per week during the academic terms. If Federal Work Study is unavailable, students may pursue regular student employment by contacting CareerLink at 984-3318



- **Federal Direct Loan Program**

Federal loan program is funded by the Department of Education.

There are three types of loans:

1. **Federal Direct Subsidized Stafford Loan**

Federal loan program for students who demonstrate financial need. Must be enrolled at least 6 credits. Interest is subsidized by the U.S. Department of Education while in school. Repayment begins 6 months after students ceases to be enrolled 6 credits.

2. **Federal Direct Unsubsidized Stafford Loan**

Federal loan program that is not based on financial need. Must be enrolled at least 6 credits. Interest begins to accrue from the time loan is disbursed. The interest does not have to be repaid while in school, but will be added to the principal at repayment. Repayment begins 6 months after student ceases to be enrolled 6 credits.

3. **Federal Direct Parent Loan**

Federal loan program for parents. This program provides additional loan funds for students' educational expenses. Parents of dependent students may borrow up to the calculated cost of attendance for their child, minus other student aid. The interest rates on PLUS loans are variable. Interest begins accruing upon disbursement of the funds.

### State/Institutional Financial Aid

- **Hawai'i B+ Scholarship**

This scholarship is available to recent Hawai'i public high school graduates. Students must have a cumulative GPA of 3.0, completed a rigorous high school curriculum, and demonstrate financial need. Official high school transcripts must be submitted to the Financial Aid Office for review.

- **Hawai'i State Incentive Grant (HSIG)**

Tuition grant program is available to needy undergraduate students attending a minimum of 6 credits. To qualify, students must be eligible for a Pell Grant and be residents of Hawai'i for tuition purposes. Awards are based on availability of funds.

- **State Higher Education Loan (SHEL)**

State loan program is available to Hawai'i residents. Awards are based on demonstrated financial need and availability of funds. Repayment begins nine months after students cease to be enrolled in at least 6 credits.

### Other Financial Aid

- **Opportunity Grants**

Institutional grant available for students awarded on a first-come, first-served basis. Students who are interested are encouraged to submit their FAFSA before the priority deadline of April 1. Awards are based on availability of funds.

- **UH Maui College Scholarships**

Institutional scholarships are available for certain target groups of students. Please visit [www.maui.hawaii.edu/financial](http://www.maui.hawaii.edu/financial) and click on *Scholarship Applications* for more information.

### Other Sources of Aid

- **Private Scholarships**

These scholarships are available from numerous organizations. Some scholarships are not need based.

👉 For listings, call the Educational Opportunity Center at 984-3286, or the Financial Aid Office at 984-3277.

### Enrollment Status and Academic Progress

Financial aid is based on students' financial needs, enrollment levels, living situations, and academic progress toward declared goals.

In order to continue to be eligible for aid, students must meet the satisfactory academic progress requirements each semester. These requirements are described in the College Regulations section of the catalog under "Regulations and Standards for Financial Aid".

Students should notify the Financial Aid Office immediately if they make any changes to their certified course load or if they withdraw officially or unofficially. Withdrawals may impact student's current eligibility of aid and could result in owing back of funds. Withdrawals may also impact a student's future eligibility.

The Higher Education Amendments of 1998, Public Law 105-244, changed substantially the way financial aid funds are to be handled when students withdraw officially or unofficially from school. A statutory schedule will determine the amount of funds students have earned up to the time of withdrawal. Unearned funds must be returned to the grant or loan program from which they came. Recipients must make arrangements to return the funds.

*It is strongly recommended that students who stop attending classes go through the official withdrawal process with the Admission & Records office. Financial aid recipients considering withdrawal should also contact the Financial Aid Office to see what impact their decisions may have on their financial aid eligibility.*

## The Financial Aid “Package”

The financial aid “package” is based on student needs, enrollment levels, living situation, and the availability of aid. Financial need is determined by subtracting the Expected Family Contribution (EFC) from the cost of attendance, which includes tuition, fees, books, supplies, transportation, room, board, and miscellaneous personal expenses. The financial aid package offered may be a combination of gift-aid (grants and scholarships) and self-help (loans or part-time employment).

In most instances, students’ gift aid will not cover the full amount of need. If eligible, these students will be offered a loan to help meet educational costs. Students who take out any form of student loan must have completed a loan entrance counseling. Students must also complete a loan exit counseling when leaving the College or when enrollment drops below halftime.

Financial aid recipients must notify the Financial Aid office if they receive any outside aid, as these monies are considered part of students’ available resources and will affect the amount of aid students are eligible to receive.

*Students always make the final decision to accept or decline any part of the financial aid award package offered.*

## **VETERANS ASSISTANCE**

The College is an approved institution for education and training under the Veterans Educational Assistance Act (GI Bill®) and the Survivors’ and Dependents’ Educational Assistance Program. Information regarding authorized eligibility, entitlement, and types of training is available from the Veterans Administration Regional Office.

Application for educational benefits and information concerning veterans and eligible dependents is available at the Admissions & Records Office.

The Veterans Resource Center is dedicated to establishing a cohesive network of student veterans, dependents, reservists, and guardsmen to ensure their academic success. The Veterans Resource Center is located in Annex Building. The telephone number is 984-3242. visit our website at [www.maui.hawaii.edu/veterans/](http://www.maui.hawaii.edu/veterans/)

**GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at: <https://www.benefits.va.gov/gibill>**

The Admissions and Records office is responsible for VA enrollment certification. VA enrollment certification will not be processed if the student has a financial obligation to the University of Hawai‘i.

VA students must have their prior credits from colleges previously attended and military training evaluated for possible transferring of credits into the college to avoid delay in VA enrollment certification.

## **Vocational Rehabilitation & Employment and Post-9/11 GI Bill® Benefits**

Any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.

- College policy permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility
  - College policy ensures that the educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual’s inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **VA Standards of Progress**

Veteran students and other Veterans Administration (VA) beneficiaries receiving educational benefits will be required to meet the Standards of Progress. To become eligible for VA educational benefits, a veteran or eligible dependent must enroll only in courses within his/her declared major, unless a change of major is approved. All veteran students receiving VA assistance must see the VA counselor for academic advising prior to registration. The minimum standards of satisfactory progress include the following procedures and requirements.

1. Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each semester.
2. A VA student whose CGPA falls below 2.0 at the end of any semester will be placed on academic probation for a maximum of two consecutive semesters of enrollment. If the VA student’s CGPA is still below 2.0 at the end of the second consecutive semester of probation, the student’s VA educational benefits will be terminated.
3. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0 or higher.

**Admission & Registration**

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## MyUH Online Services

*MyUH* is the University of Hawai'i online student information system. Features include web-based services and the ability to register and pay online for classes at multiple UH campuses.

All students are required to obtain a *MyUH* account and register via the *MyUH* portal at: [myuh.hawaii.edu](http://myuh.hawaii.edu)

Students may also go to the UHMC homepage at: [www.maui.hawaii.edu](http://www.maui.hawaii.edu) and click "*UH Services*" in the upper left hand corner of the page.

*MyUH* services open to both the public and UH students include:

- On-line admission/application information.
- Web Registration Tutorial, to preview *MyUH* services.
- Schedule of Classes for the UH campuses.
- Check Class Availability sites that display "real-time" information on sections, times, location, instructor, seats remaining, and added or cancelled classes.
- Academic advising resources.
- Payment options and deadlines.

*MyUH* services open to UH students include:

- Pre-Registration Checklist to qualify for Quick Registration.
- Web registration and drop/adds.
- Online credit card payments.
- Registration Status check which includes holds, academic standing, prior credits completed.
- Final grade report and transcript.

## Admission

All high school graduates and transfer students from other colleges and universities may be admitted to the College. Persons 18 years of age or older who are not high school graduates may also be admitted. *Admission to the College does not mean automatic admittance to programs or courses.*

## Admission Requirements

All individuals seeking admission must submit the following three documents:

- UH Application for Admission form, available at:  
<http://maui.hawaii.edu> then to "How to Apply".
- Negative tuberculosis clearance taken within the last 12 months.  
The original certificate shall meet the certification requirement for students re-enrolling or enrolling in another post-secondary school in Hawai'i.
- Proof of Mumps, Measles, Rubella (MMR) immunization. This requirement is waived for those born before 1957. For those born in or after 1957, take any records of childhood immunization to the Campus Health Center for review.

The College shall also comply with applicable requirements of the State as may be required by law or by rules and regulations.

## Application Assistance

Prospective students may obtain a UH Application for Admission form and other admission information at:

- [www.maui.hawaii.edu/how-to-apply](http://www.maui.hawaii.edu/how-to-apply)
- Admission & Records in the Ho'okipa building, or by calling 808 984-3267.
- Educational Opportunity Centers:  
Kahului Office, Ho'okipa Bldg. 984-3286; or on Molokai by calling 553-4490 Ext. 4.
- Hana, Lahaina, Lana'i, and Molokai Education Centers.

These sources also have copies of *How to Enroll in the University of Hawai'i System*, a booklet that contains instructions on how to complete an application.

All non-US citizens should obtain the Foreign Student Supplementary Information form and follow the additional instructions in the section *International Student Applications* on page 70.

Out-of-state students and international

students are reminded that admission decisions are made without regard to availability of financial aid or housing. Students must arrange their own housing and apply separately for financial aid.

👉 For Financial Aid, call 808 984-3277

👉 For student housing, see page 60.

## Application Deadlines

Fall Semester: August 1

Spring Semester: December 1

## Acceptance Notification

Applicants applying prior to deadlines are notified of their status. Applicants applying after the deadlines are asked to check with the Admission and Records office regarding their admission status and registration information.

## Tuition and Fees

Online credit card or e.check payment is available through *MyUH*. If online payment problems are encountered, call 808 984-3257. Mail-in payment by check is also available through *MyUH*.

*In-person payment by cash, check, or debit card is an option at the Business Office in Ho'okipa on the Kahului campus or at the Hana, Lana'i, or Molokai Education Centers. All tuition and fee charges at UH campuses are subject to change in accordance with requirements of State law.*

- **Resident Tuition (per semester)**  
\$120 per credit, lower division  
\$288 per credit, upper division
- **Non-Resident Tuition (per semester)**  
\$328 per credit, lower division  
\$807 per credit, upper division
- **Out-of-State Application Fee**  
A \$25 fee must accompany the Admission application.
- **Student Publication Fee**  
A \$4 Board of Student Publication (BOSP) fee is charged at the time of registration. The fee covers the cost to produce approximately four student newspapers per semester, as well as an annual literary journal.

- **Student Activity/Life Fee**  
A student activity fee is charged at the time of registration:  
\$2.00 per credit for 1-7 credits.  
\$15.00 for 8 or more credits.
- **Molokai Student Activity Fee**  
A student activity fee is charged to students taking classes at the Molokai Education Campus:  
\$2.00 per credit for 1-7 credits  
\$15.00 for 8 or more credits
- **Student Technology Fee**  
A technology fee is charged to all students to provide support for the technology resources used by students.  
\$3.00 per credit for 1-11 credits  
\$36.00 for 12 or more credits
- **Student Health Fee**  
A \$8.00 student health fee is charged at the time of registration for students taking classes at the Kahului campus. A Summer Session student health fee of \$6.00 is assessed.
- **Culinary Professional Fee**  
A fee is charged to Culinary Program Students at the time of registration:  
\$15 per credit for 1-11 credits  
\$180 for 12 or more credits
- **Late Registration Fee**  
Late fee charges are assessed from the first day of instruction. Students registering from the first day of instruction and after (including modular classes) are assessed a \$30 late registration fee in fall and spring semesters. A Summer Session late fee of \$10 is assessed.
- **Nursing Malpractice Insurance**  
A non-refundable \$18.00 nursing malpractice fee is charged at the time of registration for students taking designated nursing courses.
- **Nursing Professional Fee**  
A non-refundable \$500.00 nursing professional fee is charged to Nursing Program students at the time of registration.
- **Dental Hygiene Fee**  
A non-refundable \$500.00 dental hygiene fee is charged at the time of registration for students taking designated nursing courses.
- **Returned Check Fee**  
A \$25 service charge is assessed for checks made out to UH Maui College that are returned for any cause.
- **Course Change Fee**  
A \$5 fee is charged for each course change request form. Students are also assessed or rebated tuition and fees, as applicable, according to the *Refund Schedule of Tuition and Fees* on page 72.
- **Associate Degree and Certificate of Achievement Fees**  
A \$15 fee is payable at the time the graduation application is submitted. Deadlines are:  
October 2: Fall semester  
March 4: Spring semester
- **Certificate of Professional Dev. and Certificate of Competence Fees**  
A \$2 fee per certificate, up to a maximum of \$12 for multiple certificates, is payable at the time application is submitted. A \$10 fee is charged for each diploma cover.
- **Hawaiian Language Diploma Fee**  
A \$15 fee is payable at the time the graduation application is submitted. Students may choose to purchase an English language and/or Hawaiian language Diploma.
- **Transcript Fee**  
A \$5 fee is charged for a transcript sent outside the University of Hawai'i system. The fee is not charged for transcripts sent to another college within the UH system. Transcripts are usually processed within two weeks. A \$15 rush fee is charged for transcripts requested within a 24-hour period. Transcript Request Forms are available at Admission & Records; at the Hana, Lahaina, Lana'i, and Molokai Education Centers; and online at: [www.maui.hawaii.edu](http://www.maui.hawaii.edu)

## Books, Supplies, Tools

The cost of books and supplies for full-time students averages \$500 per semester. Students in certain career programs are additionally required to purchase personal hand tools which range from \$35 to \$625 depending upon the major. Students in need of financial assistance to absorb this cost should refer to the Financial Aid section.

## Registration for Credit Courses

Students should check *MyUH* or the printed *Schedule of Classes* each semester for specific registration dates and procedures. The College provides students closest to graduation the highest registration priority.

## Concurrent Registration

UH Maui College students may enroll in eClasses or other classes offered by the UH Community Colleges for which they have met the prerequisite. *Concurrent registration* is enabled online through *MyUH*, or by contacting Admission & Records, or an outreach coordinator at Hana, Lahaina, Lana'i, and Molokai.

Students may view at *MyUH* the online *Schedule of Classes* from the UH campuses. An e-Learn website providing information on eClasses and multi-campus distance delivery from the UH Community Colleges is available at:  
[www.hawaii.edu/uhcc.e-learn](http://www.hawaii.edu/uhcc.e-learn)

## Attendance and No-Shows

Students are expected to be in attendance on the first day of class. *Instructors may drop students who are "no shows" on the first day, and add students who are not enrolled and show up the first day of class.*

Students dropped from class rosters will receive a refund if the drop is requested within the refund period. *A student who does not attend class and who does not officially withdraw from the class may receive the grade of F in that class.*

## English and Math Placement

English and math placement tests, along with academic advising, ensure that students' course selections match their skill levels. COMPASS, a computerized, self-paced test, takes approximately two hours to complete. There is no fee for the initial COMPASS placement test. Results are valid for two years.

ACT and SAT scores may be applied for placement into ENG 100 and for courses requiring placement at ENG 100. Applicable cutoff scores are those used by UH Mānoa to place students into ENG 100.

Prior to registration, all first-time degree and/or certificate UHMC students are required to take the COMPASS tests for reading, writing and math. Please note that some courses require COMPASS placement even for students taking less than 6 credits. Exceptions to the policy will be made on a case-by-case basis. After completion of COMPASS, consultation with a counselor is highly recommended. Study materials are also available in the TLC. Students should bring a photo ID and know their UH ID number.

☞ For information, call 984-3240.

## Health and Accident Insurance Requirement

*Health Clearance - Both tuberculosis and measles (rubeola) clearance are required of all students and must be submitted prior to registration.*

Low cost health insurance is available to UH Maui College students. All international students are encouraged to enroll in a health and accident insurance program prior to their arrival in the U.S.

In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis and measles *with admission application*. The College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

Applications for University approved and sponsored health plans are available online at: [www.hmsa.com/portal/?gid=student](http://www.hmsa.com/portal/?gid=student). Student Services also has a referral program for those in need of medical attention.

☞ For information, call 984-3267.

## Early Admit College Options

Early Admit students may take any UH Maui College course where the prerequisite is met. Specific courses taken depend upon a student's ultimate college plan. Enrollment is on a space available basis.

The Early Admission program provides educational opportunities for two categories of youth under 18 years of age.

1. Academically superior or vocationally gifted Early Admits are permitted to take one or two regular college courses during the summer following completion of their sophomore year, or during their junior or senior year, provided their high school approves and is able to make appropriate schedule adjustments.
2. Applicants who are officially released from high school and are under 18 years of age may be considered for early admission in courses or programs if the College determines that the student can benefit from its academic or vocational offerings. In addition to the three required general admission documents, individuals in this category must also submit a written release by the District Superintendent or designee.

## Running Start Program

*Running Start* is a statewide program that provides an opportunity for academically qualified juniors and seniors to enroll in college classes through the UH system as a part of their high school coursework. This unique partnership between the Department of Education and the UH system allows public high school students to attend college classes during the fall, spring, and summer while earning high school and college credits. Currently, nine UH campuses participate in *Running Start*: UH Hilo, UH Maui College, Hawai'i CC, Honolulu CC, Kapiolani CC, Kauai CC, Leeward CC, Windward CC, and UH West Oahu. Interested students should check with their high school counselor regarding participation in the *Running Start* program.

## International Student Applications

International applicants must comply with all regulations of the U.S. Citizenship and Immigration Service as well as with applicable policy of Board of Regents of the University of Hawai'i and the policies of UH Maui College. For purposes of clarifying requirements for admission, international students who are not US citizens and who have not been admitted to live in the US permanently are designated as non-immigrants. The College is authorized under federal law to enroll non-immigrant alien students. Contact Admission & Records for rules and regulations and admission requirements.

In addition to the two general admission documents required for all students, international students must:

- Complete the International Student Supplementary Information form. Current bank statements and financial aid award letters must accompany the Supplementary Information form. See: [hawaii.edu/admissions/intl\\_students14.pdf](http://hawaii.edu/admissions/intl_students14.pdf)
- Take the Test of English as a Foreign Language (TOEFL) if from a non-English speaking country and achieve a score of 480 (paper based test), 54-55 (Internet based test) or 157 (computer based test) minimum (subject to change; for most recent TOEFL requirements refer to UH Maui College website). This test, developed and administered by the Educational Testing Service, is given at international testing centers. Results should be received by the College. Students may contact: <http://ets.org> for more information.
- In compliance with public health regulations, new students prior to enrollment must show evidence that they are free of active tuberculosis, and measles, mumps, and rubella. The College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

- Demonstrate proof of enrollment in a health and accident insurance plan before being permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness. The average cost per year is approximately \$3,000. More information is available from Student Life or Admission and Records (see pages 62 and 68).

International students are required to take a full course load (a minimum of 12 credit hours a semester toward their program).

Individuals from foreign countries who reside in the State of Hawai‘i and who wish to be accepted as students at the College (and who seek student visas) should obtain additional information from the Registrar’s Office.

☞ For information, call 808 984-3517. Arrangements for housing must be made prior to arrival.

### Residency Regulations (condensed)

Students who do not qualify as bona fide residents of the State of Hawai‘i, according to the University of Hawai‘i rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as nonresidents, students continue to be so classified during their term at the College until they can present clear and convincing evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. The complete rules and regulations are available at Admission and Records.

☞ For information or interpretation, call the Registrar at 808 984-3267.

### Definition of Hawai‘i Residency

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

- *Demonstrated intent* to permanently reside in Hawai‘i (see below for evidences);
- Been *physically present* in Hawai‘i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai‘i his/her legal residency; and
- The student, whether adult or minor, *has not been claimed as a dependent for tax purposes* for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are *not* legal residents of Hawai‘i. *\*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.*

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

- Filing Hawai‘i Resident State Personal Income Tax Return.
- Voting/registering to vote in the State of Hawai‘i.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai‘i, may apply, but *no single act is sufficient to establish residency in the State of Hawai‘i.*

Other legal factors involved in making a residency determination include:

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

These considerations do not exhaust all the factors that affect the determination of residency. For information consult *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.*

### Board of Regents Exemptions

Once classified as nonresident status, students continue in this status at the College until submitting satisfactory evidence to Admission & Records that proves otherwise.

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

1. *Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:*
  - United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
  - Members of the Hawai'i National Guard & Hawai'i-Based Reserves.
  - Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules.)
  - East-West Center student grantees pursuing baccalaureate or advanced degrees.
  - Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
2. *Citizens of an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At time of publication, these included the following:*
  - American Samoa, Commonwealth of the Northern Marianas, Cook Islands, Federated States of Micronesia, Futuna, Kiribati, Nauru, Niue
  - Republic of Palau, Republic of the Marshall Islands, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis

*This list is subject to change. For a current list, contact the Admissions & Records office or visit: [www.hawaii.edu/admissions](http://www.hawaii.edu/admissions)*

### Misrepresentation

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

### Appeal Process

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

### Refund Policy

Several refund policies are applicable:

#### 1. Regular Academic Semester

In the event students initiate before the fifth week of instruction a complete withdrawal from the University (or College), changes from full-time to part-time status, or changes from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

- 100% refund for complete withdrawal only if made before or during the first week of instruction as announced in the registration information booklet.
- 50% refund if complete withdrawal or change in status or tuition rate is made within the 2nd & 3rd weeks of instruction, unless otherwise stipulated by federal regulations.

When changes by the College to the published schedule of classes precipitate a complete withdrawal, or a change from full-time to part-time status, or a change from one tuition rate to another tuition rate, and the changes to the published schedule have occurred after the student registered, tuition and special course fees are refunded as indicated below upon approval of the Vice Chancellor of Academic Affairs or Vice Chancellor of Student Affairs:

- 100% refund if complete withdrawal is necessary and if application for refund is made within two weeks of the date of change(s) to the published schedule.
- The difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate if such a change is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.

After students secure the required approvals, students must submit the application for refund to the campus Business Office for payment. In no case shall payment of a refund be made when a student fails to make application for a refund within two weeks of date of withdrawal, change in status, or change in tuition rate.

#### 2. Special Course Fees

For CCECS, Summer Session, and other short-term courses:

- 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
- 50% refund in accordance with the following schedule, based on length of the course term and number of calendar days elapsed, including the first day of class instruction, when the withdrawal is made:

Term	50% Refund
1 week	No refund
2 weeks	1-3rd day
3 weeks	1-4th day
4 weeks	1-5th day
5 weeks	1-7th day
6 weeks	1-8th day
7 weeks	1-10th day
8 weeks	1-11th day
9 weeks	1-12th day
10 weeks	1-13th day
11 weeks	1-14th day
12 weeks	1-15th day
13 weeks	1-16th day
14 weeks	1-17th day
15 weeks	1-18th day
16 weeks	1-19th day



For credit courses with unique distribution of class meeting hours through the term of the course, the refund schedule is based on the elapsed instructional time for that course as a percentage of the total instructional time for that course:

- 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
- 50% refund in accordance with the schedule in the previous column, based on length of the course term and number of calendar days lapsed, including the first day of class instruction when the withdrawal is made.

For non-credit courses or workshops:

- One to five weeks in length - 100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter, no refund.
- Six weeks or longer - 100% refund for complete withdrawal if made on or before the sixth working day, after the first day of class instruction; thereafter, no refund.

*Refunds for financial aid students who withdraw completely or stop attending classes will be made in accordance with federal regulations.*

- ☞ For information, call the Financial Aid Office at 984-3277.

### 3. Student Life/Activity, BOSP Fees, Student Health Fees, and Student Technology Fee

- 100% refund of student activity fee, student health fee, board of student publications fee, and student technology fee if complete withdrawal is made within the first week of instruction.
- No refund of student activity, student health fees, board of student publications, and student technology fee if complete withdrawal is made after the first week of instruction.
- No refund of the student activity fee or student technology fee in cases of voluntary change from full-time to part-time status after the first week of instruction.

### Employment of Graduates

Section 177.64 of *Rules and Regulations Governing the Guaranteed Loan Program (20 U.S.C. 1071 through 1087-1)* requires that participating institutions make a good faith effort to present prospective students, prior to the time they obligate themselves to pay tuition, with a complete and accurate statement about the institution, its current academic or training program, and its faculties and facilities, with particular emphasis on those programs in which the prospective students have expressed interest. Further, in the case of an institution having courses of study, the purpose of which is to prepare students for a particular vocational, trade, or career field, such statement shall include information regarding the employment of students enrolled in such courses, in such vocation, trade, or career field.

Accordingly, applicants (prospective students) are advised to secure copies of the current catalog of each of the campuses of the University of Hawai‘i at which the applicants are seeking admission in order to gain information describing the nature of the campus, its academic and student services programs, its faculties, and its facilities. Further, applicants are advised to contact Careerlink, Maui College’s Career Resource Center for applicants seeking admission may also gain information describing the potential for employment of applicants who enroll in specific academic programs.

### Non-Discrimination and Affirmative Action

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*)
- 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, and 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, Title 11, and Section 504.

As an integral part of its Policy on Nondiscrimination & Affirmative Action, the Office of the President, University of Hawai'i hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated.

☞ Complaints of this nature are addressed by Catherine Bio. Phone: 808 984-3515.

Individuals designated to coordinate the UH Community College nondiscrimination and affirmative action programs are:

#### **EEO/AA Community Colleges**

Mary Perreira  
2327 Dole Street  
Honolulu, Hawai'i 96822  
Phone: 808-956-4650 (VIT)

#### **Title IX Coordinator**

Vice Chancellor of Student Affairs  
UH Maui College  
808-984-3515

#### **EEO/AA Coordinator**

Brian Moto  
UH Maui College  
808-984-3656

#### **Section 504 Coordinator - Students**

Disability Services Coordinator  
UH Maui College  
808-984-3227

#### **Section 504 Coordinator - Employees**

Personnel Director  
UH Maui College  
808-984-3380

#### **Discrimination Complaints**

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

Brian Moto, EEO/AA Coordinator  
Ho'okipa 117, Phone: 808-984-3656

The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office. The process of addressing allegations of discrimination are described in the *Administrative Procedure A9-920 2210 UH Community College Procedures and Guidelines, Relating to Complaints of Discrimination and in campus Section 504/ADA Grievance Procedure*.

Students may also file complaints of discrimination at the following address:

Mary Perreira  
Director of EEO/AA  
UH Community Colleges  
2327 Dole St.  
Honolulu, HI 96822  
Phone: 808-956-4650

#### **Family Education Rights and Privacy Act**

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

1. It is the policy of UH Maui College to subscribe to requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
  - a. The right to inspect and review education records.
  - b. The right to request to amend the student's education records.
  - c. The right of protection from disclosure by UH Maui College of personally identifiable information contained in education records without permission of the student involved.
  - d. The right to file complaints concerning alleged failures by UH Maui College to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022-Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Vice Chancellor of Student Affairs at UH Maui College.

4. Students are advised that certain personally identifiable information is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with state law, at the College's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information.

- Name of student
- Local address and zip code maintained in campus locator printout
- Local telephone number maintained in the campus locator printout
- Major field or study
- Educational level (*freshman, sophomore, etc.*)
- Fact of participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received

Students have the right to request that any or all of the above items not be designated Directory Information with respect to themselves. Should students wish to exercise this right, they must, in person and in writing, not earlier than the first day of instruction nor later than 14 calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform Admission & Records which of the above items are not to be disclosed without the prior consent of the students.

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

**College Regulations**

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## Classification of Students

*Full-time* students are enrolled for 12 or more credits per semester.

*Part-time* students are registered for fewer than 12 credits per semester.

*Classified* students are defined as individuals who have declared (i.e., notified the College of) a specified major.

*Unclassified* students are enrolled but do not wish to earn a degree or certificate.

## Class Standing

Class standing is a designation that defines a student's progress toward their graduation goal based on the number of credits earned (including transfer credits). Effective Fall 2015 sophomore status is reached after the student earns 30 credits. Associate and bachelor degrees require, respectively, at least 60 and 120 credits, so an average of 15 credits per semester, or 30 credits per year, is necessary to complete the minimum number of credits required for on-time graduation. Class standing levels will provide students with a more accurate indicator of the progress they are making toward their degree. *Note: Federal financial aid awards for full-time status will continue to be based on 12 credits.*

## Admission to Classes

Before attending any class, students must have completed the registration procedure, which includes the payment of fees and tuition within the registration period. Students who attend classes without completing the registration process will not be considered as officially enrolled. *The fee receipt provided during registration may be required by instructors for admission to classes.*

Students registering for classes will be purged from classes if tuition and fee payments are not made by the payment deadline. Payment deadlines are posted in the Schedule of Classes for each semester.

Students registering AFTER the payment deadline will NOT be purged for non-payment and are obligated to pay their tuition and fees, unless they officially drop their classes. Students dropping classes after the start of instruction are subject to the refund policies posted in the UHMC catalog.

## Change of Information

Changes in student information (address and phone number) may be made online at *MyUH*. A Change of Information form is also available at Admission and Records and Outreach Centers at Hana, Lahaina, Lana'i, and Molokai. Students may also consult with a counselor regarding a change to their major.

## Change in Registration: Add, Withdrawal, Erase Period

Students may add courses up to the final day of Late Registration in each semester. Mini-courses may be added up to the start date of each mini-course. Requests to add courses after this period must be approved by the instructor of the course. Forms for such action may be obtained at Admission & Records. *See section on Tuition & Fees.*

## Credit Load

Students are allowed to register for up to 18 credits. Starting the week before the first week of instruction, students may enroll for additional credits with approval of a counselor.

## Course Credit

All classes require students to spend out-of-class time, as well as in-class time for face-to-face classes. Face-to-face classes expect that for each 1-credit, students spend 1 hour of in-class time and 2 hours out-of-class time. For a typical 3-credit class, students attend 3 hours/week of class time, and spend 6 hours of out-of-class time on class work. Online classes combine these hours for a total of 9 hours/week spent on each 3-credit course.

## Course Load

It is important for students to balance their class and study time, employment, and other commitments. The following table is a guide for balancing work with school.

Employed hrs./wk.	Recommended load
40 hrs.	3 - 7 cr.
30 hrs.	6 - 9 cr.
20 hrs.	9 -12 cr.
10 hrs.	12 -15 cr.
none	15 -18 cr.

## Repeating Courses

Students may repeat any UH Maui College course once with the instructor's permission, then may repeat a course only with the permission of the Vice Chancellor of Academic Affairs. The credit from a repeated course is entered once toward the credit earned and applied only once toward a certificate or degree requirement, unless specified otherwise in the course description. All grades are reflected on the transcript, but only the highest grade is computed into the grade point average.

## Final Exams

A final evaluation period is designated for the end of each semester. *See the printed schedule of classes.*

## Grade Reports

Grade Reports are viewable online at *MyUH*. Requests for a hard copy may be made at Admission & Records or from the Hana, Lahaina, Lana'i, or Molokai Education Center Coordinators.

## Grading System

The system of grades and grade points are:

Option I	(A-F Grading)
A	Excellent 4 grade points
B	Above Average 3 grade points
C	Average 2 grade points
D	Minimal passing 1 grade point
F	Failure 0 grade points
N	Work in Progress 0 grade points
W	Withdrawal No grade points
I	Incomplete No grade points
L	Audit No grade points
RD	Record Delayed Temporary grade
Option II	(Credit/No Credit)
CR	Credit No grade points
NC	No Credit No grade points
I	Incomplete No grade points
W	Withdrawal No grade points

Students may select the grading option desired via the *MyUH* portal at the time of registration. They may elect to take most courses as either the graded Option I (A, B, C, D, F, N, W, I, L) or the Credit/No Credit Option II (CR, NC, I, W).

*If students do not change the grading option, they will receive a letter grade for the course.* If they wish to change the option to CR/NC, they must change it via the *MyUH* portal up to the deadline published in the *Schedule of Classes*. Change of option to Audit must be done in person at Admissions and Records. It is the responsibility of students to inform instructors of the grading option elected prior to the deadline to change grades. Without a declaration, instructors will assume that students have elected Option I.

The N, Work in Progress grade is used only in specific remedial-developmental courses: ENG 15, 19, 21, 22, and 90v; LSK 30 and 90v; MATH 22 and 82. The N grade indicates that the student is not yet prepared to succeed at the next level. N grades do not affect the GPA and may be repeated as specified in the College Repeat Policy.

An Incomplete (I) is given to students who were progressing satisfactorily during the semester, but failed to complete the semester because of illness or other conditions beyond the students' control. The Incomplete will become the grade the instructor has indicated depending upon the grading option (I or II) selected; e.g., an I/D becomes a D if the work is not completed before the Incomplete Deadline of the next academic term. It is the responsibility of students to inform their instructor if they wish to request an Incomplete.

A Credit (CR) grade is equal to grade C or better. Credits are awarded for CR grades, but no grade points are calculated.

An Audit (L) grade is given to students who enroll in courses as auditors. Credits are not awarded under this option. Students must declare themselves as auditors by the deadline to select audit grade published in the *Schedule of Classes*.

A grade point ratio (GPR) is determined by multiplying the credit received for a course by the number of grade points and dividing by the total number of credits attempted.

#### Note these exceptions:

1. A maximum of 30 credits of CR grades may be applied toward a degree program at UH Maui College. It is strongly recommended that students take courses in their major on a letter grade basis.
2. Certain courses are designated as CR/NC only. These courses may be taken only on a credit/no-credit basis.

#### Note these cautions:

1. Students planning to transfer to a 4-year institution should consult that institution's catalog regarding its policy regarding acceptance of CR grades.
2. The Credit/No Credit option at UH Mānoa is limited to elective courses. The CR/NC option is not allowed for any course taken to fulfill a University or College core requirement nor a Department requirement, with the exception of those courses designated Credit/No Credit only. Students planning to transfer to UH Mānoa should follow this UH Mānoa policy when taking courses at UH Maui College.
3. Scholarships are often contingent upon successful graded scholastic performance.
4. Students opting to take courses for CR/NC when the letter grade option is available are not eligible for the Dean's Honor List.
5. No audited classes are allowed for financial aid.

#### Academic Probation Policy

A cumulative GPA of 2.0 is required to remain on satisfactory academic progress at UH Maui College. Students who do not meet this minimum GPA at the end of any semester will receive a warning of unsatisfactory academic progress. If satisfactory progress is not made in ensuing semesters, students will be placed on academic probation and eventually suspended or dismissed from the College.

All students notified of unsatisfactory academic progress are required to meet with an academic counselor prior to registration so that an academic plan can be created.

#### • Warning

Students are placed on academic warning at the end of any semester in which

their cumulative GPA falls below 2.0. A warning is not notated on the permanent academic record. Warned students may continue to attend UH Maui College but must raise their cumulative GPA to 2.0 or higher in the semester immediately following. Failure to do so will result in academic probation.

#### • Probation

If students on warning fail to raise their cumulative GPA to a 2.0 or higher, they will be placed on academic probation. Notation of probation is made on the student's permanent academic record. Probationary students may continue to attend UH Maui College under the following terms:

1. Students will be allowed to enroll only in courses approved by an academic advisor.
2. Students will meet regularly, thereafter, with that advisor to review progress.
3. Students must earn a semester GPA of 2.0 or higher in each probationary semester.
4. Students will remain on probation until their cumulative GPA is raised to 2.0 or higher.
5. Students on probation receiving term GPA below 2.0 for two consecutive semesters will face suspension.

#### • Suspension

Students will be suspended for failing to meet the terms of probation. Notation of academic suspension is made on the student's permanent academic record. Suspended students are eligible to apply to UH Maui College after a wait period of at least two full semester (not including summer session). Students returning after suspension will be placed on probation during the semester of re-entry. Under extenuating circumstances, a waiver of the wait period may be granted, allowing the student to enroll. The student must apply for a waiver from the Vice Chancellor of Academic Affairs prior to the official first day of instruction for the following semester. Suspension can occur only once; failure to meet the terms of probation after returning from suspension will result in dismissal.

- **Dismissal**

Students returning after suspension may be dismissed for failing to meet the terms of probation. A dismissed student may be readmitted only after careful review of their academic record and meeting with the Vice Chancellor of Academic Affairs.

- **Removal from Probation**

Students will be removed from probation once the cumulative GPA is raised to 2.0 or higher.

- **Appeals**

Students may appeal a decision regarding academic probation, suspension or dismissal by filing a formal petition with the Vice Chancellor of Academic Affairs. Appeals must be filed as soon as notification of probation, suspension is received, and prior to the first day of instruction of the following semester.

## Scholastic Honors

- **Dean's List**

Each semester a Dean's List is compiled recognizing students with a grade point ratio of 3.5 or better in 11 or more credits with a letter grade. The CR grade may be used only when the letter grade option is not available.

- **Phi Theta Kappa**

Phi Theta Kappa, a national honor society for two-year colleges, was chartered at the College in 1972 as the Psi Sigma chapter. Objectives are to promote scholarship and develop character, leadership, fellowship, and service among talented students in two-year colleges nationally and internationally.

To qualify for membership, students must have completed 12 or more credits at the College, be enrolled toward a degree, and have a GPA of 3.5 or more.

✉ Email [epeterso@hawaii.edu](mailto:epeterso@hawaii.edu) or [ehw@hawaii.edu](mailto:ehw@hawaii.edu) for more information.

- **Graduation with Honors**

Students who achieve a cumulative grade point ratio of 3.5 for credit earned at UH Maui College will receive their degrees or Certificates of Achievement with honors. Only students who earned a minimum of 27 credits at the College, of which at least 24 credits were taken for a letter grade, are eligible for graduation with honors.



## Graduation

In order to receive a degree or certificate, students must complete the Graduation Application process. A graduation checklist outlining the requirements is available at the Counseling Center. Preparation for graduation, including meeting all the requirements, is the responsibility of the student. A commencement ceremony takes place at the end of each Spring semester.

Students are required to schedule an appointment with a counselor to complete the appropriate graduation application and to make payment of degree/certificate fees at the Cashier's Office.

Continuing students (*with no break in enrollment*) may meet the program requirements stated in the catalog for their year of entry into a program major, or they may choose to meet the requirements of any subsequent change in the program. However, students who stop-out must meet program requirements of the Catalog in effect upon their re-entry, or may choose to meet the requirements of subsequent program revisions that occurred while they were continuously enrolled.

## Academic Exception

Students wishing to request an exception to program requirements as stated in the Catalog should consult with a counselor and then contact the Vice Chancellor of Academic Affairs for specific application procedures.

## Transcript Evaluation

Submit a Transcript Evaluation request form to the Admissions & Records Office. The form is available at the Admission & Records Office.

## College Credit Equivalency

Students with knowledge and skills obtained through previous coursework or experience have several options to apply for additional credit to their College program.

- **Transfer Credits**

Courses completed at other regionally-accredited colleges and universities with grade D or better may be transferable toward a UH Maui College degree. The transcript evaluation is applicable only to UH Maui College degrees and certificates. It is not necessarily applicable to other colleges to which the student may subsequently transfer.

Students are responsible to have official transcripts sent directly to the Admission & Records Office. Course descriptions and Student Learning Outcomes may be requested for clarification purposes. A Transcript Evaluation Request Form must be submitted to the Admission & Records Office. The form is available at the Admission & Records Office, the Counseling Center, and on the Counseling website.

### • Hawaiian or Second Language Back Credits

Students who placed above the 101 level in Hawaiian or foreign languages offered at the College can receive, at no additional cost, credits for the courses for which they are exempted upon completing the next course in the sequence with grade C or higher.

For example, upon completing 102 with a C or better, students will also earn the credit for 101; upon completing 202 with a C or better, students will also earn the credit for 101, 102, and 201.

Students who place above the 202 level, including native speakers of the languages, can receive credit for the full course sequence provided they complete, with grade C or higher, any course in any field (e.g., history, literature, culture, language, Hawaiian studies, anthropology, education, or musicology) in which they make significant use of the language. The judgment as to “significant use” is normally made by the instructor of the course students have taken. If no classes above 202 are available that provide “significant use,” students or native speakers must pass the 202 course with grade C or better.

### Implementation Guidelines

#### 1. Eligibility:

The UH Maui College back credit policy went into effect in Fall 2006. Classified students at the College may apply for back credits in language. The back credits will count toward the College’s degrees and certificates.

*Note: The University of Hawai‘i at Mānoa (UHM) allows back credits only to those students who entered the University of Hawai‘i (UH) system in Fall 2001 or later, or who have chosen to graduate under the UHM General Education Requirements adopted in Fall 2001. Other colleges or universities in the UH system and elsewhere may have different policies regarding back credits or policies that may prevent the transfer of UH Maui College back credits.*



#### 2. Placement Examination:

See Hawaiian or foreign language departments to schedule a placement exam. Based on the results of the placement tests and/or oral interviews with language teachers at the College, students are placed in 100 or 200 level language courses.

#### 3. Bilinguals:

Bilinguals and native speakers are eligible for back credits, providing they complete with grade C or higher an appropriate post-202 language course. Students should contact the Hawaiian or foreign language departments for a list of courses above 202 that may be available in language at UH Maui College, or via distance education.

#### 4. Back Credits/Grades:

Back credits are awarded with no grade designation.

#### 5. Transfer Credits:

Students may not apply for back credits based on courses above 101 taken outside the UH system or in high school, including those courses for which AP credits have been granted by UH Maui College.

#### 6. Number of Languages:

Back credits may be earned for only one language.

#### 7. Number of Credits:

Students may earn from 3 to 16 back credits - 6 to 8 for first-year language courses, and 6 to 8 for second-year language courses.

#### 8. Petition Forms:

Back credits will not be awarded automatically. Students interested in obtaining back credits must initiate the process. Forms for back credit requests are available through language course instructors or the Humanities Department office.

#### • Prior Learning Assessment

Students with personal and professional learning obtained outside the traditional classroom that is equivalent to college-level learning may earn credits towards a degree or certificate through Prior Learning Assessment (PLA). The measures offered on this campus vary by program, but in general, include 1) Credit By Examination, 2) Equivalency Exam, 3) Portfolio, and 4) Non Collegiate-Sponsored Education Credit. Where specific policies are not identified, prior learning related to a student’s educational program may be reviewed and credit awarded at the discretion of the appropriate academic program. Students must consult with their academic and faculty advisor to assess the advisability of seeking credit

for PLA, to choose the most appropriate type of PLA, and to determine a PLA assessment strategy. Credits earned through PLA will carry a grade of CE, CR, or PA which does not impact grade point average. Fees accessed are based on the PLA option.

Contact The Learning Center 984-3240 for further information.

### Credit-by-Examination

All students officially registered in a course who present evidence to the instructor that through experience or training they have had the equivalent of the course, but have not received college credit for it, may apply for credit by examination.

Upon application by students and approval by the appropriate instructor and department chair, a comprehensive test shall be administered and evaluated by the instructor. Students are encouraged to apply for and take the exam prior to the end of the late registration period. An examination may not be repeated. A grade of CE is recorded on the student's transcript to indicate credit earned through credit-by-exam. A CE grade will not be computed in the GPA, but credits earned can be counted toward graduation. Credits earned by examination are not eligible for financial aid.

### Equivalency Examinations

**CLEP.** Credit may be earned for courses parallel to those offered by the College by taking College Level Examination Program (CLEP) tests. To receive credit, one must be enrolled at the College, but not necessarily in the course(s) for which examined. The number of credits awarded is based upon the credit value of parallel courses at the College. Only the CE grade is given.

Minimum test scores for receiving credit will be those published by the College Board. Credit by examination through the CLEP program in an elementary foreign language course is not available if the applicant is a native speaker of that language.

👉 For information, call 984-3530.

**DSST.** Credit may be earned for courses parallel to those offered by the College by taking DANTES Subject Standardized Tests (DSST). The American Council in Education Guide will be used for determining credit value and relevance to UH Maui College programs. Only CE grades are given.

**AP and IB Exams.** Students who take the College Board Advanced Placement (AP) Examination may be granted college credit for equivalent courses offered at the College in accordance with the criteria established by the UH Mānoa College of Arts & Sciences. Application forms for Advanced Standing Credits are available at Admission & Records and the Counseling Center. Because Advanced Placement policies vary with each college, those who plan to transfer elsewhere should seek information regarding applicability of such scores to their particular majors.

Advanced Standing credit may be awarded for coursework completed in the International Baccalaureate (IB) Program. Contact the Admission & Records Office for equivalencies.

### Credit for Non-Collegiate Instruction

College credit may be awarded for successful completion of a formal course offered by an institution other than a college (e.g., labor union courses, agency training programs, professional workshops, military courses) if that course is found comparable to college-level material.

An evaluation will be done only for enrolled students who have completed at least 12 credits of regular offerings at the College. Only credits applicable toward a designated associate degree or certificate will be evaluated. No more than one-third of the credits required for a degree or certificate may be earned through non-traditional methods. The College will record a grade of CE or CR as appropriate. If students transfer to another college, transfer of non-collegiate credits is subject to the policies of the admitting institution.

### Transfer to Four-Year Institutions

Four-year colleges and universities have different lower division requirements, which change frequently. Students should select UH Maui College courses according to their intended major at the four-year institution where they plan to transfer. Students are responsible for identifying requirements of the institution and program to which they plan to transfer. Students are encouraged to consult a counselor.

### Transfer to UH Hilo, UH Mānoa, or UH West Oahu

Before transferring to the UH Hilo, Mānoa, or West Oahu, students should plan their UH Maui College academic program according to requirements of their intended major at the receiving institution. Students who intend to transfer are urged to verify UH Maui College course selections with a counselor for equivalency at the receiving institution before each semester's registration.

### Articulated AA Degree

Students who have earned an articulated Associate in Arts (AA) degree from a UH Community College shall be accepted as having fulfilled the general education core requirements at all other UH campuses. While an articulated AA degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college, and degree/graduation requirements.

Additional campus-specific requirements, such as competency in Hawaiian or a foreign language or writing-intensive courses, may be required. With planning, most if not all of those requirements may be incorporated into the AA degree; if not, they are required in addition to the AA degree.

As requirements will differ among the colleges in the UH system, students should be guided by the most current information and consult UH Maui College counselors for assistance.

### Reverse Transfer

A reverse transfer is a process in which academic credits for course work completed at one of the UH 4-year universities (UH Mānoa, UH Hilo, or UH West O'ahu) and are transferred back to Maui College to satisfy associate degree requirements.



Contact the counseling department (808) 984-3306 for further information.

### Automatic Awarding of Degrees and Certificates

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

☞ Contact the counseling department 984-3306 for further information.

### Automatic Admission

Students graduating from any of the University of Hawai'i's seven community colleges with an AA degree or selected AS degrees will be notified that they may be eligible for automatic admission to UH Manoa, Hilo, or West O'ahu. Qualified students receive an email notification informing them of their eligibility and must respond in order to take advantage of this opportunity.

☞ Contact the counseling department at 984-3306 for further information.

### No Show policy

Students who do not establish attendance by the 100% refund date stated in the Schedule of Classes may be administratively withdrawn. If the student does not contact the instructor and the instructor reports the student as a "no show", the student will be withdrawn. Administrative withdrawal will take place before the Erase period and the student may be eligible for a refund, if applicable. The course will not appear on the student's transcript.

### Core Courses

College catalogs, published once per year or less frequently, do not always reflect the most recent campus actions involving UH system core courses. For current information about core courses, visit: [www.hawaii.edu/admissions/transfers.html](http://www.hawaii.edu/admissions/transfers.html)

### Safety Regulations

In classrooms, labs, and shops, and on field trips, the personal safety of students and instructors is extremely important. Safety lectures, demonstrations, quizzes, and other activities are a regular part of the College's instructional program.

Certain types of protective equipment are required for participation in many activities taking place in classrooms, labs, and shops. Students are required to participate fully in safety-related instruction, furnish their own personal protective equipment, supplies, and uniforms when required, and utilize College protective equipment when provided. Failure to act in a safe, responsible manner may result in immediate removal from class.

### Campus Security

The College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because no campus is isolated from crime, the College has developed a series of Policies and Procedures that are designed to ensure that every possible precautionary measure is taken to protect persons on the campus.

☞ In an emergency on Kahului campus:

- Campus Security at 984-3255;
- Maui Police Department at 911 (or 9-911 from an inside line);
- Campus Security Chief at 984-3576

### Campus Parking and Vehicles

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

Violations include: parking in prohibited areas such as, but not limited to, the following: on grassed areas, medial strips, sidewalks, in reserved or loading stalls, in "No Parking" areas, fire lanes or along areas painted red and yellow (e.g., too close to intersection, in loading zones and driveway areas); driving on areas other than streets, roads, or parking areas; speeding over 10 miles per hour or other posted

limits; reckless driving; failure to heed directions of a duly authorized officer; and failure to heed directions given on an official sign (e.g., failure to stop at stop sign, failure to obey a traffic sign).

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

In addition, no use of skateboards and scooters are allowed on college property.

### Smoking

Smoking is prohibited on campus except in designated smoking areas, in accordance with the state 2006 Smoke Free Hawai'i Law and University policy. Among the prohibited items are chewing tobacco, pipes, snuff, "vapor", and other e-cigarettes.

The State of Hawai'i implemented a new Tobacco Products policy in an effort to improve the working and learning environment and protect faculty, staff, students, and visitors from secondhand smoke exposure. Among areas where smoking is prohibited by law:

- all interior space owned, rented, or leased by the university;
- in building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces, and lanais;
- within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings;
- any area that has been designated by the institution having control of the area as a non-smoking area and marked with a no smoking sign. For additional details about the policy, visit: [www.hawaii.edu/smokingpolicy](http://www.hawaii.edu/smokingpolicy)

A more limited policy for the College has been implemented. For the College smoking policy, contact the Vice Chancellor of Administrative Affairs at 984-3253.

### Pets on Campus

No pets, except service dogs, are allowed on campus.

### Illicit Drugs and Alcohol

In conformance with 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 use of illegal drugs and alcohol. Students found in violation of this part shall be subject to provisions of the Student Conduct Code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable state laws and rules.

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

The purchase, possession, or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regency 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 that 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 Student Conduct Code are available in the Office of the Vice Chancellor of Student Affairs; the Hawai'i Penal Code is available in the Library.

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

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on the UH Maui College campus are available in the Office of Student Services.

### Lethal/Illegal Weapons

*Weapons, Dangerous Substances or Materials or Compounds:* Possession or use of any weapon (as defined by statutes\*) or weapon replica on campus is strictly prohibited.

*Also prohibited is the possession or use of the following:* an object which is designed for the purpose of inflicting bodily harm or death; any object which is diverted from normal use and is prepared for threat or combat; any dangerous substance or material or compound which is used for other than its primary intended purpose and outside its prescribed license or safety guidelines.

*Prohibited items include, but are not limited to:* firearms, ammunition, explosives, knives or blades, arrows, spears or spear guns, powerheads (bang sticks), batons, fighting sticks, edged throwing stars, keychain weapons, defensive sprays. Exceptions for items authorized by the respective agency/campus: 1) University Campus Security Officers; 2) Sworn law

enforcement response personnel; 3) Sworn personnel who are required to possess an off-duty weapon; 4) Personnel for formally coordinated events/occasions in which an exception must be requested, providing the request is made in writing no less than two weeks in advance of the event date and such request is approved by the campus Chancellor.

*\* Note: As defined by the Hawai'i Revised Statutes 134 Part III: Dangerous Weapons (134-51 to 134-53)*

### Policy on Sexual Harassment

Sexual harassment is a form of sex discrimination that is strictly prohibited by this policy, as well as by UH Executive Policy EP1.202, which prohibits discrimination and harassment based on protected categories, including sex, gender identity or expression, and sexual orientation.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature:

1. when submission to or rejection of the conduct is either an explicit or implicit term or condition of an individual's employment, education, or participation in a University program, activity, or service;
2. when submission to or rejection of the conduct by an individual is used as a basis in decisions affecting that individual's employment, education, or participation in a University program, activity, or service; or
3. when such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is severe or pervasive and has the purpose or effect of either (a) unreasonably interfering with the employee's work performance or student's academic performance or (b) creating an intimidating, hostile, or offensive work or educational environment.

To view the complete policy, visit [maui.hawaii.edu/title-ix/](http://maui.hawaii.edu/title-ix/), see "EP1.204: Sexual Harassment and Sexual Assault"; or for more information, please contact the Vice Chancellor of Student Affairs or the EEO/AA Coordinator.

Brian Moto, EEO/AA Coordinator  
Phone: 984-3656

Catherine Bio, Interim Vice Chancellor  
of Student Affairs.  
Phone: 984-3515

### Academic Dishonesty

Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (*examples of which follow*) which violate the Student Conduct Code and may result in expulsion from the University.

*Cheating* includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grade, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

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

### Student Conduct

The UH Maui College has a Student Conduct Code which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Student Conduct Code, since upon enrollment at

UH Maui College, students have placed themselves under the policies and regulations of the University and its duly constituted bodies.

The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.

Student Conduct Code information is available at: [maui.hawaii.edu/services-for-students/](http://maui.hawaii.edu/services-for-students/), see "Student Rights and Responsibilities."

### Student Academic Grievance Procedure

It is a historically established rule of higher education that an instructor has authority to conduct classes, provide for the discussion of ideas, make assignments or other exercises, require examinations, and render judgments on the performance of students. This exercise of authority provides the foundation for an academic relationship between individual faculty members and individual students that is unique to colleges and universities. Certain basic expectations relevant to teaching and learning are spelled out in this procedure. If issues arise the University of Hawaii has provided for the consistent and equitable resolution of legitimate student academic grievances. The procedures for a student academic grievance is found at [maui.hawaii.edu/services-for-students/](http://maui.hawaii.edu/services-for-students/)

### Regulations and Standards for Financial Aid

#### Financial Aid Requirements

Section 484(a)(2) and (c), Section 485(a) and (k) of Title IV of the Higher Education Act of 1965 as amended and 34 CFR Part 668.16(e), 668.34 and 668.43 (c)(2) set forth certain conditions that must be met if a student is to receive payments under that Title. In order to comply with these requirements, all financial aid recipients are required to meet the Satisfactory Academic Progress Policy.

### Satisfactory Progress Policy & Financial Aid

All courses that appear on students' transcripts are considered in determining academic progress. This includes periods of enrollment for which students did not receive financial aid funds.

Satisfactory academic progress for financial aid recipients at UH Maui College is based on both qualitative and quantitative measures. To meet qualitative standards, students must maintain a cumulative grade point average (GPA) of 2.0, and complete at least 67% of their cumulative coursework. *The Financial Aid GPA is calculated by dividing the total grade points earned by the total class units attempted.* Quantitative standards dictate that financial aid recipients must complete coursework at a rate that assures completion of their academic program within a specific timeframe. The maximum financial aid time frame cannot exceed 150 percent of the published length of students' declared major for their degree.

Students who do not meet the cumulative qualitative and/or quantitative standard may be ineligible for financial aid. To regain financial aid eligibility, students must earn sufficient grades and/or complete the necessary credits to meet the qualitative and/or quantitative standards of progress. Students ineligible for financial aid based on the terms of our Satisfactory Academic Progress Policy (grades and/or time frame) may be reinstated through an appeals process with the Financial Aid Office.

The full Financial Aid Satisfactory Academic Progress Policy statement is available at [www.maui.hawaii.edu/financial](http://www.maui.hawaii.edu/financial) and click on Satisfactory Academic Progress.

### VA Standards of Progress

Veteran students and other Veterans Administration (VA) beneficiaries receiving educational benefits will be required to meet the Standards of Progress. To become eligible for VA educational benefits, a veteran or eligible dependent must enroll only in courses within his/her declared major, unless a change of major is approved. All veteran students receiving VA assistance must see the VA counselor for academic advising prior to registration. The minimum standards of satisfactory progress include the following procedures and requirements:

1. Satisfactory academic progress for veterans at UH Maui College is established with the successful completion of minimum credit loads certified for the program. Veterans will be required to complete the following credit loads: half-time students (6-8 credits) must complete 6 credits; three-quarter time students (9-11 credits) must complete 75% of credits attempted; and full-time students (12 or more credits) must complete a minimum of 9 credits. In addition, a minimum cumulative grade point average of 2.0 (C) must be maintained.
2. To support their educational progress, veterans or eligible dependents who are referred by instructors will be required to meet with a counselor and will be encouraged to take advantage of the following services:
  - Testing
  - Developmental and tutorial services

Supplemental services for financial assistance

3. Veterans or dependents enrolled in two or more certified courses who do not complete all subjects undertaken or who withdraw after the initial drop/add period will be considered as having failed to maintain satisfactory progress, except for extenuating circumstances. Such determinations of unsatisfactory progress will be reported promptly to the VA.
4. If veterans or eligible dependents do not complete the minimum credit load and/or fail to maintain a 2.0 GPR for any semester, student will be placed on probation the following semester but will still remain eligible for benefits. Failure to meet the standards of progress in the probationary semester will result in suspension of further benefits. To re-establish eligibility, students must complete the minimum credit load and achieve a 2.0 GPR or better in the semester of aid suspension. Failure to complete the minimum credit load, and/or to maintain a 2.0 GPR for any three semesters during course of study at the College will result in suspension of further benefits.

### Selective Service Registration and Federal Student Aid

Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, students who are required to register with the Selective Service System and fail to do

so shall be ineligible to receive Federal Title IV student financial aid or incur other negative consequences.

This requirement affects all male students who are at least 18 years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered.

The group of affected males includes citizens and noncitizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Republic of Marshall Islands, or the permanent residents of the Republic of Palau.

For information call the Financial Aid Office at 984-3277.

### 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 fees, transcript fees, loans past due, rental payments, financial aid overawards, etc.) may be denied registration, grades, transcripts, and diplomas. 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 Student Services.



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## The Library

The Library provides a diverse collection of materials to support the college curriculum and a comfortable place to study. The collection includes print and audiovisual materials as well as online research databases and eBooks. The Library provides remote access for UH Maui College students and faculty to access the library's research databases and eBooks off campus.

👉 For information about the library and access to the library's electronic resources, visit the UH Maui College Library website at: [www.maui.hawaii.edu/library](http://www.maui.hawaii.edu/library) or call 984-3233.

## Computing Services

Computing Services coordinates and supports instructional (microcomputer classrooms and labs) and administrative computing on the main campus and at the five outreach centers. Students have access to UH system computing, including online registration, Laulima course management software, email, personal calendar and website, and student information via the *MyUH* Portal.

Computing Services assists students, faculty and staff who have UH Username/password problems, wireless network problems, and campus guests who wish to access the college/university network.

👉 For more information, call 984-3283.

## Bookstore

The Bookstore provides students with the textbooks, workbooks, and a variety of required supplies integral to their academic growth and achievement. Students currently enrolled at the college have full access to all of the items that the Bookstore offers. Other items that are readily available for purchase include: art supplies, computer software/accessories, UH/UH Maui College logo souvenirs, snacks, and beverages. Faculty and staff have access to all of the items excluding the textbooks, and the public is limited to supplies, UH/UH Maui College logo souvenirs, and clothing.

The Bookstore provides various services to help increase the affordability of college course materials:

- Dare to Compare Program – by going to the UHMC Bookstore website: [www.bookstore.hawaii.edu/maui](http://www.bookstore.hawaii.edu/maui) and clicking on Dare to Compare, students will be directed to a page displaying the Bookstore's prices along with other various retailers. Students can place their order online and select home delivery or in-store pickup.
- Textbook Rental Program – selected titles are available for students to rent through the Bookstore for the duration of the semester. Stop by the Bookstore for more details regarding this program.
- The Textbook Buyback Service – during finals week of Fall and Spring semesters, students are encouraged to bring in and attempt to sell back books that they used in previous semesters.

The Bookstore is open Monday through Friday, 8:30 am – 4:00 pm, excluding holidays.

👉 For more information, call 984-3248 or visit the UHMC Bookstore website at: [www.bookstore.hawaii.edu/maui](http://www.bookstore.hawaii.edu/maui), or visit us on [www.facebook.com/uhmcbookstore](https://www.facebook.com/uhmcbookstore)

## The Learning Center

The Learning Center (TLC) helps students become successful, independent learners by providing tutorial assistance, face-to-face and online writing assistance, study skills instruction, placement testing, make-up exam services, distance learning testing, and computer laboratories with email and Internet access.

Tutorial support includes professional and peer assistance in reading, writing, math, study skills, foreign languages, and other subject areas upon tutor availability. Campus-wide workshops on study skills, reading, and writing skills are offered.

Testing services include English and mathematics placement testing, course make-up testing, and distance learning testing. Testing assistance is also provided for students in need of special accommodations.

Textbooks, skills books, and educational software are available to students for independent study in TLC. Computer-assisted instructional software includes reading, writing, mathematics, and study skills.

Professional staff, student assistants, and peer tutors are available in TLC to assist students. Students may receive assistance on an appointment or walk-in basis.

👉 For more info, call 984-3240 or visit TLC website at: [www.maui.hawaii.edu/tlc](http://www.maui.hawaii.edu/tlc)

## Ka Lama Computer Lab

The Ka Lama Computer Lab is a supervised study area where students use computers and business machines to complete their classroom assignments. Personal assistance in the use of computer applications is available at all times in the Ka Lama Computer Lab. Also offered is assistance in access to the student support websites for registration, email, and employment.

The lab provides a broad selection of software used across the credit and non-credit curricula. Printing and scanning equipment is on hand for student use, and CD burning equipment and assistance are available.

Ka Lama Computer Lab is currently the only Maui campus location where you can obtain a UH student/faculty/staff ID card.

Any UH student, faculty member, or community continuing education student may use the lab. For current lab schedule and further information, visit the Ka Lama Computer Lab website at: [www.hawaii.edu/maui/kcl](http://www.hawaii.edu/maui/kcl)

## Printing Capabilities

Printing from computers is available in The Learning Center, the Ka Lama Computer Lab, and the Library and costs ten cents per page for black and white printing and one dollar per page for color printing. Students may credit their free Student ID card at any of the three locations or purchase a printing card at The Learning Center or the Library.



**Food Court**

The UH Maui College Culinary Arts program operates the Pa’ina Food Court that showcases cuisine prepared by chefs-in-training. Students and the public are invited to enjoy freshly prepared pastries, hot lunches, snacks, sushi, breakfast, beverages, and specialty coffees.

Six quick-serve outlets offer a broad selection of local and international foods. With its 175-seat capacity and a stage for cooking demonstrations and musical entertainment, the Pa’ina Food Court is a primary gathering place on the Kahului campus.

Pa’ina Food Court quick-serve outlets are:

- Raw Fish Camp – delicious sushi and pre-made Maui favorites
- Paniolo Grille – distinctive pizzas, sandwiches, burgers, and fries
- World Plate – foods with an international flavor, including Chinese stir fry, Italian pastas, and Hawaiian favorites
- Ramen – traditional and contemporary ramen including Ed Gourmet special.
- Campus Cafe – grill service for breakfast and lunch
- Sugar Cubed Cafe & Bakery – provides drinks, fresh baked pastries, and grab & go breakfast menu items.

The Leis Family Class Act Restaurant offers a memorable dining experience where students practice skills they will use in the hospitality industry. At the center of this living classroom is an exhibition kitchen, where patrons can watch up-and-coming

chefs prepare their dishes. Appetizers, salads, soups, entrees and desserts highlight Maui’s freshest locally-grown produce. Tucked into the corner of the restaurant is a beautifully appointed 18-seat private dining room available for reservations and private parties.

The Pa’ina facility operates daily as scheduled below when lab classes are in session.

- **Pa’ina Facility**  
Monday - Thursday: 7:30 am - 4:00 pm  
Friday: 7:30 am - 1:00 pm
- **The Leis Family Class Act Restaurant**  
Wednesday & Friday:  
11:00 am - 12:30 pm  
Reservations: 984-3280 or at  
OpenTable.com
- **Catering Services**  
Call 984-3684
- **Bakery Orders**  
Call 984-3683
- **Tours and Shadowing Program**  
Call 984-3690
- **Taste of Maui**  
In 2008, the Maui Culinary Academy published, *Taste of Maui*, a diverse collection of recipes—created, shared, and prepared by Maui Culinary Academy graduates as well as chef instructors. Ranging from pantry food to delectable desserts, *Taste of Maui* features recipes that appeal to those looking to prepare an island dish with a tempting twist or preparations aimed for a special occasion.

👉 For more info call 984-3690 or visit: [www.mauiculinary-campusdining.com](http://www.mauiculinary-campusdining.com)

**Maui Culinary Research and Development Center (MCARD)**

In addition to the mainstream culinary arts program, food service students may also participate in hands-on training and learning experiences in food product research, development, and manufacturing at the Maui Culinary Academy Research and Development Center (MCARD).

The Center is located in Pa’ina and operated by students under the watchful eye and guidance of experienced chef instructors. Students have the opportunity to become involved with all phases of food product development, from innovation and manufacturing of food products to marketing the finished product to a variety of wholesale and retail customers.

👉 For more information on MCARD, call 984-3690.

**Media Center**

The Media Center provides a variety of services for faculty and staff in multi-media planning and use for instructional purposes. Audio-visual support, printing, and photocopying services are just some of the services provided. The center operates a digital cable television channel, MCTV Cable 354, and oversees the digital microwave interactive television network Skybridge and HITS. The state-of-the-art infrastructure includes the IP-based HIT-SII network where students, teachers, and academics interact with links to classrooms on Lana’i, Molokai, Hana, and Lahaina for 2-way live HD video connectivity. The system also provides links to the entire UH 10-campus system.

👉 For more information, call 984-3263.



### Campus Health Center

The Campus Health Center provides affordable and accessible health care to UH Maui College students, faculty, and staff. The center accepts HMSA, HMAA, HMA, and UHA insurance, but is unable to accept Kaiser.

The Campus Health Center offers pap tests, birth control options, pregnancy testing, prevention and treatment for sexually transmitted diseases, and emergency contraception.

Diagnosis and treatment for minor illnesses or injuries such as influenza, sore throat, UTI, and lacerations are offered. The center does TB testing as well as a wide variety of adult vaccinations that are discounted for students, faculty, and staff. If the student is under the age of 18, parental consent is required. Appointments are preferred, but walk-ins are welcome.

The Campus Health Center is open Monday - Friday, 8:30 am - 4:00 pm, except on federal, state, and school holidays (*closed for lunch 12:00 noon - 12:30 pm*).

👉 To book an appointment or for more information, call 984-3493.

### UH Maui College-MEO Head Start

UH Maui College and Head Start of the Maui Economic Opportunity are partners in the UH Maui College-MEO Head Start, a preschool for 3-5 year olds on the west end of the Kahului campus. First priority for this free program for eligible families is to children of UH Maui College students. Hours are 7:30 am - 3:00 pm, Monday through Friday. Children must attend daily. A breakfast and lunch, plus an afternoon snack, are provided.

Interested families may apply at the MEO Head Start office in February for the next school year by specifying the UH Maui College center, as there are several centers in the central area. To apply, families must take the child's state birth certificate and proof of the previous year's income (4-6 current pay stubs or TANF financial printout and previous years' W-2 or income tax returns.)

👉 Call the MEO Head Start office at 249-2988.





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### Courses of Instruction

Courses of instruction are listed alphabetically by subject.

### Writing Intensive Courses

The College offers a series of writing intensive courses in which students engage in formal and informal writing assignments totaling a minimum of 4,000 words. Students strengthen writing skills as well as learn course content and understand how to apply what they learn through writing. Students also satisfy degree requirements at the College (two required for the AA degree), and at UH Mānoa (a minimum of five writing-intensive classes required). The *Schedule of Classes* designates writing intensive courses by WI in the course title (e.g., HIST 284 WI-Hawaiian History).

### Course Credit

One credit is assigned to a course for one or more hours per week of class time during a typical 15-week semester. This time may be assigned to lecture, discussion, or lab instruction.

The credit value of each course is indicated by a number at the end of each course description. For example, “3cr.” indicates the course carries three credits; “3,3” indicates each module “BC” of the course carries three units of credit.

Following the credits is a number indicating the contact hours per week of lecture, discussion, or laboratory (e.g., “3hr. lect.” means the course meets three hours per week in a lecture format). Course modules indicate “in-class” minimums (e.g., 15hr. lect. per semester).

### Methods of Instruction

The College presents courses in a variety of modes, including traditional classroom settings. Developmental math courses are offered on computers using MyMathLab. Internet classes are those where course materials and assignments are presented over the World Wide Web. Televised courses are offered in several ways. The Hawai‘i Interactive Television System (HITS) offers live interaction among classrooms in Hana, Kahului, Lahaina, Lana‘i, Molokai, and throughout the state. Cable courses are

broadcast over the college channel to Oceanic Time Warner cable subscribers. The *Schedule of Classes* designates these classes.

### Laulima

Laulima is the online, virtual classroom used by courses offered through the University of Hawai‘i system. Laulima means “cooperation” or “joint action” and “many hands”. Many instructors use Laulima to support their face-to-face as well as online classes. Via Laulima students are able to access and download handouts, take exams and quizzes, communicate with instructors and classmates, participate in discussions, turn in assignments, maintain a personal calendar, save documents to access from any computer, see their personal Gradebook, and much more.

Access Laulima at: [laulima.hawaii.edu](http://laulima.hawaii.edu)

Introduction: [maui.hawaii.edu/ids/ict](http://maui.hawaii.edu/ids/ict)

### Terminology: Prereq, Coreq, Recommended, Consent

**Prerequisite (Prereq):** Course that must be satisfactorily completed or competency that must be met before the student can enroll in the desired course.

**Corequisite (Coreq):** Course that the student must take concurrently with the desired course.

**Recommended:** Course or competency that will help the student succeed in the desired course or program.

**Consent:** Term used in a prerequisite, meaning consent to enter the course may be given by the instructor, department chair, program coordinator, or other authorized designee.

### Banner Prerequisite Checking

The Banner computer registration system checks transcripts to assess if students have met the prerequisite course, grade, or score. Banner allows students to register for a course only when their UHMC transcript shows a prerequisite is met.

There are several exemptions: prerequisites in progress, prerequisites completed at an institution outside the UH Community College system, or petitioning an exemption through Consent of Instructor. Students without the published prerequisite cannot register for the course using the *MyUH* online registration. All non-UH

system courses must be transferred, articulated, and input into the Banner system before electronic checks can occur.

✋ See a counselor regarding transferring prerequisites completed outside the UH system. For an appointment call 984-3306.

### Numbering System

Courses generally not transferable to four-year colleges but transferable within the UHCC System.....10-99

### Lower Division Courses

Transfer level courses normally taken by freshmen..... 100-199

Transfer level courses normally taken by sophomores, open to qualified freshmen ..... 200-299

### Upper Division Courses

Junior ..... 300-399

Senior..... 400-499

### UHMC AA Degree Requirement Codes

The following codes are used by UHMC and by most colleges in the UH system, to provide articulation designations for courses.

DA	Diversification Arts
DH	Diversification Humanities
DL	Diversification Literatures
DB	Diversification Biological Science
DP	Diversification Physical Science
DS	Diversification Social Sciences
DY	Diversification Laboratory
FW	Foundations Writing
FGA	Foundations Global (Before 1500 CE)
FGB	Foundations Global (Since 1500 CE)
FGC	Foundations Global (Prehistory to now)
FS	Foundations Symbolic Reasoning
HI	Hawai‘i Emphasis*

\*Note: Check with an academic advisor regarding courses meeting Hawaiian, Asian, or Pacific Issues (HAP) requirement at other UH system colleges.

\*\*Note: Hawaiian Second Language (HSL) - check with an academic advisor regarding the HSL requirement at UH system colleges. HSL is not required for the AA degree in Liberal Arts.

## Accounting (ACC)

D. Grooms, R. Klein, J. Moore

### 124 Principles of Accounting I

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Introduces basic accounting principles and practices for service and merchandising types of businesses. Areas include: accounting as an information system, the accounting system, the accounting cycle, financial statements and internal control, short-term liquid assets, inventories, and current liabilities and payroll. Special emphasis will be placed upon the practical application of accounting principles. 3cr., 3hr. lect.

### 125 Principles of Accounting II

*Prereq: ACC 124, and MATH 22 with grade C or better, or placement at least MATH 82, or consent.*

Continues the study of financial accounting procedures. Areas include: long-term assets, accounting for partnerships and corporations, statement of cash flows, financial statement analysis, in-depth study of specific balance sheet accounts. 3cr., 3hr. lect.

### 132 Payroll & Hawai'i General Excise Taxes

*Prereq or coreq: ACC 124 or ACC 201, or consent.*

Introduces principles, manual and computerized procedures, and terminology for business applications of payroll accounting. Includes preparation and filing of federal and Hawai'i state forms for payroll and the Hawai'i General Excise and Use Tax. 3cr., 3hr. lect.

### 134 Income Tax Preparation

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Introduces the preparation of federal and State of Hawai'i individual income tax returns with an emphasis on tax principles and their application to the tax returns. This course is intended for an individual preparing basic tax returns under the supervision of an accounting professional. 3cr., 3hr. lect.

### 137 Business Income Taxation

*Prereq: ACC 134, or consent.*

Studies federal and Hawai'i state income taxes with a brief review of personal

income tax followed by in-depth study of self-employment, partnership, and corporate tax returns as well as withholding and estimated taxes. 3cr., 3hr. lect.

### 150 Using QuickBooks® in Accounting

*Prereq or coreq: ACC 125 or 201, or consent.*

Provides hands-on training approach to computerized accounting using QuickBooks®. Applies previously acquired accounting skills and knowledge in a computerized environment to set up and maintain accounting records. Emphasis will be placed on the application of QuickBooks® to the accounting cycle. 3cr., 3hr. lect.

### 201 Introduction to Financial Accounting

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, and MATH 82 with grade C or better, or placement at least MATH 100, or consent.*

Introduces accounting theory and methods used to record and report financial information. Analyzes methods of valuing assets, liabilities, and ownership of an organization. (*Letter and Audit grades only.*) 3cr., 3hr. lect.

### 202 Introduction to Managerial Accounting

*Prereq: ACC 124 and 125, or ACC 201, or consent.*

Introduces methods for evaluating financial performance, including cost accounting, budget, break-even analysis, ratio analysis, and sources and uses of funds. (*Letter and Audit grades only.*) 3cr., 3hr. lect.

### 255 Using Spreadsheets in Accounting

*Prereq: ACC 202 (or concurrent) and either BUSN 150 or ICS 101, or consent.*

Provides hands-on training in the use of spreadsheets on computers to solve accounting problems. Applies previously acquired accounting skills and knowledge. Emphasizes financial and managerial accounting. 3cr., 3hr. lect.

### 295 Accounting Capstone

*Prereq: ACC 132, 134, 150, 255 (concurrent), and 202, or consent.*

Provides an opportunity to demonstrate the tools and understanding developed during the accounting program. Includes financial, managerial, payroll accounting and income tax preparation. Includes the use of computers. Emphasizes the use of ethics in business decisions. (*Letter grade*

*only.*) 3cr., 3hr. lect.

### 300 Intermediate Financial Accounting I

*Prereq: ACC 202, or consent.*

Emphasizes the application of generally accepted accounting principles to the preparation and use of financial statements in decision-making. Special emphasis placed on recognition and measurement of revenues, cash, receivables, inventories, property, plant and equipment, depreciation and depletion, and intangibles. Includes use of spreadsheets. 3cr., 3hr. lect.

## Administration of Justice (AJ)

R. Daniels

### 101 Introduction to Administration of Justice

Examines history and philosophy of the administration of justice in United States with overview of major sub-systems within the criminal justice system: law enforcement, courts, and corrections. Examines expectations and interrelationships of officials, theories of crime, punishment, and rehabilitation. Surveys career opportunities. 3cr., 3hr. lect.

### 103 Criminal Investigation

*Prereq: AJ 101, or consent.*

Introduces initial investigatory steps relating to crime scenes. Acquaints student with specific offenses and methods of obtaining information. 3cr., 3hr. lect.

### 104 Criminalistics

*Prereq: AJ 103, or consent.*

Emphasizes identification and reproduction of physical evidence. Studies specialized scientific methods and their relationship to court procedures. 3cr., 3hr. lect.

### 150 The Correctional Process

Introduces the field of corrections. Includes the history and philosophy of punishment and methods used to protect society and rehabilitate the offender. 3cr., 3hr. lect.

### 170 Introduction to Private Security

Surveys concepts and issues in the administration of security. Defines public vs. private security roles for retail business, industry, and governmental agencies.

Provides an overview of the functions of various security activities. 3cr., 3hr. lect.

## 200 Principles of the Hawai'i Justice System

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Reviews criminal justice systems in the United States, with special emphasis on Hawai'i. Analyzes law enforcement and the judicial and corrections procedures from time of arrest until final disposition of the case. Studies federal and state laws and constitutional principles through legal research. 3cr., 3hr. lect.

## 210 Juvenile Justice

*Prereq: AJ 101, and ENG 22 or 55 with grade C or better or placement at ENG 100, or consent.*

Studies principles and procedures of arrest, detention, petition, summons, records and adjudication of juvenile offenders. Introduces organization and function of the police juvenile unit, community diversion practices, and organization of the Family Court. Reviews Hawai'i statutes and United States Supreme Court decisions affecting juvenile rights of due process. Considers societal context of juvenile problems, delinquency prevention, and treatment. (*Crosslisted as SOC 231.*) 3cr., 3hr. lect.

## 221 Criminal Law

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Studies history and philosophy of criminal law. Examines United States Constitution, especially the Bill of Rights. Considers nature of law, legal institutions, criminal court procedures, offenses against persons and property. Includes case briefs. 3cr., 3hr. lect.

## 223 Laws of Arrest, Search, Seizure

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Analyzes statutes and cases pertaining to the problems and procedures in effecting valid arrests, searches, and seizures. Considers Hawai'i Supreme Court decisions and controlling opinions of the United States Supreme Court. 3cr., 3hr. lect.

## 224 Rules of Evidence

Considers origin, development, philosophy, kinds and degrees of evidence. Surveys pertinent federal constitutional amendments, landmark Supreme Court decisions affecting the admissibility of evidence, and



changes in Federal and Hawai'i case law. Case briefs. 3cr., 3hr. lect.

## 226 Economic Crimes

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Provides information about major economic crimes such as embezzlement, computer crime, and others. Discusses investigative techniques relating to each of the major economic crimes. 3cr., 3hr. lect.

## 230 Principles of Police Supervision

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Analyzes supervisor's function and principles of organization and personnel management. Stresses communication, training, disciplines, psychology of supervision, essentials of leadership, promotion methods, and selection of supervisors. 3cr., 3hr. lect.

## 231 Stress in Policing

Surveys major sources of stress in police work and effects of stress on the officer. Considers stress management programs. 3cr., 3hr. lect.

## 232 Officer Survival

Emphasizes positive tactics police officers can employ to effectively use their own firearms to defeat those of assailants. Teaches techniques that work for survival in real-life situations. 3cr., 3hr. lect.

## 234 Police-Community Relations

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Examines philosophies and styles of policing. Encourages effort of the police and community to share in the common goal of understanding mutual problems. 3cr., 3hr. lect.

## 240 Hawaiian Cultural & Natural Resources Management

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

*Recommended: AJ 101, and one of COM 145, COM130/BUS 130, or SP 151.*

Provides a background for onsite management of Native Hawaiian cultural and natural resources. Relates traditional Native Hawaiian resource conservation practices to current governmental policies, rules, and regulations. Introduces duties and responsibilities of conservation and resource enforcement officers. 3cr., 3hr. lect.

## 250 Community Based Corrections

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Explores juvenile and adult probation, after-care parole, halfway houses, work and educational release-furlough. Examines dilemma of custody-control vs. supervision-treatment. Investigates citizen-agency relationships, along with potentials for utilizing citizen volunteers in corrections. 3cr., 3hr. lect.

## 270 Principles of Loss Prevention

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Considers various theories of managing security countermeasures. Acquaints students with loss prevention measures for retail businesses, government agencies, hotels and motels, hospitals, schools, and other organizations. 3cr., 3hr. lect.

## 293v Administration of Justice Internship

*Prereq: AJ 101 with grade C or better, or consent.*

Offers flexible, customized, supervised school-to-work experiences in all aspects of the administration of justice field. Integrates and applies classroom theory to work situations via field experiences. *Student must complete a minimum of 75 hours per credit per semester. (Note: 3 credits required for AAS degree. Student may take up to 6 additional credits.)* 1-3cr., 75hrs./cr.

## Agriculture (AG)

J. Boswell, A. Emmsley, R. Souza

### 92 Selected Topics in Agriculture

- O Landscape Plant Selection-Care
- P Pesticides & Safety
- Q Interiorscapes
- R Tropical Fruit & Nuts
- S Organic Gardening
- T Plant Breeding
- U Open Topic

Meets local interests in agriculture. Varies specific content for each topic to match job site or geographical needs and conditions.

*Credit in topics O and U are not applicable toward a degree in agriculture. Credit in topics P, Q, R, S, and T may be used for elective credit only. (AG 92U may be repeated without limit for credit.)* 1cr., 1hr. lect./lab

### 101 Home Gardening

Introduces ornamental and vegetable gardening for the home gardener. Includes landscape installation and maintenance. *Intended for non-majors.* 3cr., 4hr. lect./lab

### 103 Sustainable Agriculture Systems

Explores sustainable agriculture systems in Hawaii and the world. Compares various sustainable models. Examines various sectors of production agriculture and related agribusinesses in Hawaii. Field trips to farms, processors and wholesalers. 2cr., 1hr. lect./2hr. lab

### 104 Food Safety & Post Harvest Handling

Examines Food Safety Certification requirements for Farms. Explores and evaluates post harvest handling of farm products including vegetables, fruits, meats and flowers. Identifies and evaluates standard wholesale and retail packaging for various farm products. Reviews worker protection standards. 1cr., 1hr. lect.

### 113 Organic Certification

Outlines the requirements for certified organic farms. Examines process of transitioning to organic farming. Examines and evaluates record keeping requirements and accepted products and practices. 1cr., 1hr. lect.

### 122 Soils Technology

*Recommended: Placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Studies identification, preparation, and fertilization of soils; amendments, sterilization, mulching, and composting methods. Includes soil testing, microbiology, and soil

moisture. Emphasizes sustainable management systems. 3cr., 2hr. lect./2hr. lab (DB, DY)

### 162 Introduction to Beekeeping

*Recommended: AG 174.*

Introduces the biology and behavior of honeybees and best management practices for hive management. Develops hands-on skills for hive inspection, maintenance, and management techniques to control honeybee diseases and pests. Investigates alternative pollinators. 2cr., 2hr. lect./lab

### 174 Insects & Their Control

*Recommended: Placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Introduces basic morphology and classification of insects. Studies destructive and beneficial insects. Covers principles of cultural, mechanical, legislative, biological, and chemical control. Investigates sustainability of control methods. 3cr., 2hr. lect./2hr. lab (DB, DY)

### 194v Turfgrass Work Practicum

*Prereq: AG 233 and Agriculture major and consent. Recommended: AG 260.*

Provides supervised work experience in turfgrass management. Students are actively involved in all phases of turfgrass maintenance. *Daily work log, confirmed by supervisor, and periodic scheduled meetings with instructor are required. (May be repeated for a maximum of 3 credits.)* 1-3cr., 5-15hr. lab

### 200 Principles of Horticulture

*Prereq: ENG 22 with grade C or better or placement at ENG 100, or consent.*

Introduces botany and plant physiology. Discusses plant nutrient, moisture, and environmental requirements. Treats plant propagation. Studies culture and production techniques for selected ornamental crops. 4cr., 3hr. lect./2hr. lab (DB, DY)

### 201 Introduction to Plant Disease

*Recommended: Placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Introduces classification, morphology, and biology of fungi, bacteria, viruses, and nematodes that attack economic crops. Covers diagnosis and control of plant diseases. Investigates sustainability of control methods. 3cr., 2hr. lect./2hr. lab

### 230 Agricultural Business Management

*Recommended: Placement at least ENG 22,*

*and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Introduces farm and landscape management practices including decision making, record keeping, cash flow, financial statements, ratio analysis, use of computers as a management tool, and marketing of agricultural products and services. 3cr., 3hr. lect.

### 232 Farm Tractor & Equipment Operation

*Prereq: Consent.*

Teaches operation of a rototiller and wheel type tractor with allied implements on the College farm. Includes safety, maintenance, three point hitch hookups, hydraulics, and field adjustments. 1cr., 3hr. lab

### 233 Turfgrass Equipment, Operation & Maintenance

*Prereq: Turfgrass Specialist Certificate, or consent.*

Teaches the operation and maintenance of greens mower, aerator, fairway mower, sprayer, and other turf maintenance equipment. Includes safety. 2cr., 3hr. lect./lab

### 235 Irrigation Principles & Design

*Recommended: Placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Teaches types of irrigation systems including materials, equipment, design, and installation. Discusses evapotranspiration and soil moisture relations. 3cr., 2hr. lect./2hr. lab

### 250 Tropical Landscape Horticulture

*Recommended: Placement at least ENG 22, and MATH 22, both with grade C or better, or consent.*

Introduces design, construction, installation, care, and maintenance of landscapes. Requires a landscaping project, drawn and installed. 4cr., 2hr. lect./4hr. lab

### 251 Sustainable Crop Production

*Prereq or coreq: AG 103 and AG 104, or consent. Recommended: ENG 19 with a C or better, or placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Introduces production methods for selected crops including propagation planting, fertilization, irrigation, pest control, harvesting, and marketing. Evaluates conventional and alternative methods of production and analyzes effects of these practices. Examines economic and social impacts.

*Field trips to production areas.* 4cr., 2hr. lect./6hr. lab

### 252 Sustainable Crop Production II

*Prereq:* AG 251 with grade C or better, or consent. *Recommended:* AG 200.

Reinforces production practices for sustainable agriculture. Develops skills in designing, planning and executing a sustainable production system for wholesale and retail sales. Determines cost of production and integrates multiple marketing practices. Evaluates products, cultural practices and marketing methods. Practices farm record keeping. 2cr., 6hr. lab

### 253 Hawaiian Food Plants: Traditional and Contemporary Production

*Prereq:* AG 200 or BOT 105 either with grade C or better, or consent.

Explores the commercial production of traditional food crops of Hawaii. Compares the traditional geographical centers of production to contemporary production areas. Compares and contrasts traditional and contemporary cultural production practices. Explores modern markets for traditional crops. Teaches production techniques including propagation, planting, fertility, harvest and post harvest methods. Identification of common varieties of traditional crops. 4hr., 6hr. lect./lab (HI, DB)

### 260 Turfgrass Management

*Recommended:* Placement at ENG 100, and MATH 22 with grade C or better or placement at least MATH 82, or consent.

Studies identification, planting, and maintenance of turfgrasses for home, park, and golf areas. Discusses watering and fertilizing. Treats insect, disease, and weed control. 3cr., 2hr. lect./2hr. lab

### 263 Flower & Foliage Crop Production

*Prereq:* AG 200, or consent.

*Recommended:* AG 266.

Introduces production of cut flowers and foliage, and flowering pot plants, under field and protected cultivation in Hawai'i. 3cr., 2hr. lect./2hr. lab

### 264 Plant Propagation

*Prereq:* AG 200, or consent.

Introduces theoretical and applied aspects of sexual and asexual reproduction of plants. Propagation of selected plants by seed, cuttings, grafting, budding, layering, and division. 3cr., 2hr. lect./2hr. lab

### 265 Horticulture of Hawaiian Plants

*Prereq:* BOT 105 with grade C or better, or consent. *Recommended:* AG 200.

Explores the biology, ecology, and adaptations of plants focusing on endemic and indigenous Hawaiian and Polynesian introduced. Teaches techniques of horticulture including propagation, cultivation, and management. Introduces uses of the plants in landscaping and native habitat restoration projects. 4cr., 6hr. lect./lab (HI, DB, DY)

### 266 Greenhouse & Nursery Management

*Recommended:* Placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.

Introduces management practices for production and operation of nurseries and greenhouses in Hawai'i. Includes environmental factors, structures, materials, sanitation, pests, and diseases. 3cr., 2hr. lect./2hr. lab

### 269 Ornamental Plant Materials

Presents identification, use, propagation, and cultural requirements of trees, shrubs, vines, and ground covers used in Hawaiian landscapes. 3cr., 2hr. lect./2hr. lab

### 281 Weed Science

*Recommended:* Placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.

Teaches weed classification, identification, ecology, and principles of weed control. Emphasizes properties, uses, action, and safety of herbicides and pesticides. 3cr., 2hr. lect./2hr. lab

## Anthropology (ANTH)

*M. Kirkendall*

### 150 Human Adaptation

Studies human evolution. Examines prehistoric and recent developments of culture and common features and principle variations in cultural behavior. 3cr., 3hr. lect. (DS)

### 165 Heritage Sites in Archaeology

*Prereq:* ENG 100 with grade C or better, or consent.

Introduces the concepts and practices of archeology, historical research, historic site preservation, and heritage management. Combines lecture, laboratory, and fieldwork. 3cr., 3hr. lect. (HI, DS)

### 200 Cultural Anthropology

*Prereq:* ENG 22 with grade C or better, or placement at ENG 100, or consent.

Studies the concept of culture and basic tools for analyzing cultural behavior. Topics include patterning and integration, dynamics of culture, culture and the individual, cultural change, and anthropology and the future. 3cr., 3hr. lect. (DS)

### 210 Archaeology

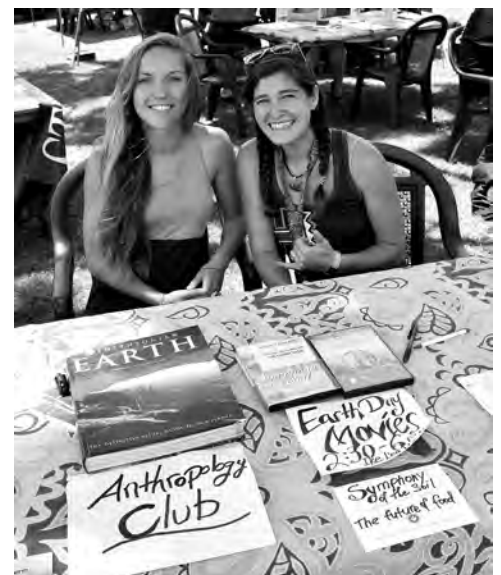
*Recommended:* ANTH 150, 200, or 215.

Introduces prehistoric archaeology. Surveys cultural growth in prehistoric times. Explains methods and techniques of excavation and laboratory analysis. 3cr., 3hr. lect. (DS)

### 210L Archaeology Laboratory

*Prereq:* ANTH 210 with grade C or better (or concurrent), or consent.

Teaches methods and techniques of archaeological excavation. Uses laboratory techniques to analyze data. 1cr., 3hr. lab (DY)



**215 Physical Anthropology**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Introduces students to the study of human biological make-up, origins of that make-up, and the pre-history of human biological and cultural development.

3cr., 3hr. lect. (DB)

**225 Medical Anthropology**

*Prereq: ENG 22 with grade C or better or placement at ENG 100, or consent. Recommended: ANTH 200 or 215 (or concurrent).*

Surveys human health and disease and how it relates to cultural practices, belief systems, and environmental factors. Seeks to bridge the health sciences and anthropology by focusing on how social and environmental factors affect health. Explores alternative ways of understanding and treating disease. Includes ethno-medicine, the traditional healing and health practices of a selection of cultures, paleopathology, epidemiology, and human adaptation.

3cr., 3hr. lect. (DS)

**235 Peoples of the Pacific**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

*Recommended: HIST 152 or ANTH 200.*

Surveys the cultural areas of the Pacific from pre-contact to present day. Covers prehistoric migrational patterns, historical movements, and present day distributions, including western colonization and current problems. (Crosslisted as HIST 288.)

3cr., 3hr. lect. (DH)

**281 Archaeological Field Techniques**

*Prereq: ANTH 210 with grade C or better (or concurrent), or consent.*

Applies archaeological techniques including survey, excavation, mapping, and photography. *Taught entirely in the field at an archaeological site.* 4cr., 7hr. lect./lab (DS)

 **Aquaculture (AQUA)****A. Coopersmith****362 Aquaculture and Mariculture**

*Prereq: BIOL 171, CHEM 151 or 161 (or concurrent), and ZOO 200, all with grade C or better, or consent.*

Examines the principles and practices of aquaculture and Mariculture as well as the

historic and current status of aquaculture.

Explores fish production, commercial special currently being cultivated, traditional Hawaiian aquaculture, water quality dynamics, aquaponics, and hatchery technology. Investigates aquaculture as a case study for global food production.

3cr., 5hr. lect/lab (DB, DY)

**466 Fisheries Science**

*Prereq: OCN 201, 201L, and ZOO 200, all with grade C or better, or consent. Recommended: OCN 250 or MATH 115, and AQUA 362.*

Examines general characteristics of fisheries, harvesting methods, principles and techniques to derive data and analyze fished populations. 3cr., 5hr. lect/lab (DB, DY).

 **Architectural Engineering & CAD Tech (AEC)****C. Rutherford****80 Basic Drafting**

*Recommended: ICS 101 or BUSN 150, and placement at ENG 100, or consent.*

Provides basic instruction in blueprint reading and drafting. Covers manual drafting procedures and practices with an introduction to computer-aided drawing. *Serves students preparing to be public school industrial arts teachers and those interested in a background in technical drawing.*

3cr., 1hr. lect./4hr. lab

**110 Basic AutoCAD**

*Prereq: AEC 80 or BLPR 22, or equivalent training/experience with consent.*

*Recommended: ICS 101 or BUSN 150, and placement at ENG 100.*

Introduces the foundations of AutoCAD. Covers basic commands and operations from 2D drawing and editing to creating solid models and rendering. Teaches 2D drawing, text, dimensions, blocks, hatching, reference files, sharing data, 3D drawing, and plotting. Prepares students for Autodesk certification.

4cr., 2hr. lect./4hr. lab

 **Art (ART)****J. Owen, M. Takemoto****101 Introduction to the Visual Arts**

Introduces the basic elements of visual arts and their expressions in various forms.

*Meets the UH Mānoa Arts & Science core*

*requirement.* 3cr., 3hr. lect. (DA)

**105 Elementary Studio: Ceramics**

Studies ceramic form. Emphasizes hand building, glazing techniques, and surface treatment. Involves lectures and projects. *Meets the UH Mānoa Arts & Science core requirement.* 3cr., 2hr. lect./4hr. lab (DA)

**107D Introduction to Digital Photography**

*Prereq: Access to digital camera (manual settings preferable).*

Introduces the fundamental, technical, and aesthetic practices of digital photography. Students will learn camera operation, computer editing techniques, basic lighting concepts, composition and print production. 3cr., 2hr. lect./4hr. lab (DA)

**113 Introduction to Drawing**

Emphasizes two-dimensional visualization and rendering of forms, spaces, and ideas through a variety of approaches and media. *Meets the UH Mānoa Arts & Science core requirement.* 3cr., 6hr. lect./lab (DA)

**115 Introduction to 2D Design**

*Recommended: ART 101.*

Introduces the theory and practice of composing and arranging two-dimensional forms in black, white, and color through manipulation of the basic elements and their interrelationships. *Meets the UH Mānoa Arts & Science core requirements.* 3cr., 2hr. lect./4hr. lab (DA)

**123B Introduction to Water Color Painting**

Introduces the theory and practice of watercolor painting. Includes basic materials and technical procedures. 1cr., 2hr. lect./lab (DA)

**123C Introduction to Oil Painting**

Introduces the theory and practice of oil painting. Includes basic materials and technical procedures. 1cr., 2hr. lect./lab (DA)

**123D Introduction to Acrylic Painting**

Introduces the theory and practice of acrylic painting. Includes basic materials and technical procedures. 1cr., 2hr. lect./lab (DA)

**161 Introduction to Computer Graphics**

*Prereq or coreq:* ICS 101 or BUSN 150, or consent.

Introduces computer graphics tools and concepts in digital image editing, illustration graphics, print and web design, and 2D and 3D animation. (*Crosslisted as ICS 161.*) 3cr., 3hr. lect. (DA)

**205 Photoshop and Illustrator**

*Prereq:* ICS 101 or BUSN 150, or consent.

Introduces the basic tools and features of digital image editing, photo retouching, and color correction of images. Focuses on the fundamental drawing techniques of illustration graphics including pen tool paths, objects, and type. (*Crosslisted as ICS 205.*) 3cr., 3hr. lect./lab (DA)

**218 Intermediate Computer Graphics**

*Prereq:* ICS 161, 205, or 214, or consent.

Provides instruction with the tools and concepts of computer graphics utilizing editing, illustration graphics, print publishing, web authoring, and 2D and 3D animation. (*Crosslisted as ICS 261.*) 3cr., 3hr. lect./lab (DA)

**221 Fundamentals of Design for Print and Web**

*Prereq:* ICS 101 or BUSN 150, or consent.

Introduces development principles related to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images, and other design elements, developing computer skills in industry standard computer programs, and study of design development pertaining to color theories, publications, and advertising. Projects emphasize relating form to content through selection, creation and integration of typographic, digital imaging, illustrative and design elements in print and web environments. (*Crosslisted as ICS 214.*) 3cr., 3hr. lect./lab (DA)

**223 Intermediate Painting**

*Prereq:* ART 113 and 123BCD, or consent.

Practices the development of painting skills following the chronological progression of Western Modernism. Explores painting work by studying the foundations of major developments in the late 19th century and early 20th century painting styles. Examines and compares the two parallel tendencies of Structuralism and Expressionism. Teaches control and management of pictorial space and paint application. Develops personal sources of imagery, and explores

the effects of scale and color interaction in personal work. 3cr., 6hr. lect./lab (DA)

**243 Intermediate Ceramics: Hand Building**

*Prereq:* ART 105, or consent.

Develops vessel and sculptural concepts using hand-building techniques. Introduces the elements of art through the making of ceramic form. Progresses beyond basic hand building techniques to advanced skills: various forming and embellishing techniques, work with plaster and molds, colored slip, colored clay, glaze work, and the firing of kilns. Students work towards development of individual creative expression. 3cr., 2hr. lect./4hr. lab (DA)

**244 Intermediate Ceramics: Wheel Throwing**

*Prereq:* ART 105, or consent.

Develops vessel and sculptural concepts using wheel-throwing techniques. Introduces the elements of art through the making of ceramic form. Progresses beyond basic throwing techniques to intermediate throwing skills, various forming and embellishing techniques both on the wheel and subsequent to throwing, colored slip work, glaze work, and the firing of kilns. Students work towards development of individual creative expression. 3cr., 2hr. lect./4hr. lab (DA)

**270 History of Western Art**

Surveys Western Art from prehistoric to modern times. Emphasizes the historical aspects of art including an overview of each historical period. 3cr., 3hr. lect. (DH)

 **Astronomy (ASTR)**

*J. Pye*

**110 Survey of Astronomy**

*Prereq:* ENG 22 or 55 with grade C or better or placement at ENG 100, and MATH 22 with grade C or better, or placement at least MATH 82, or consent. *Recommended:* High school science

Introduces the history and methods of astronomy, with descriptive treatments of planets, the solar system, stars, galaxies, and cosmology. Discusses the concepts of size, distance, and time in the observable universe. 3cr., 3hr. lect. (DP)

**110L Observational Astronomy Laboratory**

*Prereq:* ASTR 110 with grade C or better (or concurrent), and at least MATH 82 with grade C or better, or placement at least MATH 100.

*Recommended:* ICS 101 or equivalent.

Introduces instrumentation and methods used in astronomical observations and research. Demonstrates astronomical principles through laboratory observations and analysis of astronomical data, and provides experience using instrumentation and software for observations, data collection and analysis, and image processing. 1cr., 3hrs. lab (DY)

 **Auto Body Repair & Painting (ABRP)**

*D. Tanga*

**20E Basic Auto Body**

Introduces basic auto body skills and procedures. Covers the proper and safe handling of hand and power tools and materials used in the auto body industry. 2cr., 4hr. lect./lab

**20F Basic Metal Work**

*Prereq:* ABRP 20E, or consent.

Presents sheet metal repair using the oxy-acetylene torch, MIG (GMAW) welding, and the resistance panel spot welder. Covers the use, maintenance, and safety of the specialized hand and power tools of this repair process. 2cr., 4hr. lect./lab

**20G Auto Sheet Metal**

*Prereq:* ABRP 20F, or consent.

Explains the theory and principle of the basic skills required for automotive sheet metal panel repair. Introduces picking and filing, shrinking of damaged sheet metal, and corrosion repair. 2cr., 4hr. lect./lab

**20H Body & Fender**

*Prereq:* ABRP 20G, or consent.

Explains principles of auto body repair skills in roughing, dinging, fender and panel repair, and the finishing procedures to complete the body and fender repair process. 2cr., 4hr. lect./lab

**20I Auto Body Repair Practicum**

*Prereq:* ABRP 20G, or consent.

Applies exercises in repair methods and procedures discussed in ABRP 20EFGH on live jobs. 2cr., 4hr. lect./lab



**22E Basic Auto Refinishing**

Presents the basics of automotive refinishing. Emphasizes shop and personal safety in using hand tools, power tools, supplies, and materials for vehicle preparation for painting. 2cr., 4hr. lect./lab

**22F Refinish Equipment & Techniques**

*Prereq: ABRP 22E, or consent.*

Introduces safety, proper operation, and maintenance of the tools and equipment used for automotive refinishing. Covers surface preparation and the proper procedures of undercoat applications. 2cr., 4hr. lect./lab

**22G Complete Refinishing Techniques**

*Prereq: ABRP 22F, or consent.*

Explains the complete painting process. Covers preparation and application of sealers to surface, to the final detailing of the vehicle. 2cr., 4hr. lect./lab

**22H Touch-Up Refinishing Techniques**

*Prereq: ABRP 22G, or consent.*

Introduces vehicle preparation and various techniques for touch up refinishing. 2cr., 4hr. lect./lab

**22I Refinishing Practicum**

*Prereq: ABRP 22H, or consent.*

Applies the refinishing procedures and skills acquired in ABRP 22EFGH on live jobs. 2cr., 4hr. lect./lab

**40E Automotive Trim and Glass**

*Prereq: ABRP 20EFGHI and ABRP 22EFGHI, or consent.*

Introduces the servicing, removing, and replacing of automotive hardware, interior and exterior trim, fixed and movable glass, and upholstery. 2cr., 4hr. lect./lab

**40F Dimensioning Collision Damage**

*Prereq: ABRP 40E, or consent.*

Explains methods to determine collision damages to the automotive chassis and suspension components for conventional framed and unitized vehicles. 2cr., 4hr. lect./lab

**40G Frame Alignment & Repair**

*Prereq: ABRP 40F, or consent.*

Analyzes corrective procedures in aligning conventional framed and unitized constructed vehicles. 2cr., 4hr. lect./lab

**40H Structural Sectioning**

*Prereq: ABRP 40G, or consent.*

Presents theory and practice of structural sectioning of conventional framed and unitized constructed vehicles. 2cr., 4hr. lect./lab

**40I Major Repairs Practicum**

*Prereq: ABRP 40H, or consent.*

Applies exercises in analysis and corrective methods discussed in ABRP 40EFGH on live jobs. 2cr., 4hr. lect./lab

**41E Minor Collision Repair**

*Prereq: ABRP 40EFGHI, or consent.*

Explains the repairing of minor collision damage to automotive sheet metal. 2cr., 4hr. lect./lab

**41F Mechanical Systems**

*Prereq: ABRP 41E, or consent.*

Introduces trouble shooting of automotive cooling system, air conditioning, and electrical systems during vehicle repair. 2cr., 4hr. lect./lab

**41G Plastic Panel Repair**

*Prereq: ABRP 41F, or consent.*

Introduces the repairing of damaged plastic and fiberglass panels and components. 2cr., 4hr. lect./lab

**41H Management & Estimating**

*Prereq: ABRP 41G, or consent.*

Introduces the student to the fundamentals of writing and understanding repair estimates and repair orders. Discusses management, business procedures, and industrial relations. 2cr., 4hr. lect./lab

**41I Minor Repairs Practicum**

*Prereq: ABRP 41H, or consent.*

Applies exercises in repair methods and procedures discussed in ABRP 41EFGH on live jobs. 2cr., 4hr. lect./lab

**44E Advanced Major Collision**

*Prereq: ABRP 41EFGHI, or consent.*

Applies specialized techniques in major collision repair on live jobs. 2cr., 4hr. lect./lab

**44F Advanced Minor Collision**

*Prereq: ABRP 41EFGHI, or consent.*

Applies specialized techniques in minor collision repair on live jobs. 2cr., 4hr. lect./lab

**44G Advanced Complete Refinishing**

*Prereq: ABRP 41EFGHI, or consent.*

Applies specialized techniques in complete automotive refinishing on live jobs. 2cr., 4hr. lect./lab

**44H Advanced Touch-Up Refinishing**

*Prereq: ABRP 41EFGHI, or consent.*

Applies specialized techniques in automotive touch-up refinishing on live jobs. 2cr., 4hr. lect./lab

**44I Advanced Management and Estimating**

*Prereq: ABRP 41EFGHI, or consent.*

Analyzes problem solving in body shop management. Develops special estimating skills on live jobs. 2cr., 4hr. lect./lab

 **Automotive Technology (AMT)**

*T. Hussey, K. Takushi*

**16 Car Care**

*Prereq: Student must maintain a valid Driver's license throughout duration of the automotive course of studies.*

Explores auto mechanics for non-majors with primary emphasis on preventive maintenance service and minor repairs. 2cr., 3hr. lect./lab

**20 Introduction to Auto Mechanics**

*Prereq: Student must maintain a valid Driver's license throughout duration of the automotive course of studies, or consent. Recommended: Placement at ENG 21 or higher.*

Introduces principles for the operation of automotive systems. Explains the selection and use of basic automotive tools, equipment, and procedures for the preventive maintenance and minor repair service. Includes lectures, demonstrations, and lab work on shop training units and "live" service vehicles. 2cr., 4hr. lect./lab

**30 Engines**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill.*

Examines principles of operation, diagnosis, service, and repair of modern internal-combustion gasoline engine.

Explains use of automotive tools and testing equipment. Applies concepts to live engine projects. 6cr., 12hr. lect./lab

#### 40B Fuel and Emission Systems

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill, or consent.*

Examines principles of operation, diagnosis, and repair of fuel systems and emission systems. Explains carburetion, fuel injection, supercharging, turbocharging, fuel pumps, electronic control systems, and emission controls. Explains use of automotive tools and testing equipment. 4cr., 8hr. lect./lab

#### 40C Electrical/Electronics I

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Coreq: AMT 41C. Recommended: At least 10th grade reading skill, or consent.*

Examines principles of operation, diagnosis, service and repair of the electrical/electronic system. Covers the electron theory, circuits and schematics, batteries, starting and charging system. Explains use of automotive tools and testing equipment. 4cr., 8hr. lect./lab

#### 40G Ignition Systems

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill; or consent.*

Examines principles of operation, diagnosis, service, and repair of the ignition and computer systems. Explains the use of automotive tools and equipment. 4cr., 8hr. lect./lab

#### 41C Electrical/Electronics II

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill, or consent.*

Studies principles of operation, diagnosis, service and repair of electrical/electronic systems. Covers electrical/electronic lighting and accessory systems, including motor driven accessories, supplemental restraints, cruise control, entertainment, and module

communications. Explains the use of automotive tools and testing systems. 4cr., 8hr. lect./lab

#### 43 Heating and Air Conditioning

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill, or consent.*

Examines principles of operation, diagnosis, service, and repair of automotive air conditioning, heating, and automatic climate control systems. Explains use of automotive tools and testing equipment. 3cr., 6hr. lect./lab

#### 46 Power Train

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill, or consent.*

Examines principles of operation, diagnosis, and repair of standard transmissions and transaxles, clutches, drive shafts, and drive axles. Explains use of automotive tools and testing equipment. 4cr., 8hr. lect./lab

#### 50 Automatic Transmissions

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill, or consent.*

Examines principles of operation, diagnosis, and repair of automatic transmissions and transaxles. Explains use of automotive tools and testing equipment. 4cr., 8hr. lect./lab

#### 53 Brake System

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill, or consent.*

Examines principles of operation, diagnosis, service, and repair of drum, disc, and power brake systems. Explains use of automotive tools and testing equipment. 4cr., 8hr. lect./lab

#### 55 Suspension-Steering

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies. Recommended: At least 10th grade reading skill, or consent.*

Examines principles of operation, theory, design, and repair of standard and power steering systems, front and rear suspension, tires, wheels, alignment, and balancing. Explains use of automotive tools and testing equipment. 3cr., 6hr. lect./lab

#### 60 Diagnostic and Repair

*Prereq: AMT 20, 30, 40B, 40C, 40G (or concurrent), 41C, 43, 46, 50, 53, and 55, or consent. Student must maintain a valid Driver's license throughout duration of the automotive course of studies.*

Applies diagnostic skills and techniques in advanced automotive mechanics technology with emphasis on realism in lab and shop operations. Includes students being prepared to take the ASE certification exam in the following areas: suspension and steering, electrical/electronics, engine performance, automatic transmission/transaxle, manual drive train and axles, brakes, heating and air conditioning, and engine repair. 8cr., 16hr. lect./lab



**80 Small Engine Repair**

Explores the theory and practice in the operation, repair, and maintenance of small displacement internal combustion engines including two-cycle and four-cycle types found on single cylinder lawn mowers, power plants, garden tillers, and chain saws. 2cr., 1hr. lect./1hr. lab

 **Biochemistry (BIOC)**

*S. Calder, S. Irwin*

**241 Fundamentals of Biochemistry**

*Prereq: MATH 82 with grade C or better or placement at least MATH 100, or consent.*

*Recommended: High school science.*

Introduces biological chemistry stressing integration of the fundamental concepts of general chemistry, inorganic chemistry, and organic chemistry with broad application of these principles to the study of living systems. 3cr., 3hr. lect. (DP)

**244 Essentials of Biochemistry**

*Prereq: BIOC 241 or CHEM 151 or CHEM 161, or consent.*

Introduces chemical principles and concepts of living systems. Emphasizes the composition, function, and transformation of biological substances in animals, plants, and microorganisms. Provides sufficient organic chemistry to supplement a thorough understanding of the general concepts of biochemistry. 3cr., 3hr. lect. (DP)

 **Biology (BIOL)**

*J. Boswell, S. Calder, A. Coopersmith, S. Irwin*

**100 Human Biology**

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Surveys human anatomy and physiology. Introduces students to the structure and function of cells, tissues, organs, and systems of the human body. Includes disease processes and recent scientific advances. 3cr., 3hr. lect. (DB)

**101 Biology and Society**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Introduces characteristics of science, his-

torical development of scientific concepts, and interactions of society with science, illustrated by topics from biological sciences. (Crosslisted as SCI 121.) 4cr., 3hr. lect./3hr. lab (DB, DY)

**102 General Botany**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Studies growth, function, and evolution of plants. Analyzes human interactions with plants and plant interactions with their environment. (Crosslisted as BOT 101.) 4cr., 3hr. lect./3hr. lab (DB, DY)

**103 Principles of Zoology**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Surveys major animal groups with emphasis on structure, physiology, development, reproduction, evolution, ecology, behavior, and interactions with humans. (Crosslisted as ZOOL 101.) 4cr., 3hr. lect./3hr. lab (DB, DY)

**105 Hawaiian Field Biology**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Surveys, in the classroom and on location, ecosystems from near-shore ocean waters to mountain top. Considers geological history, physical geography, and natural history. Discuss pre-Polynesian establishment of organisms, origins of endemic species, and the influences of human populations on island ecosystems. 4cr., 3hr. lect./3hr. lab (HI, DB, DY)

**124 Environment & Ecology**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Examines the biological and physical principles affecting human interactions with the environment. Explores the impacts of science, technology, values, and perceptions on global ecology. Discusses problems of pollution, overpopulation, and resource depletion with an emphasis on island ecosystems. Evaluates alternatives to current actions and public policies stressing responsibility of the individual. 3cr., 3hr. lect. (DB)

**124L Environment & Ecology Laboratory**

*Prereq: BIOL 124 with grade C or better (or concurrent), or consent.*

Laboratory to accompany BIOL 124. 1cr., 3hr. lab (DY)

**151 Introduction to Genetics**

*Prereq: ENG 100, or consent.*

*Recommended: BIOL 100 or 101.*

Introduces basic concepts in genetics and explores how they are used in research. Investigates human gene structure and function, including the genetic basis of development, causes of birth defects, mental retardation, genetic diseases, sexual determination, and behavior. Surveys current topics in genetic research. 3cr., 3hr. lect. (DB)

**152 Introduction to Biotechnology**

*Prereq: BIOL 100 or 101, ENG 100, and MATH 82 or higher, all with grade B or better, or consent. Recommended: High school or college level chemistry and BIOL 151.*

Provides an overview of the impact of biotechnology in the achievement of contemporary objectives in the fields of medicine, ecology, food science, and forensics. Introduces the concepts of bioethics, patenting, and regulatory issues. Includes laboratory section with hands-on applications in DNA and protein technologies.

3cr., 2hr. lect/3hr. lab. (DB, DY)

**171 Introductory Biology I**

*Prereq or coreq: CHEM 151 or 161, or consent. Coreq: BIOL 171L.*

Introduces cell structure and chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes. *Required for life science majors.* 3cr., 3hr. lect. (DB)

**171L Introductory Biology I Laboratory**

*Prereq or coreq: CHEM 151 or 161, or consent. Coreq: BIOL 171, or consent.*

Laboratory to accompany BIOL 171. 1cr., 3hr. lab (DY)

**172 Introductory Biology II**

*Prereq: BIOL 171, or consent.*

Continues BIOL 171. Includes anatomy, physiology, and systematics of plants and animals. Studies behavior, ecosystems, populations, and communities. 3cr., 3hr. lect. (DB)

**172L Introductory Biology II Laboratory**

*Prereq:* BIOL 171, 171L, and 172 (or concurrent), or consent.

Laboratory to accompany BIOL 172.  
1cr., 3hr. lab (DY)

**200 Coral Reefs**

*Prereq:* ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.

Introduces the biology, ecology, and geology of stony corals and the reef structures they build. Identifies the roles of other members of the coral reef community including algae, other invertebrates, and fishes. Explores the use of corals as resources and the impacts of human activities on coral reefs. 4cr., 3hr. lect./3hr. lab (HI, DB, DY)

**225 Fundamentals of Cell & Molecular Biology**

*Prereq:* BIOL 151, BIOL 171 & 171L, CHEM 161 & 161L, and MICR 130, and CHEM 162 & 162L or BIOC 241, or consent.

*Recommended:* ENG 100.

Introduces the fundamentals of cell and molecular biology. Covers the physiology of prokaryotic and eukaryotic cells, protein structure and functions, protein synthesis, genome organization in viruses, gene cloning, DNA technology, and genetic engineering. Discusses bioethics. 4cr., 3hr. lect./3hr. lab (DB, DY)

**226 Methods in Biotechnology**

*Prereq:* BIOL 225 with grade C or better, or consent.

Focuses on techniques, ethical issues and theory for the biotechnology industry. Covers concepts and skills including protein biochemistry, tissue culturing techniques, manipulation, extraction and purification of DNA, probe preparation and hybridization methods. Emphasizes aseptic techniques, along with methods of media preparation, growth and maintenance bacteria. 5cr., 11hr. lect./lab

**265 Ecology and Evolutionary Biology**

*Prereq:* BIOL 101, 151, or 171 any with a grade C or better, or consent.

Integrates the basic principles of ecology and evolution. Covers the origin of life, evolutionary mechanisms, systematics, macroevolution, ecological processes, population and community ecology, dispersal, and biogeography. Uses examples

from the biodiversity of Hawaii. Includes recent research and advances in the field. 3cr., 3hr. lect. (DB)

**282 Global Change**

*Prereq:* ENG 100 with grade C or better, or consent. *Recommended:* College science course.

Introduces principal components of global change and explores the impacts on the environment. Focuses on the interdisciplinary nature of global change and Interrelationships to biological, physical, anthropological, economic, and political concepts. 3cr., 3hr. lect. (DB)

**331 Marine Mammal Biology**

*Prereq:* BIOL 171 or ZOOL 200 and MATH 115 all with grade C or better, or consent.

Provides an overview of marine mammal science, significance and roles of marine mammals in their ecosystems, and marine conservation issues. Covers current research topics in marine mammal science. 3 cr., 3 hr. lect. (DB)

**424 Protected Species Management**

*Prereq:* BIOL 171 and ZOOL 200, both with grade C or better, or consent. *Recommended:* ENG 225, and either OCN 250 or MATH 115.

Examines policy and management issues related to protected species. Explores methods for monitoring and estimating population sizes. Provides opportunities for students to assist agencies with monitoring and assessment activities. 3cr., 5hr. lect./lab (DB, DY)

 **Blueprint (BLPR)****C. Rutherford****22 Blueprint Reading & Drafting**

Introduces principles of pictorial and architectural drawing, interpretations of working drawings and specifications, and drafting practices. 3cr., 3hr. lect.

**40 Blueprint Reading & Estimating**

*Prereq:* BLPR 22, or consent.

Treats reading and interpreting blueprints and specifications. Covers material take offs, working drawings, sketch, and work schedules. 3cr., 5hr. lect./lab

 **Botany (BOT)**

*J. Boswell, A. Emmsley, S.K. Raymond*

**101 General Botany**

Studies growth, function, and evolution of plants. Analyzes human interactions with plants and plant interactions with their environment. (Crosslisted as BIOL 102.) 4cr., 3hr. lect./3hr. lab (DB, DY)

**105 Hawaiian Ethnobotany**

Identifies endemic, indigenous, and Polynesian introduced flora of Hawai'i. Examines the many uses of Hawai'i's flora by the indigenous people. Reveals the relationship of gods/plants/man, and connects belief and practices with the intentional migration of specific plants. (Crosslisted as HWST 211). Meets Social Science requirement, not Natural Science requirement.

3cr., 3hr. lect./lab (HI, DS)

**105L Hawaiian Ethnobotany Lab**

*Prereq:* BOT 105 and HWST 211, either with a C or better (or concurrent).

Studies the interactions between the Hawaiian culture and plants/plant environments. Considers different levels and types of interactions and patterns of interactions between people and plants. Places emphasis on the importance of cultural upbringing. Includes field trips in lieu of lab. (Crosslisted as HWST 211L.) 1cr., 3hr. lab (DY)

 **Business (BUS)**

*R. Gonzalez, R. Klein, L. McCormick, R. Miller, J. Moore, M. Wukelic*

**120 Principles of Business**

*Prereq:* ENG 19 with grade C or better, or placement at least ENG 22, or consent.

*Recommended:* ENG 22 or 55 with grade C or better, or placement at ENG 100.

Surveys the fundamentals of American business enterprise. Treats the foundations and responsibilities of business, management, finance, marketing, and the legal, government, and social environment. 3cr., 3hr. lect./disc.

**125 Starting a Small Business**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

*Recommended: ENG 22 or 55 with grade C or better, or placement at ENG 100.*

Surveys the small business environment, establishing a firm, decision-making processes, marketing assessments, financing, operations considerations, and government regulations. Covers development of a business plan. Designed for those who wish to start or are currently operating their own small business. 3cr., 3hr. lect.

**130 Business Communication - Oral**

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Develops competence in oral communication within business and organizational context. Provides the theory and practical skills to be a confident and effective communicator in a variety of business and organizational settings. (Crosslisted as COM 130.) 3cr., 3hr. lect. (DA)

**150 Personal Finance**

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, and MATH 22 with grade C or better, or placement at least MATH 82, or consent.*

Introduces financial planning, money management and tax planning. Includes financing real and personal property, purchasing insurance and managing investments. (Crosslisted as ECON 150.) 3cr., 3hr. lect.

**301 Introduction to ABIT**

*Prereq: Admission to the ABIT program.*

Focuses on skills required for ethical and effective conduct in business. Includes teamwork, oral presentation, writing, computer skills, and social skills that are part of the business world. 1cr., 1hr. lect.

**310 Statistical Analysis for Business Decisions**

*Prereq: ACC 300, MATH 115, and MATH 203 or MATH 205, all with grade C or better, or consent.*

Emphasizes problem recognition and formulation; stress on cross-disciplinary complex problem solving and communication; computer intensive. Coverage of descriptive statistics, probability and hypothesis testing with emphasis on quality, productivity, and regression analysis. 3cr., 3hr. lect.

**318 Principles of Finance**

*Prereq: ACC 202, BUS 120, ECON 130 & 131, MATH 115, and MATH 135 or higher, or consent.*

Introduces the theory and practice of financial management: analysis and decision making for asset management, capital budgeting, capital structure, and dividend policy. 3cr., 3hr. lect.

**320 Entrepreneurship – Opportunity Recognition and Evaluation**

*Prereq: MGT 310 and MKT 300, or consent.*

Develops skills necessary to recognize an opportunity, and evaluate the viability of an idea, prior to the investment of significant time and money. Uses student teams to develop, present, and critique entrepreneurial startups. 3cr., 3hr. lect.

**322 New Venture Leadership**

*Prereq: MGT 310, or consent.*

*Recommended: PSY 100 or SOC 100.*

Focuses on organizational leadership. Emphasizes the human dimension within organizations. Provides a foundation for understanding the process and stages of organization dynamics. Includes the management of change and innovation. 3cr., 3hr. lect.

**415 Entrepreneurial Business Planning**

*Prereq: ACC 300, BUS 318, MGT 310, and MKT 300; or consent.*

Teaches development and implementation of business plans. Includes research, writing, and presentations. Explores the use of business plans for raising capital, starting a new business, and validating timelines. 3cr., 3hr. lect.

**420 Global Business Strategies**

*Prereq: MKT 300 and MGT 310, or consent.*

Focuses on understanding the global environment and the interconnections of cultural, political, legal, economic, and ethical systems. Identifies forms of business ownership and international opportunities. Explores basic concepts underlying international finance, management, marketing, and trade relations. 3cr., 3hr. lect.

**495 ABIT Capstone I**

*Prereq: BUS 318, BUS 320, MGT 400, and ICS 418, all with grade C or better, or consent.*

Provides the skills necessary to utilize and demonstrate the tools and understanding developed during the ABIT program. Includes strategy formulation and implementation, competitive analysis, and e-commerce as models for

problem solving and decision-making in an organizational setting. A comprehensive business and marketing plan is required. 3cr., 3hr. lect.

**496 ABIT Capstone II**

*Prereq: BUS 310, BUS 495, ICS 481, and MKT 400 all with grade C or better, or consent.*

Provides the skills necessary to utilize and demonstrate the tools and technologies developed during the ABIT program. Includes Internet technology design, prototyping and implementation. Demonstration of business plan and supporting technology to external stakeholders. *Extension of Capstone I project using latest Internet technologies.* 3cr., 3hr. lect.

 **Business Law (BLAW)**

*R. Miller*

**200 Legal Environment of Business**

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Introduces legal environment in which businesses operate with particular attention to principles of law relating to contracts, agency, commercial paper, partnerships, corporations, and government regulations. 3cr., 3hr. lect.

 **Business Technology (BUSN)**

*S. Low*

**50 Basic Computing Skills for College Success**

Introduces the basics of how computers are used by college students. Covers the parts and operations of personal computers, the graphical user interface and file management techniques. Provides instruction and practice with E-Mail, Internet and the Laulima course management system. Provides instruction and practice with word processing and presentation programs. 3cr., 3hr. lect.

**70 Filing**

*Prereq or coreq: ENG 22 or 55, or consent.*

Introduces indexing and filing procedures. Covers the theory and practice of alphabetic, geographic, and subject systems. 1cr., 1.33hr. lect./lab

**89 Electronic Calculating**

Gives students practice with real world skills used in the modern business environment. Emphasizes proper technique and speed with the ten-key pad found on calculators, computer keyboards, and cash registers. Develops the ability to work with numbers and use of a calculator to perform business computations. 1cr., 18hr. lect./lab per semester

**110 Office Computer Troubleshooting and Maintenance**

*Prereq:* BUSN 150 or ICS 101 either with grade C or better, or consent.

Introduces basic troubleshooting and maintenance procedures for personal computers used in typical office environments. Develops basic understanding of computer hardware modules and operating system software. Covers system assembly, disassembly, configuration, booting up, preparing disk drives, loading operating system software, diagnosing problems, and upgrading. 3cr., 3.5hr. lect./lab

**121 Introduction to Word Processing**

Introduces the parts of a personal computer and how the computer keyboard and mouse are used. Develops the ability to key alphabetic, punctuation, number, symbol keys, and the ten-key pad by touch. Further develops speed, accuracy, and technique keying. Introduces document formatting. 3cr., 3hr. lect./lab

**123 Word Processing for Business**

*Prereq:* ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent. *Recommended:* 35 gross words a minute (gwam) or BUSN 121 with grade C or better.

Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments. 3cr., 3hr. lect./lab

**150 Introduction to Business Computing**

*Recommended:* BUSN 50 or 121.

Introduces the role of computers in the evolution of an information-based society. Reviews history and need for information processing, the basic information processing cycle and functions, processing capabilities of computers, system develop-

ment, and program development. Provides students with experience in an operating system and business applications, such as word processing, database management, spreadsheets, and presentation software. 3cr., 3hr. lect.

**151 Intermediate Business Computing**

*Prereq:* BUSN 150 or ICS 101 either with grade C or better, or consent.

Expands the concepts of business computing introduced in BUSN 150. Develops greater proficiency in creating, modifying, and printing documents, spreadsheets, database queries, reports, and forms. Broadens knowledge of word processing, spreadsheet, database, and presentation software. Provides experience with typical business applications that utilize Intranet and Internet technologies. 3cr., 3hr. lect./lab

**157 Desktop Publishing for Business**

*Prereq:* BUSN 150 or ICS 101 either with grade C or better, or consent.

Introduces desktop publishing on the personal computer. Develops proficiency in creating and modifying layout for brochures, business cards, fliers, and newsletters. Covers basic principles of graphics designs, formatting techniques, importing text files from word processing programs, preparing and importing various types of graphics, and creating special effects with graphics and text. 3cr., 4hr. lect./lab

**158 Social Media and Collaboration Tools for Business**

*Prereq:* ENG 22 with grade C or better, or placement at ENG 100, or consent.

*Recommended:* Basic computer, Internet, and keyboarding skills.

Introduces students to social media and collaboration tools as they relate to business. Students create, maintain, and update blogs, social media sites, and internal/external collaboration and communication tools. Organizational management of cloud storage is included. 3cr., 3hr. lect.

**159 Creating and Managing the Virtual Office**

*Prereq:* BUSN 123, BUSN 150/ICS101, and BUSN 164, all with grade C or better, and ENG 22 with grade C or better, or placement at ENG 100.

Explores concepts and issues involved in

establishing a virtual assistant business. Students apply integrated software applications to complete assignments, create projects, conduct research, and prepare a basic business and marketing plan. 3cr., 3hr. lect.

**161 Customer Service**

*Prereq:* ENG 22 or 55, or placement at ENG 100, or consent.

Builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly growing service economy. Individuals who work with customers gain insight into customer behavior and attitudes and develop strategies to create positive customer relationships encountered in various situations on the job. 3cr., 3hr. lect./lab

**164 Career Success**

*Prereq:* ENG 22 with grade C or better (or concurrent), or placement at ENG 100, or consent. *Recommended:* Computer experience using word processing.

Presents concepts and theories relating to workplace behavior and managing one's attitude and relationships for workplace effectiveness. 3cr., 3hr. lect.

**166 Professional Employment Preparation**

*Recommended:* Ability to keyboard and knowledge of word processing.

Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews. (Crosslisted as IS 105C.) 1cr., 1lect.

**170 Records and Information Management**

*Prereq or coreq:* ENG 100, or consent.

Studies principles and procedures for organizing and operating Records and Information Management (RIM) programs. Topics include: selection of filing systems, equipment, and supplies, procedures for storage, retrieval, transfer, retention, and disposal of record; records inventory and analysis; records protection and disposition; and study and application of ARMA (Association of Records Managers and Administrators) rules for alphabetic, alphanumeric, geographic, numeric, and subject methods. Helps a business or organization meet its fiscal, legal, governmental, requirements by managing its information systems. 3cr., 3hr. lect./lab

**183 Executive Transcription**

*Prereq: BUSN 123 and ENG 209 (or concurrent), or consent.*

Develops machine transcription skills for the conversion of business documents from dictated, unedited material to correctly formatted, mailable copy. Emphasizes executive, medical, legal, and technical terminology. 3cr., 3hr. lect./lab

**185 Processing Physician's Orders**

*Prereq: NURS 50 and BUSN 123 both with grade C or better, or consent.*

Introduces skills for transcribing physician orders. Includes transcribing medication, intravenous, admission, pre-operative, post-operative, and referral orders. Includes computer transcription. 3cr., 1hr. lect./4hr. lab

**189 Business Mathematics**

*Prereq: MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating is stressed. 3cr., 3hr. lect./lab

**193v Business Technology Cooperative Education**

*Prereq: Business Technology major or permission of department or instructor.*

Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. 1-3cr., 1.25hr. seminar plus minimum 75 documented field experience hours per credit (e.g., 1cr.=75hrs, 2cr.=150hrs.)

**232 Business Computer Spreadsheets**

*Prereq: BUSN 151 and BUSN 189 both with grade C or better, or consent.*

Covers business spreadsheets with special attention to advanced techniques required by experts. Develops critical thinking skills for applying software tools to business problems. Covers financial and logical functions, custom formatting, charts and graphs, multi-sheet and shared workbooks, formula auditing, data importing, Web features, one-variable and two-variable data tables, and application development tools. 3cr., 3hr. lect./lab

**237 Business Computer Databases**

*Prereq: BUSN 151 and BUSN 189 both with grade C or better, or consent.*

Covers business databases with special attention to advanced techniques required by experts. Develops critical thinking for applying software tools to business problems. Covers databases and table creation and modification, queries, forms, reports, defining data relationships, importing and exporting data, multi-user databases, operations on the Web, and creating database applications. 3cr., 3hr. lect./lab

**261 Web Page Construction Fundamentals and Marketing**

*Prereq: BUSN 150 or ICS 101 either with grade C or better, or consent.*

Introduces web page construction including HTML code, Internet service providers, and web page construction software. Examines World Wide Web marketing strategies. 3cr., 3hr. lect./lab

**286 Legal Terminology and Procedures**

*Prereq: ENG 209 with grade C or better, or consent.*

Covers the skills needed for a legal office assistant in a law firm or other legal setting. Explains legal terms, concepts, and principles. Emphasizes creating, formatting, and editing common types of legal documents. 3cr., 3hr. lect./lab

**292 Integrated Office Procedures**

*Prereq: BUSN 123, 151, 157, and 193v all with grade C or better, or consent..*

Includes advanced word processing, spreadsheet, database, integration of applications, and creation of a web site. Incorporates electronic presentations for projects. Utilizes appropriate office software applications. Prepares for industry certifications. Designed to bring together within a portfolio all elements of learning from the Business Technology program. 3cr., 3hr. lect.

 **Carpentry (CARP)****20 Basic Carpentry Skills**

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, and at least MATH 22 with grade C or better (or concurrent); or consent.*

Introduces proper use and maintenance of carpentry hand and power tools. Practices selecting and using construction materials and fastening systems. 3cr., 1hr. lect./3hr. lab

**41 Rough Carpentry**

*Prereq: CARP 20, or consent.*

Introduces theoretical and on-the-job skills necessary to lay out and construct foundations, wall and ceiling framing, and roofing systems for residential and light commercial construction. 3cr., 4hr. lect./lab

**42 Exterior Finishing**

*Prereq: CARP 20, or consent.*

Covers theoretical and on-the-job skills necessary to install exterior windows, doors, roofing, siding, and decks in residential and light commercial construction. 3cr., 4hr. lect./lab

**43 Interior Finish**

*Prereq: CARP 20, or consent.*

Introduces interior finish of floors, walls, ceiling, trim and special feature applications in residential and light commercial construction. 3 cr., 4hr. lect./lab

**44 Cabinets and Stairways**

*Prereq: CARP 20, or consent.*

Focuses on installation of cabinets, countertops, stairways, and railings in residential and light commercial construction. 3cr., 4hr. lect./lab

 **Chemistry (CHEM)**

*S. Calder, S. Irwin*

**151 Elementary Survey of Chemistry**

*Prereq: ENG 22 or 55 with grade C or better or placement at ENG 100, and MATH 82 with grade C or better or placement at least MATH 103, or consent.*

Provides the beginning student with background in the fundamentals of chemistry. Intended for students needing a one-semester science course. Presents films, demonstrations, and experiments of introductory laboratory techniques illustrating chemical principles. 4cr., 3hr. lect./3hr. lab (DP, DY)

**161 General Chemistry I**

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, and MATH 103 with grade C or better (or concurrent) or placement at least MATH 135, or consent. Coreq: CHEM 161L.*

Covers basic principles of chemistry including introduction to units, equations, atomic structure, chemical bonding, gases, crystals, and solutions. 3cr., 3hr. lect. (DP)

**161L General Chemistry Laboratory I**

*Coreq: CHEM 161, or consent.*

Presents laboratory experiments illustrating fundamental principles of chemistry. 1cr., 3hr. lab (DY)

**162 General Chemistry II**

*Prereq: CHEM 161 and MATH 135 or higher, or consent. Coreq: CHEM 162L.*

Covers reaction thermodynamics, chemical kinetics, chemical equilibrium, acids and bases, solubility, complex ions, oxidation-reduction, and the various groups of elements including their differences, production, uses, and reactions. 3cr., 3hr. lect. (DP)

**162L General Chemistry Laboratory II**

*Coreq: CHEM 162, or consent.*

Presents laboratory experiments illustrating fundamental principles of chemistry. 1cr., 3hr. lab (DY)

**272 Organic Chemistry I**

*Prereq: CHEM 162 with grade C or better, or consent. Corequisite: CHEM 272L*

Introduces the first semester of a comprehensive organic chemistry course including molecular structure, nomenclature, stereochemistry, spectroscopy, reactions and reaction mechanisms, synthesis, and applications to biology. This course is intended for science majors. 3 cr., 3 hr. lect. (DP)

**272L Organic Chemistry Lab I**

*Prereq: CHEM 162L with grade C or better, or consent. Corequisite: CHEM 272*

Introduces standard laboratory principles of organic chemistry including proficient use of laboratory equipment, manipulation of organic materials, laboratory safety, molecular structure, nomenclature, stereochemistry, spectroscopy, reactions and reaction mechanisms, synthesis, and applications to biology. This course is intended for science majors. 1 cr., 3 hr. lab. (DY)

 **Communication (COM)**
**130 Business Communication - Oral**

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Develops competence in oral communication within business and organizational context. Provides the theory and practical skills to be a confident and effective communicator in a variety of business and organizational settings. (Crosslisted as BUS 130.) 3cr., 3hr. lect. (DA)

**145 Interpersonal Communication I**

Provides the theory and practical skills to be a competent communicator in a one-to-one setting. 3cr., 3hr. lect. (DS)

**210 Intercultural Communication I**

*Prereq: ENG 100, or consent.*

Explores problems and opportunities of communicating in a variety of intercultural contexts. Focuses on theory and practice in managing intercultural communication effectiveness. 3cr., 3hr. lect. (DS)

**215 Conflict Resolution & Mediation**

*Prereq: COM 145 or BUS/COM 130 or PSY 100 any with grade C or better, or consent.*

*Recommended: ENG 100 with grade C or better.*

Explores the reason for conflict and the different approaches for seeking resolution for conflict. Studies personal and societal value systems, the psychology of how people respond to conflict, the impact of culture on conflict styles, communication skills useful in dealing with conflict, and alternative resolution strategies. Practices mediation skills as a third party intervention method. (Crosslisted as PSY 253.) 3cr., 3hr. lect. (DS)

**353 Conflict Management & Resolution**

*Prereq: ENG 100, PSY 100, or SOC 100, any with grade C or better; and BUS/COM 130, COM 145, or COM 210, any with grade C or better; or consent.*

*Recommended: PSY 253/COM 215.*

Examines communication and behavior in interpersonal conflict through analysis of professional and personal relationships. Assesses political, social, and cultural influences on conflict, and applies Western and Polynesian models of dispute resolution processes in relational conflict. (Crosslisted as PSY 353.) 3cr., 3hr. lect. (DS)

**459 Intercultural Communication II**

*Prereq: ENG 100 with grade C or better, or consent.*

Surveys the major factors affecting interpersonal communication between/ among members of different cultures. Expands breadth and depth of knowledge of cultural, social, and political influences on intercultural communication. Focuses on theory, research, and managing intercultural effectiveness globally. 3cr., 3hr. lect. (DS)

 **Community Health Worker (CHW)**
**A. Scharnhorst****150 Community Health Worker**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Recommended: BIOL 100, PHRM 103, 104, 105, and HLTH 150 all with grade C or better (or concurrent).*

Introduces theoretical and practical clinical skills necessary for providing basic health care assistance and screening services. 4cr., 8hr. lect./lab

**155 Community Health Worker Externship**

*Prereq: CHW 150 and PHRM 105 both with grade C or better; or consent.*

Provides practical skills and experiences in clinic settings and in primary health care centers. Increases ability and effectiveness in inter-agency networking, home visiting/client assessments, and case management techniques. 3cr., 8hr. lect./lab

 **Cooperative Arts & Sciences Education (CASE)**
**J. Patao**

*See Special Curricula section for details.*

**193v, 293v Work-Based Learning**

Cooperative Education is an academic course which awards college credits to students who participate in a field experience that is related to their major or career goals.

**393v, 493v Work-Based Learning**

*Prereq: Students must be upper division program majors, or consent.*

Cooperative Education is an academic course which awards college credits to students who participate in a field experience that is related to their major or career goals.

 **Cooperative Vocational Education (CVE)**
**J. Patao**

*See Special Curricula section for details.*

**93v, 193v, 293v Work-Based Learning**



## Culinary Arts (CULN)

T. Lelli, D. Louie, C. Omori, T. Shurilla,  
C. Speere

### 100 CULN Math for the Culinary Arts

*Prereq: MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Introduces the quantitative methods, reasoning, and operations necessary to perform tasks and solve problems needed by culinary professionals. The quantitative methods covered include computation measurement, ratio, proportion, and percent; conversions, recipe scaling, yield percent, and recipe costing; baker's percent and kitchen ratios; purchasing, and proportioning. Applications include interpretation and analysis of quantitative information needed in culinary situations. The course is designed for Culinary Arts degrees and certificates but does not satisfy the Foundation Symbolic Reasoning (FS) core requirement of an Associate in Arts degree. 3cr., 3 hr. lect.

### 111 Introduction to the Culinary Industry

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, and MATH 22 with grade C or better, or placement at least MATH 82, or consent.*

Provides an overview of the culinary industry within the aspects of the entire hospitality industry. Provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Identifies job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry. 2cr., 2hr. lect.

### 112 Sanitation and Safety

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, and MATH 22 with grade C or better, or placement at least MATH 82, or consent.*

Studies and applies the principles and procedures of sanitation and safety in the hospitality industry. Includes the study of food-borne illnesses, biological, chemical, physical hazards, and cross-contamination as they may occur during the flow of food. Introduces HACCP (Hazard Analysis Critical Control Point) and other sanitation and safety programs. Covers safety issues and OSHA (Occupational Safety and Health Administration) guidelines and standards as they apply to the hospitality industry. 2cr., 2hr. lect.

### 115 Menu Merchandising

*Prereq: CULN 130 with grade C or better, or consent.*

Explores principles of menu merchandising such as cost and pricing, equipment and personnel, design and format, and marketing. 2cr., 2hr. lect.

### 116 Intro to Culinary Sustainability

*Prereq: CULN 111 with grade C or better, or consent.*

Examines sustainable practices and provides ways to implement them in a foodservice operation. Students learn to combine elements of purchasing/receiving, energy and water conservation, and recycling in order to help control costs while reaping the benefits of being good environmental stewards. 1cr., 1hr. lect.

### 120 Fundamentals of Cookery

*Prereq: CULN 112 and CULN 123 both with grade C or better; or consent.*

Focuses on fundamental concepts, skills, and techniques of cookery. Includes the use of standardized recipes. Covers basic cooking methods for meats, poultry, seafood, vegetables, and starches. Teaches identification, use and maintenance of equipment, tools, and utensils in a safe and sanitary manner. 4cr., 1 hr. lect., 10 hr shop.

### 123 Culinary Basics

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82; or consent.*

Identifies and practices in individual skill components necessary in the professional kitchen. Discusses, offers practices in and demonstrates knife usage, fabrication, stocks, sauces, soups, thickening agents, cooking methodology, weights and measurements. Utilizes safety and sanitation practices maintaining high standards of professional ethics. 4cr., 1 hr. lect., 10 hr. shop.

### 130 Intermediate Cookery

*Prereq: CULN 112 and 123 both with grade C or better; or consent.*

Identifies and uses tools, equipment, supplies and foods used in a short order and cold food kitchen. Examines various positions in the short order kitchen. Offers practice in, applying and analyzing principles of cookery and service of short order foods. Discusses the preparation and properties of cold foods and their ingredients. Examines and offers practice in the preparation, presentation, quality control and merchandising of foods served cold.

4cr., 1 hr. lect., 10 hr. shop.

### 150 Fundamentals of Baking

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Studies the uses of bakery tools, equipment, materials, and recipes. Provides practical experience in working basic hotel and restaurant bakery stations. Involves quality production of bakery goods, pastries and desserts. 4cr., 2 hr. lect., 8 hr. shop.

### 155 Intermediate Baking

*Prereq: CULN 100 and 150 both with grade C or better; or consent.*

Studies international culinary terms, ingredient identification, and safety and sanitation practices. Examines the science of lean and rich yeast dough products, flat breads, breakfast goods and a wide variety of yeast breads, along with application in the production of laminated dough products such as classical French puff pastry dough, croissants and Danish pastries. Introduces the theory of chocolate and emphasizes skills involved in chocolate tempering, bon bons and decor. Provides instruction and demonstrations in beginning petits fours and confections. 4cr., 2 hr. lect., 8 hr. shop.

### 160 Dining Room Service

*Prereq: CULN 112 with grade C or better, and ENG 22 with grade C or better or placement at least ENG 100, or consent.*

Provides study and practice in various types of table service. Teaches proper serving etiquette with respect to customer relations. Includes practical experiences in a public dining room. Offers study in beverage service that includes bar setup, equipment use, job descriptions of the various positions commonly found in the service of alcoholic beverages, specific service techniques used in those positions, and the rules and regulations of serving alcoholic beverages responsibly. 4cr., 1 hr. lect., 10 hr. shop.

### 220 Advanced Cookery

*Prereq: CULN 120 and 130 both with grade C or better and ENG 22 with grade C or better or placement at least ENG 100, or consent.*

Provides practice and theory in ala carte and banquet food production as found in quality hotels and specialty restaurants. 4cr., 1 hr. lect., 10 hr. shop.

**240 Garde Manger**

*Prereq: CULN 120 & CULN 130 both with grade C or better or consent.*

Provides instruction and demonstration in the preparation of hot and cold hors d'oeuvres, canapes, aspics, chaud-froids, mousses, pates and terrines, buffet centerpieces, and vegetable and ice carvings. Discusses buffet catering, set-up, and menu planning. 3cr., 1 hr. lect., 8 hr. shop.

**250 Advanced Baking I**

*Prereq: CULN 155 with grade C or better, and ENG 100 with grade C or better, or consent.*

Develops skills used in the production of more advanced baked pastry and confectionery products: especially chocolates, candies and decorated specialties which include, specialty cakes, wedding cakes, pastillage, gum paste, royal icing and chocolate decor. Students will define, describe and prepare various types of meringues and filling, and develop advanced decorating and finishing techniques for cakes. 4cr., 2 hr. lect., 8 hr. shop.

**251 Advanced Baking II**

*Prereq: CULN 250 with grade C or better, or consent.*

Develops skills used in the production of more advanced baked pastry and confectionery products. Emphasizes the techniques required to produce items such as souffles, parfais, ice creams and sorbets, plated desserts, marzipan, decorated specialties, sugar and isomalt decoration, and pastillage. 4cr., 2 hr. lect., 8 hr. shop.

**271 Purchasing & Cost Controls**

*Prereq: CULN 120 and CULN 130 with grade C or better; or consent.*

Analyzes purchasing and food control systems in commercial food service operations. Practices cost and sales analysis, comparative buying, and inventory control. 4cr., 2hr. lect./6hr. lab

**280 Food, Cooking, and Health in Hawai'i**

*Prereq: CA in CULN and FSHN 185, or consent.*

Introduces the unique aspects of Hawai'i and Hawaiian culture as they relate to food, the origins of native Hawaiian foods, their uses and the protocol involved. Relates changes in traditional Hawaiian menus and diets to society and time. Discusses nutrition principles of the traditional Hawaiian diet and use those principles to develop healthy foods and menus in

partnership with local farmers. Identifies native Hawaiian foods and uses them to develop a contemporary cuisine. 3cr., 1hr. lect./6hr. lab

**281 Cooking for Better Health**

*Prereq: CA in CULN and FSHN 185, or consent.*

Reviews and studies basic nutrition principles upon which healthy menus can be built. Combines nutrition, nutritional cooking principles and advanced cookery methods and techniques to produce and serve healthy classical and modern cuisine. 3cr., 1hr. lect./6hr. lab

**292v Work Practicum**

*Prereq or coreq: CULN 112, or consent.*

Provides broad-based exposure to principles and practices of the fundamentals of catering with the food service industry. Utilize practical hands-on experiences to teach the facets of sales, planning, preparation, and service of catered on and off premise affairs covering: theme, receptions, buffets, and banquets. Also provides a means for experiencing a diversity of on-site food service through field trips. (*May be repeated for a maximum of 9 credits.*) 1-3 cr., hours arranged

**293v Culinary Arts Field Experiences**

*Prereq: CA in CULN, or consent.*

Offers flexible, customized, and supervised school-to-work experiences in all aspects of the culinary arts industry. Integrates and applies classroom theory to work situations via numerous field experiences. Infuses the "Culinarian's Code" into field experiences. (*May be repeated for a maximum of 9 credits.*) 5-15hr. field experience per week and seminars arranged

 **Dance (DNCE)****131 Modern Dance I**

Provides an introduction to basic modern dance technique skills and explores the creative process through dance. 3cr., 4hr. lect./lab (DA)

**132 Modern Dance II**

*Prereq: DNCE 131, or consent.*

Provides a continuation of the development of skills and concepts introduced in DNCE 131. 3cr., 4hr. lect./lab (DA)

**141 Jazz Dance I**

Introduces the fundamental techniques of

jazz dance to the beginning student and encourages creativity through movement and music. 3cr., 4hr. lect./lab (DA)

**150 Survey of Dance**

Provides a survey of contemporary western dance including ballet, modern dance and jazz, with emphasis on appreciation and understanding of dance as an art form. 3cr., 3hr. lect. (DA)

**180 Dance Production I**

*Coreq: DNCE 131 or 132, or consent.*

Provides an opportunity for creation and performance of a dance piece. Addresses all aspects of production. 1cr., 2hr. lect./lab (DA)

 **Dental Assisting (DENT)**

*J. Yamada*

**120 Dental Office Principles for Dental Assistants**

*Prereq: Admission to Dental Assisting program or consent, and ENG 22 with grade C or better or placement at ENG 100.*

Develops skills and knowledge to manage the business activities of the dental office. Introduces communication skills, record and financial management, scheduling practices, marketing and career objectives for the dental assistant. Includes telephone techniques, scheduling and confirming appointments, organization of files, charts and patient records, claims processing, accounting, patient needs and follow-up, marketing techniques, maintaining and ordering of dental supplies. (*Letter grade only.*) 3cr., 3hr. lect.

**150 Orientation to Dental Assisting**

*Prereq: Admission to Dental Assisting program, or consent.*

Provides an orientation to dental practice, including specialties, history, professional and legal responsibilities, role of the dental auxiliary, dental and medical terminology, patient communication, and office personnel relationships. Introduces infectious diseases important to dentistry, hazardous materials and waste management, and rules of regulatory agencies (DCCA, OSHA, CDC, and ADA). Teaches disinfection, instrument decontamination, sterilization procedures, tray set-up preparation, and protocols and emergency procedures for hazardous and biohazardous waste or materials. (*Letter grade only.*) 2cr., 2hr. lect.

### 151 Intro to Chairside Dental Assisting

*Prereq: Admission to Dental Assisting program, or consent.*

Introduces basic procedures of chairside assisting, use and care of dental equipment, patient management, instrument identification, sterilization procedures and tray set-up preparation, and manipulation of dental materials, including temporary dressings, cement bases and liners, topical agents, alginates, composites, resins, and amalgams. Includes supervised clinical experience in dental and periodontal charting, and dental assisting functions. (*Letter grade only.*)

5cr., 1hr. lect./9hr. lab/2hr. lect./lab

### 152 Chairside Dental Assisting

*Prereq: DENT 151 with grade C or better, or consent.*

Provides supervised clinical experience in dental assisting. Includes supervised clinical in externship environments. Includes advanced and specialty chairside procedures. (*Letter grade only.*)

4cr., 12hr. lab

### 154 Dental Materials

*Prereq: DENT 151 with grade C or better (or concurrent), or consent.*

Reviews physical and chemical properties and manipulations of alginate impression materials, gypsum products, cements, resins, metallic and non metallic restorative materials, investments, and waxes. Introduces physical and chemical properties and manipulation of hydrocolloid impression materials, polysulfide elastomeric impression materials, condensations silicone and polysiloxane/polyvinyl elastomeric impression materials. (*Letter grade only.*)

1cr., 2hr. lect./lab

### 164 Oral Biology I

*Prereq: Admission to the Dental Assisting program, or consent.*

Discusses general anatomy of the skull; arteries, veins, and lymphatics; musculature; and nervous structures of the head and neck, including the normal periodontal tissues, oral mucous membranes, and salivary glands. Includes the embryologic development of the structures and tissues of the head, neck, teeth and oral cavity, oral microbiology, and nutrition. Discusses the anatomy and identification of teeth, the eruption sequence, normal occlusion, and classification of occlusion. (*Letter grade only.*)

3cr., 2hr. lect./2hr. lect./lab

### 165 Oral Biology II

*Prereq: DENT 164 with grade C or better, or consent.*

Reviews embryonic development of the structures and tissues in the head, neck, teeth, and oral cavity. Discusses histology of the hard and soft tissues of the oral cavity. Explains development of structural defects involving the oral cavity and teeth. Includes normal periodontal tissues, oral mucous membranes, and salivary glands. (*Letter grade only.*)

2cr., 4hr. lect./lab

### 176 Dental Radiology I

*Prereq: Admission to the Dental Assisting program, or consent.*

Discusses production, characteristics, and biological effects of radiation, and the functions, components, and operation of the x-ray unit. Includes radiation protection and monitoring, chemistry and techniques associated with x-ray film, and developing solutions. Reviews anatomic landmarks, and introduces intra-oral and long-cone radiographic techniques in bitewing, periapical, and occlusal surveys. (*Letter grade only.*)

2cr., 3hr. lab/2hr. lect./lab

### 177 Dental Radiology II

*Prereq: DENT 176 with grade C or better, or consent.*

Discusses evaluation of film quality and recognition of anomalies and variations in tissue density. Introduces specialized procedures for the periodontic, endodontics, and edentulous patient. Explains forensic and legal considerations, and introduces principles of panoramic and cephalometric film. (*Letter grade only.*)

1cr., 3hr. lab

## Dental Hygiene (DH)

R. Vierra

### 150 Oral Histology & Embryology

*Prereq: DENT 165 with grade C or better, or consent.*

Describes general and oral histology including an overview of oral embryology, a study of the fundamentals of cytology, and the normal microscopic anatomy of oral tissues. (*Letter grade only.*)

2cr., 1hr. lect./2hr. lect./lab

### 153 Assessment Procedures in Dental Hygiene

*Prereq: Admission to Dental Hygiene program.*

Provides an orientation to dental hygiene practice. Focuses on the assessment techniques of the dental hygiene process of care model. Introduces infectious diseases important to dentistry, hazardous materials management, waste management, and rules of regulatory agencies (DCCA, OSHA, CDC and ADA). Teaches disinfection, instrument decontamination, sterilization procedures, tray set-up preparation and protocols, and emergency procedures for hazardous and biohazardous waste and materials. Focuses on dental hygiene assessment procedures including: review of health/dental history, vital signs, extra/intraoral examination, assessment of the dentition, and comprehensive periodontal examination. Discusses rationale for collection of assessment data and associated clinical procedures. (*Letter grade only.*)

2cr., 2hr. lect.

### 155 Dental Emergencies

*Prereq: Admission to Dental Hygiene program.*

Provides an overview of medical and dental emergencies including prevention of and preparedness for management of emergencies, client observation, and vital signs. Discusses basic principles of pharmacology related to emergencies including drug actions and interactions, toxicity and allergy, dental drugs in common use, and drugs used in the treatment of medical problems. Describes legal and ethical aspects of emergency procedures in dentistry. (*Letter grade only.*)

1cr., 1hr. lect.

### 156 Preclinical Dental Hygiene

*Prereq: Admission to Dental Hygiene program.*

Introduces clinical procedures and techniques of dental hygiene including prevention of disease transmission, health/dental history, extra/intraoral examination, gingival evaluation and description, comprehensive periodontal examination, suspicious caries examination, and classification of occlusion. Demonstrates operation of the dental unit, basic instrumentation techniques, and ergonomic practice. (*Letter grade only.*)

3cr., 1hr. lect./8hr. lab

### 158 Anatomical Sciences

*Prereq: Admission to Dental Hygiene program.*

Examines dental anatomy focusing on the development, morphology and functions of the teeth, head and neck including mastication. (*Letter grade only.*)

2cr., 2hr. lect.

**173 Dental Hygiene Education**

*Prereq: Admission to Dental Hygiene program and PSY 100 with grade C or better (or concurrent).*

Describes fundamentals of client education including communication theory, development of client/clinician relationships, mechanical plaque removal devices, and antimicrobial therapies. Emphasizes patient motivation with particular attention to psychological, social, cultural, and economic factors. Introduces nutritional counseling in dental hygiene practice, tobacco cessation, critique of dental literature, and evaluation of dental health products. (*Letter grade only.*) 1cr., 1hr. lect.

**254 Pathology in Dental Hygiene and Special Patient Populations**

*Prereq: Admission to Dental Hygiene program.*

Introduces general pathology and specific pathologic processes, repair, healing, and regressive changes. Discusses social significance of pathology. Correlates pathology and diseases related to the dental hygiene client, including the indications and contraindications for care, modifications to treatment, and appointment planning for special patient/client populations. Uses client case studies. (*Letter grade only.*) 3 cr., 3hr. lect.

**255 Oral Pathology in Dental Hygiene**

*Prereq: DH 254 with grade C or better, or consent.*

Examines pathology of the head, neck, and oral structures. Differentiates developmental conditions, caries, diseases of bacterial, viral, and fungal origin. Describes neoplasms of the oral cavity. (*Letter grade only.*) 2cr., 2hr. lect.

**256 Applied Pharmacology in Dentistry**

*Prereq: PHRM 203 with grade C or better, or licensed dentist or dental hygienist.*

Examines drugs by groups with special emphasis on those used in dentistry including their physical and chemical properties, dosage, and therapeutic effects. Describes implications for client dental hygiene care using case studies. (*Letter grade only.*) 2cr., 2hr. lect.

**257 Periodontics 1 and Advanced Clinical Techniques**

*Prereq: DH 156 with grade C or better.*

Focuses on fundamental principles of periodontology including normal periodontium, etiology, and classification of peri-

odontal disease and relationship of dental deposits to periodontal diseases. Correlates basic sciences with the clinical aspects of periodontal diseases. Describes etiology and pathogenesis of periodontal diseases. Identifies development of periodontal pocket, abscess, and process of bone loss. Demonstrates advanced instrumentation techniques, ultrasonic devices, root planing, curettage, subgingival irrigation, and hypersensitivity. (*Letter grade only.*) 2cr., 1hr. lect./2hr. lect./lab

**258 Periodontics 2 and Advanced Clinical Techniques**

*Prereq: DH 257 with grade C or better.*

Focuses on diagnosis, treatment planning, and therapeutic procedures. Explains preventive and therapeutic measures within scope and responsibility of the dental hygienist. Utilizes advanced instrumentation in periodontal treatment. Compares types of periodontal surgery and therapies. Describes rationale and criteria for periodontal referral. (*Letter grade only.*) 2cr., 1hr. lect./2hr. lect./lab

**260 Clinical Dental Hygiene 1**

*Prereq: DH 156 with grade C or better.*

Focuses on assessing, planning, implementing, and evaluating dental hygiene care on clinic clients. Develops clinical competency, skills, and performance with each successive academic semester. (*Letter grade only.*) 4 cr., 1hr. lect./12 hr. lab

**261 Clinical Dental Hygiene 2**

*Prereq: DH 260 with grade C or better.*

Focuses on assessing, planning, implementing, and evaluating dental hygiene care on clinic clients. Develops clinical competency, skills, and performance with each successive academic semester. (*Letter grade only.*) 2 cr., 1hr. lect./4hr. lab

**262 Clinical Dental Hygiene 3**

*Prereq: DH 261 with grade C or better.*

Focuses on assessing, planning, implementing, and evaluating dental hygiene care on clinic clients. Develops clinical competency, skill, and performance. (*Letter grade only.*) 5cr. 1hr. lect./16hr. lab

**263 Clinical Dental Hygiene 4**

*Prereq: DH 262 with grade C or better.*

Focuses on assessing, planning, implementing, and evaluating dental hygiene care on clinic clients. Develops clinical competency and skills. (*Letter grade only.*) 5cr., 1hr. lect./16hr. lab

**264 Community Dental Health**

*Prereq: DH 173 with grade C or better.*

Focuses on the role of the public health professional in improving the oral health in the community. Examines community dental health problems, school dental health programs, epidemiology of dental disease, and assessment, development, implementation, and evaluation of a community dental health program. (*Letter grade only.*) 2cr., 2hr. lect.

**265 Law and Ethics in Dental Hygiene**

*Prereq: Admission to Dental Hygiene program.*

Describes ethics, jurisprudence, and practice aspects of dental hygiene practice. Discovers employment opportunities. Discusses resumes, interviewing, and office policies. (*Letter grade only.*) 1cr., 1hr. lect.

**266 Local Anesthesia and Pain Control**

*Prereq: DENT 155 & 256 both with grade C or better.*

Reviews pharmacology, anatomy, physiology, and emergency procedures associated with local anesthesia and nitrous oxide/oxygen analgesia. Demonstrates preparation for and administration of conduction and infiltration anesthesia in dental procedures. Provides laboratory and clinical experience in administration of local anesthesia and nitrous oxide/oxygen analgesia. (*Letter grade only.*) 2cr., 1hr. lect./4hr. lab

**267 Dental Radiology and Interpretation**

*Prereq: DENT 176 & 177 both with grade C or better.*

Reviews the production, characteristics, and biological effects of radiation, and functions, components, and operation of the x-ray unit. Includes radiation protection and monitoring and chemistry and techniques associated with x-ray film and developing solutions. Reviews anatomic landmarks, and intraoral and long-cone radiographic techniques in bitewing, peri-apical, and occlusal surveys. Introduces radiographic identification and interpretation of radiographic caries, periodontal disease, trauma, and dental anomalies. Includes clinical lab experience of taking and interpreting x-rays on clients. (*Letter grade only.*) 1cr., 2hr. lect./lab

**269 Clinical Dental Radiology and Interpretation**

*Prereq: DH 267 with grade C or better.*

Expands experience obtaining and interpreting x-rays on clients. Includes advanced radiographic identification and interpretation utilizing dental x-ray films, panoramic, cephalometric, and other extraoral radiographs. (Letter grade only.) 1cr., 2hr. lect./lab

## Digital Media (DMED)

### 193v Digital Media Internship I

*Prereq: ICS 161, and consent of instructor and Co-op coordinator. Recommended: ICS 102 and ENG 100.*

Reflects student interest area and the availability of job stations. Offers opportunity to upgrade workplace employability. *Student, instructor, and employment supervisor jointly develop learning outcomes. The instructor and the employment supervisor jointly evaluate student.*

1-3cr., 1.25hr. seminar plus 75 documented field experience hours per credit (e.g., 1cr.=75hr., 2cr.=150hr., 3cr.=225hr.)

### 293v Digital Media Internship II

*Prereq: DMED 193v, ENG 100, and consent. Recommended: MATH 100 or MATH 107, and BUS/COM 130.*

Reflects student interest area and the availability of job stations. Offers the opportunity to upgrade employment and problem-solving skills. *Student, instructor, and employment supervisor jointly develop learning outcomes. The instructor and the employment supervisor jointly evaluate student.* 1-3cr., 1.25hr. seminar plus 75 documented field experience hours per credit (1cr.=75hr, 2cr.=150hr., 3cr.=225hr.)

## Directed Study (DIRS)

*Prereq: Consent.*

*See Special Curricula section.*

## Drama (DRAM)

**C. Gardner**

### 101 Introduction to Drama and Theatre

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Treats representative plays from Aeschylus' *Agamemnon* to Miller's *Death of a Salesman* as illustrative studies of changing forms in the theatre and dramatic literature.

3cr., 3hr. lect. (DA)

### 221 Beginning Acting I

Provides individual exercises and group rehearsals of beginning acting. Emphasizes voice, movement, and relaxation. Students must perform in direction of class scenes. 3cr., 2hr. lect./2 hr. lab (DA)

### 222 Beginning Acting II

*Prereq: DRAM 221, or consent.*

Continues Beginning Acting I. Expands work on voice, movement, improvisation and scene work. Requires performance of monologues and scenes from classic and contemporary plays.

3cr., 2hr. lect./2hr. lab (DA)

### 260 Dramatic Production

Studies the process of converting the play to the performance. 3cr., 3hr. lect. (DA)

### 280 Beginning Playwriting

*Prereq: ENG 100 with grade C or better, or consent.*

Introduces structure, guidelines, and format of the one-act play, beginning with the conception of an idea, followed by effective outlining techniques, subsequent drafts, and the final product in a polished one-act play. 3cr., 3hr. lect./lab (DA)

## Economics (ECON)

### 120 Introduction to Economics

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Introduces the way economic systems operate. Contrasts the American economy with other systems. Studies the operation of business. Analyzes national policies in solving the economic problems of inflation, unemployment, and foreign trade. *One semester course for non-majors in economics.* 3cr., 3hr. lect. (DS)

### 130 Principles of Economics: Microeconomics\*

*Prereq: ENG 22 with grade C or better or placement at ENG 100, and MATH 82 with grade C or better or placement at least MATH 103, or consent.*

Analyzes the market mechanism, prices, competition, and the efficient allocation of scarce resources. Formulates possible solutions to contemporary economic and social issues such as world food problems, poverty and distribution of income, market power of business including multi-nationals, role of labor unions, energy crises, environmental pollution, consumerism, and welfare. 3cr., 3hr. lect. (DS)

### 131 Principles of Economics: Macroeconomics\*

*Prereq: ENG 22 with grade C or better or placement at ENG 100, and MATH 82 with grade C or better or placement at least MATH 103, or consent.*

Analyzes the forces determining national and international economic performance in such areas as employment, inflation, production, money supply, and trade. Presents, in historical context, the modern economic situation. Describes the relative roles of major economic institutions such as businesses, labor unions, government agencies, international organizations, and the banks. 3cr., 3hr. lect. (DS)

*\*Note: ECON 130 and 131 are both required for Economics majors and for admission to UH Mānoa College of Business Administration. ECON 120, 130, or 131 may be used to meet Social Science core requirements. UH Mānoa students cannot receive more than 6 credits for ECON 120, 130, and 131.*

### 150 Personal Finance

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, and at least MATH 22 with grade C or better or placement at MATH 82 or higher, or consent.*

Introduces financial planning, money management and tax planning. Includes financing real and personal property, purchasing insurance and managing investments. (Crosslisted as BUS 150.) 3cr., 3hr. lect. (DS)

## Early Childhood Education (ECED)

**J. Powers, E. Yamashita**

### 105 Introduction to Early Childhood Education

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

Introduces and explores the historical roots and fundamental principles of early childhood care and programs, the variety and scope of programs in the community, issues confronting the field, and career options. 3cr., 3hr. lect.

### 110 Developmentally Appropriate Practices

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

Provides a practical guide and overview



of the basic awareness, attitudes, knowledge and skills necessary for working with children from birth through age eight. Introduces concepts of developmentally appropriate practices, the importance of play and inclusion of children with special needs. 3cr., 3hr. lect.

### 115 Health, Safety, and Nutrition for the Young Child

*Prereq:* ENG 22 with grade C or better, or placement at ENG 100, or consent.

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. 3cr., 3hr. lect.

### 131 Early Childhood Development: Theory into Practice

*Prereq:* ENG 22 with grade C or better, or placement at ENG 100, or consent.

Explains 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 of development affects one's expectations and relationship to the individual child. 3cr., 3hr. lect.

### 140 Guidance for Children in Group Settings

*Recommended:* ECED 131

Addresses positive ways to support children's social-emotional development. Focuses on adult-child and child-child interactions and relationships. (Crosslisted as FAMR 140.) 3cr., 3hr. lect.

### 152 Early Literacy Development

*Prereq:* ENG 22 with grade C or better, or placement at ENG 100, or consent.

Provides an overview of the historical and contemporary perspectives on early literacy development. Includes information on current research in early literacy and language development. Explores strategies to encourage and facilitate literacy development through the teaching environment, conversation, materials, observation, assessment, planning, and family involvement. Evaluates effects of culture and family on early literacy and language development. 3cr., 3hr. lect.

### 170 Introduction to Working with Infants and Toddlers

*Prereq:* ENG 19 with grade C or better or placement at least ENG 22, or consent.

Provides an overview of basic skills used in working with infants and toddlers in groups. Focuses on interactive aspects of child development. Introduces infant-toddler caregiving routines and environments, and caregiver roles. Explores ways to enrich experiences and to promote strong relationships with families. 3cr., 3hr. lect.

### 175B Introduction to Home Visiting

*Prereq:* ENG 19 with grade C or better or placement at least ENG 22, or consent. *Recommended:* FAMR 231 or FAMR 131BCD.

Explores child growth and development from birth to five with emphasis on establishing a partnership with families to encourage their involvement in enhancement of the child's self esteem; self-discipline;

intellectual development; and physical, social, and emotional competence. Introduces principles of adult learning and effective communication skills. 1cr., 3hr. lect.

### 175C Home Visiting: Assessment & Recordkeeping

*Prereq:* ENG 19 with grade C or better, or placement at least ENG 22, or consent.

Introduces and explores assessment, record keeping, and case-management skills required for home visitor programs. Examines action plans based on identification of the child and adult needs and progress. 1cr., 3hr. lect.

### 175D Home Visiting: Professionalism

*Prereq:* ENG 19 with grade C or better, or placement at least ENG 22, or consent.

Explores community resources, professional ethics, personal boundaries, confidentiality, and professional development for the home visitor to meet the needs of community agencies that employ home visitors. 1cr., 3hr. lect.

### 190 Early Childhood Field Experience IA

*Prereq:* Permission of instructor; and ECED 110 and ECED 131 both with grade C or better, and ENG 22 or placement at ENG 100. *Recommended:* ECED 105.

*Note:* Students may be required to obtain a physical or doctor's note and to be fingerprinted, all the student's expense.

Provides a supervised work experience in an early childhood education and care setting. Supports students in integrating content knowledge with practice. Designed for those who have little or no experience in early childhood programs. 4cr., 8hr. practicum/2hr. seminar (IN)

### 191v Early Childhood Field Experience IB

*Prereq:* Permission of instructor; and ECED 110 and ECED 131 both with grade C or better; and ENG 22 with grade C or better or placement at ENG 100. For Preschool CDA candidates, Preschool CDA Certificate of Competence required. *Recommended:* ECED 105. *Note:* Students may be required to obtain a physical or doctor's note and to be fingerprinted all at the student's expense.

Provides a supervised work experience in an early childhood education and care setting. Supports students in integrating content knowledge with practice. Designed for those already working in an early childhood program. (May be repeated)

for a maximum of 12 credits.) 1-4cr., 1.5-15hr. practicum/1hr. discussion per week or 2hrs. discussion every other week.

### 245 Child, Family, Community

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, or consent.

Develops communication skills in establishing effective partnership relationships with diverse families and other adults. Introduces students to the local resources available for family referral. (Crosslisted as FAMR 235.) 3cr., 3hr. lect.

### 263 Language and Creative Expression Curriculum

*Prereq:* ECED 110 and ECED 131 both with grade C or better, or consent. *Recommended:* ECED 190 or ECED 191v.

Provides 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. 3cr., 3hr. lect.

### 264 Inquiry and Physical Curriculum

*Prereq:* ECED110 and ECED 131 both with grade C or better, or consent.

Provides 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. 3cr., 3hr. lect.

### 275 Children with Special Needs

*Prereq:* ENG 210 with grade C or better (or concurrent), or consent.

Provides introduction to legal, historical, and research information about serving young children with special needs in inclusive environments. Introduces issues and practices associated with establishing partnerships with families and understanding collaborative relationships that contribute to meeting diverse needs of young children in inclusive settings. Facilitates development of skills to adapt and modify the learning environment in line with developmentally appropriate practice. Introduces traditional and alternative assessment and identifies skills necessary to facilitate successful transitions. 3cr., 3hr. lect.

### 281B Early Childhood Program Admin: Licensing & Overview

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, or consent.

Examines licensing and its role; organizations; and roles and responsibilities of the early childhood program administrator. Looks at and evaluates present vision and mission statements, and gives tools to develop vision and mission statements. 1cr., 3hr. lect. for 5 wks.

### 281C Early Childhood Program Admin: Staff Development

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, or consent.

Examines hiring, grievance, and firing policies of early childhood programs. Examines and lets student develop a staff development framework for their program. 1cr., 3hr. lect. for 5 wks.

### 281D Early Childhood Program Admin: Curriculum and Environment

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, or consent.

Examines and analyzes early childhood curriculum and physical environments. Lets students develop plans to improve curriculum and physical environments of individual programs. 1cr., 3hr. lect. for 5 wks.

### 282B Early Childhood Program Admin: Budgets & Financial Management

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, and at least MATH 82 with grade C or better or placement at MATH 100 or higher, or consent.

Examines principles of profit and non-profit management, budgeting, and financial planning. Gives students tools to develop budgets and short- and long-term financial plans for early childhood programs. 1cr., 3hr. lect. for 5 wks.

### 282C Early Childhood Program Admin: Recordkeeping

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, or consent.

Examines and analyzes operating policies, recordkeeping practices, and staff and child evaluation procedures of early childhood programs. 1cr., 3hr. lect. for 5 wks.

### 282D Early Childhood Program Admin: Advocacy

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, or consent.

Examines the various ways an administrator can be an advocate for the profession.

Looks at programs, accreditation, and understanding and utilizing decision-making processes at the county, state, and federal levels. 1cr., 3hr. lect. for 5 wks.

### 291v Early Childhood Field Experience II

*Prereq:* Permission of instructor; and ECED 105, ECED/FAMR 140, ECED 190/191v, ECED 245/FAMR 235, ECED 263 or 264 (or concurrent), and ENG 100, all with grade C or better. *Recommended:* ECED 115. *Note:* Students may be required to obtain a physical or doctor's note and to be fingerprinted, all at student's expense.

Provides a culminating supervised work experience in an early childhood education and care setting. Supports students in integrating content knowledge with practice. (May be repeated for maximum of 8 credits. Responsibilities increase with each repeat.) 1-4cr., 1.5-15hr. practicum/1hr. discussion per week or 2 hrs. discussion every other week.

## Electricity (ELEC)

### C. Rutherford

#### 15 Electrical Safety

Explores fundamentals of electrical safety in the home, business, and industry. Discusses concepts of personal safety, periodic inspection, and regular maintenance. 1cr., 2hr. lect./lab

#### 20 Introduction to Electricity

*Recommended:* MATH 22.

Examines residential, commercial, and industrial wiring systems. Studies current, voltage, resistance, and Ohm's Law. Discusses magnetism, electrical measurements, DC circuits, induction, and capacitance. 3cr., 3hr. lect.

#### 23 Electrical Wiring I

Introduces principles of switching, circuits, code requirements, and appliances. Develops skill in practical applications. 2cr., 3hr. lect./lab

#### 25 Electrical Wiring II

*Prereq:* ELEC 23, or consent.

Studies the electrical system of the typical single-family residential dwelling. Examines how local and national codes apply to residential units. 2cr., 3hr. lect./lab

## Electronics (ETRO)

M. Hoffman, J. Park

### 101 Introduction to Electronic Technology

*Prereq:* ENG 19 with grade C or better, or placement at ENG 22, or consent.  
Recommended: ICS 101, or equivalent.  
Introduces fundamentals of electronics and computer technology, and electrical components. Develops applications of basic arithmetic and mathematics to electronic and computer technology, engineering notation, electrical units, and schematic diagrams. Provides the theory and applications of electronic measuring instruments and the construction of circuits. 3cr., 4hr. lect./lab

### 102 Instrumentation for Engineering Technicians

*Prereq:* ENG 19 with grade C or better, or placement at ENG 22, or consent.  
Recommended: ICS 101, or equivalent.  
Introduces fundamental principles of optics and electronics. Investigates applications to engineering and computer software integral to the operation of instrumentation used in a variety of disciplines and research areas. Utilizes data collection, imaging, and image processing procedures, including examples drawn from local high-technology industries. 4cr., 6hr. lect./lab

### 105 Circuit Analysis I

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, and MATH 103 with grade C or better or placement at MATH 119/135; or consent.  
Develops step-by-step problem solving methods and hands-on laboratory applications. Utilizes electronics measurement instrumentation and software for data analysis. Studies fundamental topics including resistance, networks with DC voltage sources, and circuit analysis. Demonstrates Ohm's law, Kirchoff's laws, Thevenin's theorem, and maximum power theorems. 4 cr., 6hr. lect./lab.

### 106 Electronic Circuit Analysis II

*Prereq:* ETRO 105 with grade C or better, or consent.  
Studies Ohm's law, Kirchoff's laws, Thevenin's theorem, and maximum power theorems as applied to AC circuits and waveforms. Reinforces troubleshooting and circuit analysis skills. Introduces magnitude and phase, rectangular and polar forms for sinusoids, impedance, and power vectors. Studies time domain and frequency domain solutions for capacitive and inductive circuits. Demonstrates high pass, low pass, band pass, and band stop filter circuits. 4cr., 6hr. lect./lab

### 140 Fundamentals of Computer Networking

*Prereq:* ETRO 105 and MATH 119 with grade C or better, or consent.  
Introduces the OSI and TCP/IP models for network communication, discusses industry standards, commonly used network topologies, IPv4 and IPv6 addressing, routing and switching concepts, ACLs, DHCP, NAT; queuing models, network architecture design and troubleshooting; introduces wireless networking and Virtual-LANs, prepares students for the Cisco Certified Entry Networking Technician (CCENT) exam. 4 cr., 6hr. lect./lab.

### 161 Intro Optics & Photonics

*Prereq:* ENG 22 with grade C or better or placement at ENG 100, and MATH 103 with grade C or better or placement at MATH 119/135; or consent.  
Introduces the physics of light, geometric optics, lenses, and mirrors. Studies interference, diffraction, and polarization phenomena. Applies theory to laser physics, optical imaging, and bio-photonics. Provides lab experiments and projects to reinforce the theory. 3 cr., 4hr. lect./lab.

### 193v Internship I

*Prereq:* ETRO 105 with grade C or better, or consent.  
Introduces the student to the work place, the student's major interest area, and the availability of job stations. Upgrades opportunities for specific skills dependent upon the job station. Requires a work-related project during which the student will demonstrate competency in acquired employability skills. Note: Student, instructor, and employment supervisor jointly develop learning outcomes. Instructor and employment supervisor jointly evaluate student. *May be repeated for a maximum of 3 credits.* 75 hrs. per credit

### 201 Digital Computer Technology I

*Prereq:* ETRO 105 with grade C or better, or consent.  
Introduces digital computer technology. Studies binary and hex number systems and codes, Boolean algebra, logic circuits, and data circuits including flip-flops. Designs, analyzes, builds, models, and troubleshoots digital circuits. Characterizes counter circuit input and output waveforms. Utilizes LED display circuits, phototransistors, transistors, and operational amplifiers. 4cr., 6hr. lect./lab

### 205 Digital Computer Technology II

*Prereq:* ETRO 201 and MATH 119 or 135(or higher), both with grade C or better; or consent.  
Introduces microprocessor technology. Studies microprocessor architecture and programming. Investigates addressing modes, stack operations, subroutines, input and output operations, microcomputer subsystems and interfacing. Designs, builds, analyzes, and troubleshoots oscillators, counter circuits, decoders, display drivers, digital to analog and analog to digital converters. Programs INTEL microprocessors using emulators and embedded systems. Calibrates and characterizes digital systems and specifications. 4 cr., 6hr. lect./lab.

### 210 Electronic Technology I

*Prereq:* ETRO 105 and MATH 119 or 135 (or higher), both with grade C or better; or consent.  
Investigates amplifiers including audio, radio, and infrared sensing applications. Introduces topics including basic theory and operations of solid-state devices. Applies to diodes, bipolar transistors, field effect transistors, and Zener diodes. Studies electronic circuits performing rectifying and amplification. 3 cr., 4hr. lect./lab.

### 212 Electronic Technology II

*Prereq:* ETRO 210 with grade C or better, or consent.  
Presents concepts of electronic devices and circuits including modeling of semiconductor devices, analysis and design of transistor biasing circuits and linear amplifiers. Applies to the design of amplifiers, cascade amplifiers, power amps, operational amplifiers, IC oscillators and timing circuits. Offers an introduction to Printing Circuit Board Design tools using LPKF. 3cr., 4hr. lect./lab

### 240 Computer Networking II

*Prereq:* ETRO 140 with grade C or better, or consent.  
Develops intermediate level computer networking skills. Introduces Ethernet switching and intermediate routing skills including variable length subnet masking, routing protocols, and WAN technologies topics. Designs, builds, and troubleshoots local area networks. Prepares students for the Cisco Certified Networking Associate (CCNA) certificate examination. 4cr., 6hr. lect./lab





### 293v Internship II

*Prereq: ETRO 193v with grade C or better, or consent.*

Reinforces workplace skills and protocols. Develops abilities to work independently and cooperatively as part of a team. Develops project goals and milestones. Utilizes project management techniques and software. Demonstrates technical oral and written communication. (*May be repeated for a maximum of 6 credits.*) 75hrs. per credit

### 296 Special Projects in ECET

*Prereq: ETRO 140 and ETRO 201 and MATH 119 or 135 (or higher), all with grade C or better; or consent.*

Develops special topics in electronic and digital computer technology. Creates, designs, and builds an electronics and computer engineering technology capstone student project. Investigates required schematics, components, and devices for the project. Includes programming, testing, troubleshooting, and characterization. Demonstrates, explains, and presents project goals, milestones, and results. 3 cr., 4hr. lect./lab.

### 305 Engineering Computing

*Prereq: ETRO 212 and ICS 111 both with grade C or better; or consent.*

Studies computer programming to solve electronics and optical system problems. Uses software programming applications, technical databases, image processing, and other scientific and engineering software tools. Reinforces mathematical concepts useful in the study of engineering technology. Utilizes the capabilities of software such as MATLAB and its applications to visualize solutions to technical and engineering problems. Includes hands-on engineering computing examples to

demonstrate programming skills. 4 cr., 6hr. lect./lab.

### 310 Applied Robotics

*Pre-requisite: ETRO 212 and ICS 111 both with grade C or better; or consent. Co-requisite: ETRO 305*

Introduces robotics programming and includes robotic applications for multi-function part manipulation and motion with stepper and servo-motors. Studies topics related to robotic design including robotic vision, motion planning, sensing and sensors, actuators, navigation systems, mobility, and forward and inverse kinematics. Provides laboratory hands-on applications of concepts and theories. 3 cr., 4hr. lect./lab.

### 315 Project Management

*Pre-requisite: ETRO 305 with grade C or better, or consent.*

Emphasizes organization, project requirements, risk mitigation, planning, problem solving, implementation, comparisons and budgeting. Overviews effective methods for interfacing individual outputs within larger projects. Utilizes project management software tools. Applies laboratory practices in the context of typical workplaces as related to Engineering Technology. Develops a career plan within potential project types, structures and funding opportunities in the Hawai'i workforce. Supports specific applications to the Capstone Project. 3 cr., 4hr. lect./lab.

### 320 Intermediate Optics

*Prereq: ETRO 161 and PHYS 219 both with grade C or better; or consent.*

Investigates fundamentals of geometrical and physical optics useful in the study of modern optical systems. Focuses on geo-

metric and ray optics and introduces one-dimensional wave optics to describe and demonstrate the mechanisms and properties involved in optical systems. Exposes students to phenomena related to the field of optics, and offers examples of modern optical engineering. Prepares students at the intermediate level for understanding field of optics. 4 cr., 6hr. lect./lab.

### 340 System Integration

*Pre-requisite: ETRO 140 and ICS 111, both with grade C or better; or ICS 352 with grade C or better; or consent.*

Provides hands-on experience with integrating information technologies (i.e. database, Web, computing, and visualization services) into systems that support scientific & engineering applications. 4 cr., 6hr. lect./lab.

### 350 Power Systems

*Pre-requisite: ETRO 212 with grade C or better, or consent.*

Studies the basic principles of electro-mechanical energy conversion: single and three-phase circuits, transformers, three-phase induction and synchronous machine, DC machine, AC including magnetic circuits, and poly-phase circuits. Demonstrates energy management systems and efficiency concepts from engineering technology. Studies power generation and transmission system. Utilizes computer programming and modeling. Includes laboratory exercises and inquiries. 3 cr., 4hr. lect./lab.

### 360 Signals and Systems

*Pre-requisite: ETRO 305 and MATH 205 both with grade C or better; or consent.*

Studies signal and system classifications, operations on signals, time-domain analysis, impulse response and stability. Introduces frequency-domain response using Fourier series, Fourier transform, and Laplace transform; discrete Fourier series and transform; and sampling. Develops the analytical tools and techniques needed for the design and analysis of discrete-time and continuous-time linear systems. Provides laboratory hands-on applications of concepts and theories. 4 cr., 6hr. lect./lab.

### 370 Optoelectronics

*Prereq: ETRO 320 with grade C or better, or consent.*

Studies light detection using photovoltaic and photoconductive detectors, and phototransistors. Studies light generation using light emitting diodes and laser diodes. Characterizes and troubleshoots optoelectronic devices such as: LEDs, laser diodes,



photodiodes, phototransistors, photoresistors, avalanche photodiodes, quad cells, and linear displacement devices. Includes laboratory experiments and inquiry-based activities, and provides practical experiences of the technical workplace. 3 cr., 4hr. lect./lab.

#### 440 Remote Sensing

*Prerequisite:* ETRO 450 with grade C or better, or consent.

Applies radiometric and photometric measurement concepts: propagation, irradiance, radiance, radiant intensity, luminance, radiant exitance. Calibrates and characterizes remote sensing data and data analysis techniques. Covers the interaction between electromagnetic radiation and matter. Investigates the effects of the atmosphere on light propagation and remote sensing experiments. Includes laboratory exercises and inquiries to build teamwork, presentation skills and practical experiences of the technical workplace. Utilizes technologies and analysis techniques relevant to the Hawai'i high-tech industry. 4 cr., 6hr. lect./lab.

#### 450 Signal Processing

*Prerequisite:* ETRO 360 with grade C or better, or consent.

Introduces digital signal processing, discrete-time signals and systems, z-transform, linear shift-invariant systems, discrete Fourier transform (DFT) and fast Fourier transform (FFT) algorithms, and design of digital filters. Provides laboratory hands-on applications of concepts and theories. 4 cr., 6hr. lect./lab.

#### 460 Control Systems

*Prerequisite:* ETRO 450 with grade C or better, or consent.

Focuses on the modeling of dynamic systems and circuits, dynamic response, basic properties of feedback, PID control, root-locus, and frequency response. Introduces state-space modeling and design method. Studies phenomena related to the field of control systems. Offers practical examples of modern electro-mechanical control systems. Provides laboratory hands-on applications of concepts and theories. 3 cr., 4hr. lect./lab.

#### 497 Capstone Project I

*Prerequisite:* ETRO 315 with grade C or better, or consent.

Utilizes and demonstrates the tools, skills, and understanding developed during the engineering technology program. Focuses on planning and development of an engineering project which includes project documentation, formal project report writing, oral defense of the project, and project demonstration. Includes analyzing, designing, prototyping, synthesizing, troubleshooting, and testing a device, subsystem or complete system to create a useful product or service. 3 cr., 3hr. lect.

#### 498 Capstone Project II

*Prerequisite:* ETRO 497 with grade C or better, or consent.

Continues Capstone Project I, leading to completion of the project. Includes review of project definition and refining project plans. Continues development, testing, and evaluation. Requires a written formal report and oral presentation of the project. 3 cr., 3hr. lect.

## Energy (ENRG)

### C. Rutherford

#### 20B Energy Conservation in the Home

Covers techniques for conducting an energy audit of the home to identify areas of energy loss or waste, including water heaters, ceiling and wall insulation, major and minor appliances, window reflective films, roof overhang, and window shading. 1cr., 1hr. lect./lab

#### 20C Energy Conservation in the Condominium

Covers techniques for conducting an energy audit of the condo unit and facility to identify areas of energy loss or waste, including water supply systems, air conditioning, infiltration and exfiltration system, insulation, and windows. 1cr., 1hr. lect./lab

#### 101 Introduction to Sustainable Technology

*Prerequisite:* ENG 19 with grade C or better or placement at least ENG 22, and MATH 22 or placement at least MATH 82, or consent.  
*Recommended:* ICS 101 or BUSN 150, and placement at ENG 100.

Introduces alternative methods for meeting long term energy needs, identifies and explores local resources including demand-side management of conventional gas and electric power and sustainable energy resources such as solar, wind, biomass, small hydroelectricity, geothermal, ocean thermal energy conversion, and alternative transportation fuel options. 3cr., 3hr. lect.

#### 102 Energy Management Systems

*Prerequisite:* ENRG 101 (or concurrent), or consent. Introduces methods for meeting long term energy conservation, identifies and explores alternative monitoring and control systems and local energy efficient devices, including demand-side management of conventional gas and electric power as well as analysis of available new and retrofitted energy systems and their place in the integrated resource planning program in Maui County. 3cr., 3hr. lect.

#### 103 Energy Production Systems

*Prerequisite:* ENRG 101 (or concurrent), or consent. Introduces theoretical concepts and practical applications of sustainable energy systems. Develops knowledge of photovoltaic, thermal, wind, hydro, ocean thermal,

fossil, ocean wave, and absorption systems, with emphasis on solutions for residential and commercial applications in Hawai'i. 3cr., 3hr. lect.

### 193v Internship in Sustainable Technology

*Prereq or coreq:* ENRG 101, 102, 103, 104, or 105, and consent. *Recommended:* ENG 100, and ICS 101 or BUSN 150.

Introduces student to the workplace on a job within the student's area of interest and preparation. Student and instructor jointly develop learning outcomes, and the instructor and the employment supervisor jointly perform evaluation. (*May be repeated for a maximum of 8 credits.*) 1-4cr., 75hr. supervised work per credit

## English (ENG)

A. Andaluz, E. Engh, T. Marmack, M. Masuda, L. Nagle, D. Snyder, E. White

### 10 Reading & Writing Fundamentals

*Prereq:* Placement for English language fundamentals, or consent.

Develops fundamental writing, reading, and study skills. (*A-F, N, W grades only.*) 3 cr., 3 hr. lect.

### 19 Writing Essentials

*Prereq:* ENG 10, or placement at ENG 19, or consent.

Develops essential writing skills for college and the workplace. Students engage in writing as a process, applying basic rhetorical strategies to produce focused, well-supported paragraphs and other short compositions that meet the needs of specific audiences and purposes. Students study the grammar and mechanics of Standard English, applying knowledge to recognize and correct errors in their writing. Students also practice effective reading strategies, developing skill in summarizing ideas from courses. (*A-F, N, W grades only.*) 3 cr., 3 hr. lect.

### 21 Intro to College Reading

*Prereq:* ENG 19 with grade C or better, or placement at ENG 21, or consent.

Develops college-level reading skills, improving reading speed, comprehension, and retention of information in written texts. Students build college-level vocabulary and learn to distinguish between main ideas and supporting details and examples. Students practice drawing inferences through

critical analysis of written materials and demonstrate understanding of reading material through writing accurate summaries and paraphrases. (*A-F, N, W grades only.*) 3 cr., 3 hr. lect.

### 22 Intro to Composition

*Prereq:* ENG 19 with grade C or better, or placement at ENG 22, or consent.

Develops college-level writing skills. Students engage in a writing process that includes generating ideas, organizing ideas, drafting, revising, and editing for sentence-level errors; students employ varied rhetorical strategies to produce short compositions that effectively develop a main point while appealing to an appropriate audience and purpose. Students also learn and practice basic academic conventions for incorporating information from sources into their writing. (*A-F, N, W grades only.*) 3 cr., 3 hr. lect.

### 55 Business Communications - Written

*Prereq:* ENG 19 with grade C or better, or placement at ENG 22 or 55 or higher, or consent.

Focuses on business writing strategies and techniques. Emphasizes various forms and styles of business correspondence. Improves sentence level skills for business students. (*A-F, N, W grades only.*) 3 cr., 3 hr. lect.

### 100 Composition I

*Prereq:* ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.

Discovers and applies the concepts of purpose, audience, and tone in writing. Emphasizes evaluating written texts and writing various types of essays, including writing from sources. Focuses on critical thinking. 3cr., 3hr. lect. (FW)

### 102 College Reading Skills

*Prereq:* ENG 21 with grade C or better, or placement at ENG 100 or 102, or consent.

Aims to develop higher powers of comprehension, recall, interpretation, perception, and appreciation. Emphasizes improved study skills, depth efficiency, and discrimination in reading. Develops flexibility of speed adjusted to the material and purpose of reading. Develops the interest and power to plan a self-improvement program for continued growth in reading at mature levels. This course is intended for students who are reading at or above their grade level and who wish to improve skills of comprehension and critical thinking. 3cr., 3hr. lect.

### 104 Introduction to Creative Writing

*Prereq:* ENG 100 with grade C or better, or consent.

Explores the principles and practice of creative writing through readings and composition in several major genres. 3cr., 3hr. lect. (DA)

### 106 Report Writing

*Prereq:* ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.

Practices organization of factual material and objective writing for the purpose of writing reports and technical articles. Develops ability to write clearly, accurately, and concisely. Reviews basic grammar. Improves technical vocabulary usage. 3cr., 3hr. lect.

### 209 Business & Managerial Writing

*Prereq:* ENG 100 with grade C or better, or consent.

Focuses on the skills needed for effective business and managerial written communication. Emphasizes informative, analytical, persuasive, evaluative, and collaborative writing. Gives practice in writing memos, business letters, directives and instructions, short reports, and formal research reports. 3cr., 3hr. lect. (DL)

### 210 Research Writing

*Prereq:* ENG 100 with grade C or better, or consent.

Practices inventing, developing, organizing, and writing complex theses and analyses. Emphasizes critical thinking and research. 3cr., 3hr. lect. (DL)

### 225 Writing for Science and Technology

*Prereq:* ENG 100 with grade C or better, or consent. *Recommended:* Successful completion of a science laboratory course.

Develops and applies skills in scientific writing to produce reports on experimentation and research. Analyzes various forms of writing required in scientific and technical careers. 3cr., 3hr. lect.

### 250 American Literature

*Prereq:* ENG 100 with grade C or better, or consent.

Studies major works of American fiction, non-fiction, drama, and poetry. 3cr., 3hr. lect. (DL)

*Note:* The courses ENG 251-256 and ENG 257EFR satisfy the 6-credit requirement for sophomore literature at the University of Hawai'i, a prerequisite for upper division English courses.

**251 Major Works of British Literature to 1800**

*Prereq: ENG 100 with grade C or better, or consent.*

Studies major works of British fiction, non-fiction, poetry, and drama from the Middle Ages to 1800. 3cr., 3hr. lect. (DL)

**252 Major Works of British Literature after 1800**

*Prereq: ENG 100 with grade C or better, or consent.*

Studies major works of British fiction, non-fiction, drama, and poetry from 1800 to the present. 3cr., 3hr. lect. (DL)

**253 World Literature**

*Prereq: ENG 100 with grade C or better, or consent.*

Studies and analyzes internationally recognized literary works of major world cultures (Eastern) from ancient times to present. 3cr., 3hr. lect. (DL)

**254 World Literature (Western)**

*Prereq: ENG 100 with grade C or better, or consent.*

Studies and analyzes literary works of Western cultures from ancient times to present. 3cr., 3hr. lect. (DL)

**255 Types of Literature**

*Prereq: ENG 100 with grade C or better, or consent.*

Studies, analyzes, and critiques major European and American short stories and novels. 3cr., 3hr. lect. (DL)

**256 Types of Literature**

*Prereq: ENG 100 with grade C or better, or consent.*

Studies, analyzes, and critiques major works of European and American drama, biography, and poetry. 3cr., 3hr. lect. (DL)

**257 Themes in Literature: Special Topics**

*Prereq: ENG 100 with grade C or better, or consent.*

Studies and analyzes universal problems in selected literary works of various types, cultures, and periods. Presents topics, which will vary with student interest and availability of faculty. 3cr., 3hr. lect. (DL)

**257E Themes in Literature: Literature of Hawai'i**

*Prereq: ENG 100 with grade C or better, or consent.*

Focuses on selected poems, legends, biographies, short stories, and novels by people of present-day Hawaiian, Polynesian, American, European, and Oriental heritage, drawn from ancient, transitional, and modern Hawaiian literature. Studies and analyzes universal problems in selected literary works. 3cr., 3hr. lect. (HI, DL)

**257F Themes in Literature: Women Writers on Women**

*Prereq: ENG 100 with grade C or better, or consent.*

Studies, analyzes, and critiques poems, short stories, prose, drama, and novels written by women who focus on women personae. Explores themes of gender such as family relationships, motherhood, sexuality, women and nature, women and politics, women and spirituality, women and creativity, and myths of femaleness. Studies and analyzes universal problems in selected literary works. 3cr., 3hr. lect. (DL)

**257R The Bible as Literature**

*Prereq: ENG 100 with grade C or better, or consent.*

Presents an introduction to major literary genres, styles, techniques and themes in the Old and New Testaments. Emphasizes poetry, short story, fiction, drama, history, tragedy, myth, biography, legend, parable, proverb, psalm, epic, heroic narrative, historical romance, gospel, epistle, prophetic writing, and apocalyptic writing. Studies and analyzes universal problems in selected literary works. 3cr., 3hr. lect. (DL)

**316 Advanced Research Writing**

*Prereq: ENG 209 or 210 or 225 with grade of C or better; or consent. Recommended: ENG 210 or 225 preferred.*

Provides advanced knowledge in planning, developing, organizing, and editing writing projects with clarity and precision. Emphasizes critical thinking skills; social, ethical, and political argument; and the ability to write a variety of work, including research projects in specific fields of study, using appropriate documentation styles. 3 cr., 3hr. lect.

**377 Colonial Literature of the Pacific**

*Prereq: ENG 100 and ENG 210, 250, 251, 252, 253, 254, 255, 256, 257, 257E, 257F, or 257R both with grade C or better.*

Examines and researches travel journalism and fictional texts in the English language, written by colonial travelers to the Pacific islands in the nineteenth and early twentieth centuries about the islands and their culture. Emphasizes postcolonial theory and its application to Polynesian culture through some of the great literary voices of the period. 3cr., 3hr. lect. (DL)

 **Family Resources (FAMR)**

*J. Powers, L. Stein, E. Yamashita*

**140 Guidance for Children in Group Settings**

*Recommended: ECED 131, or consent.*

Addresses positive ways to support children's social-emotional development. Focuses on adult-child and child-child interactions and relationships. (Crosslisted as ECED 140.) 3cr., 3hr. lect.

**230 Human Development**

*Prereq: ENG 22 or higher, or consent.*

Studies concepts, issues, and theories of human growth and development from conception to death. Explores systems approaches to inquiry into factors affecting growth and development. 3cr., 3hr. lect. (DS)

**235 Child, Family, Community**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Develops communication skills in establishing effective partnership relationships with diverse families and other adults. Introduces students to the local resources available for family referral. (Crosslisted as ECED 245.) 3cr., 3hr. lect.

 **Fashion Technology (FT)**

*C. Maeda*

**25 Ready-to-Wear Clothing Production**

Explores efficient and economical techniques in fabric layout, cutting, and sewing. Offers practice in aloha shirt and blouse construction. 3cr., 2hr. lect./3hr. lab

**40 Fabric Analysis**

Analyzes the latest fabrics on the market. Explores how fiber content, fabric development, and color application affect fabric care. 3cr., 3hr. lect.

**60 Advanced Pattern Making**

*Prereq: FT 215, or consent.*

Develops skill in making patterns for children's and women's apparel. Studies advanced pattern design and construction techniques using quarter and half scale pattern blocks. 3cr., 2hr. lect./3hr. lab

**61 Advanced Pattern Drafting & Clothing Construction**

*Prereq: FT 215 and FT 217, or consent.*

*Coreq: FT 60, or consent.*

Explains development of a basic pattern from personal measurements. Explores flat pattern designing from illustration and individual student sketches. Emphasizes accurate pattern and garment construction to fit the figure. 3cr., 5hr. lect./lab

**90 Special Topics in Fashion Technology**

Provides knowledge and training in new techniques and/or specialized areas in the sewing industry that are not included in the basic fashion technology curriculum. (*May be repeated without limit for credit.*) 1-4cr.

**Special Topic: Advanced Fashion Illustration**

*Prereq: FT 216, or consent.*

Studies advanced illustration techniques for drawing the fashion figure. Stresses development of each student's individual style of fashion illustration. 3cr., 3hr. lect.

**Special Topic: Sewing Activewear**

*Prereq: FT 113 and FT 115, or consent.*

Provides specialized training in the design and construction techniques used in the development of active sportswear. Stresses ready-to-wear production techniques. 3cr., 5hr. lect./lab

**Special Topic: Home Furnishings**

*Prereq: FT 25, or consent.*

Provides specialized training in design, measurement and construction techniques used in the production of draperies, pillows, table linens, bed linens, slipcovers, and other home furnishings. 3cr., 5hr. lect./lab

**Special Topic: Draping**

*Prereq: FT 215, or consent.*

Introduces the fundamentals of draping on the standard dress form. Practices interpretation of design details through draping. 3cr., 5hr. lect./lab

**111 Art and Design in Fashion**

Surveys fashion as it relates to art and design. Line, color, balance, and proportion are studied providing guidelines to understanding fashion and how it communicates personal image to society. 3cr., 3hr. lect.

**113 Clothing Construction Methods I**

Introduces sewing tools and equipment. Treats selection and adjustment of basic commercial patterns and construction of clothes from these patterns to fit figures. 3cr., 5hr. lect./lab

**115 Clothing Construction Methods II**

*Prereq: FT 113, or consent.*

Explores custom sewing techniques using various kinds of fabrics. Emphasizes accuracy and neatness in pattern alteration and garment construction. 3cr., 5hr. lect./lab

**125 Fashion Show Production**

Provides basic information and practical experience in the preparation and production of a fashion show. (*May be repeated for a maximum of 9 credits.*) 1cr., 2hr. lect./lab

**215 Flat Pattern Making I**

*Prereq: FT 113, or consent. Coreq: FT 217.*

Introduces principles of pattern making for women's apparel through the manipulation of basic slopers. Covers the development of bodices, skirts, sleeves, and collars. 3cr., 5hr. lect./lab

**216 Fashion Design & Sketching**

*Prereq: FT 111, or consent.*

Introduces basic techniques for drawing fashion figures. Treats use of pen and ink, and water colors. Explains sketching the design. 3cr., 3hr. lect.

**217 Flat Pattern Making II**

*Prereq: FT 113, or consent. Coreq: FT 215.*

Explores garment development using the flat pattern method. 3cr., 5hr. lect./lab (HE)

## **Filipino (FIL)**

**101 Beginning Filipino I**

Introduces speaking, listening, reading, and writing skills of basic Tagalog. Includes the following: a) the basic structures of Tagalog; b) language commonly used in daily situations; and, c) different aspects of Philippine cultures. 4cr., 4hr. lect. (HSL)

**102 Beginning Filipino II**

*Prereq: FIL 101, or consent.*

Continues FIL 101. Includes speaking, listening, reading, and writing skills of basic Tagalog. 4cr., 4hr. lect. (HSL)

**261 Philippine Literature**

*Prereq: ENG 100 with grade C or better, or consent.*



Surveys Philippine/Filipino literature from the early period to contemporary times. It will introduce canonical works and authors as well as major literary forms of the period. Selected literary pieces in English and in English translation are studied in this course. 3cr., 3hr. lect. (DL)

## Finance (FIN)

R. Gonzalez

### 311 Investments

*Prereq: BUS 310 and 318 both with grade C or better, or consent.*

Introduces various investment media and capital markets. Topics include the analysis of security returns using techniques such as beta, filter rules, and portfolio theory. 3cr., 3hr. lect.

## Food Science & Human Nutrition (FSHN)

### 185 Food Science and Human Nutrition

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Integrates natural science concepts basic to the study of human nutrition. Emphasizes nutrient requirements of healthy individuals, nutrient categories and characteristics, physiological functions, and food sources. Includes review and adaptation of dietary practices to reflect current nutritional issues. 3cr., 3hr. lect. (DB)

### 285 The Science of Human Nutrition

*Prereq: ENG 22 with grade C or better or placement at ENG 100, and MATH 22 with grade C or better, or placement at least MATH 82, or consent.*

Integrates basic concepts of science with the study of human nutrition. Introduces nutrients and what food and nutrients do for humans. Looks at how healthy people can best get the amounts of nutrients and food they need throughout their lifetime. Studies how people and the environment change nutrient content. 3cr., 3hr. lect. (DB)

### 286 Sports Nutrition

*Prereq: FSHN 185, or consent.*

Introduces nutritional concerns of the athlete in relation to sports performance. Covers the carbohydrate, fat, protein, water, and vitamin/mineral requirements of the athlete and how to make wise food choices. Looks at fad diets, facts and fallacies about supplement use, pre- and post-event meals, and body weight and composition. Reviews the relationships among nutrition, exercise, and health. 3cr., 3hr. lect. (DB)

## Geographic Information Systems (GIS)

### 150 Introduction to GIS/GPS

*Prereq: ICS 101 or BUSN 150 either with grade C or better, or consent. Recommended: Familiarity with computer databases.*

Introduces applications of geographic information systems (GIS) with a special emphasis on using ArcView GIS. Includes database construction and techniques for spatial data manipulation, analysis, and display. Teaches use of global positioning system (GPS). Explores cross-disciplinary applications in the natural and social sciences. (Crosslisted as ICS 150.) 4cr., 6hr. lect./lab

### 180 GIS in Ecosystem Management

*Prereq: GIS 150/ICS 150 with grade C or better, or consent.*

Uses global positioning system (GPS) technologies and advanced geographic information system (GIS) principles for data collection and analysis. Applies GIS techniques to develop geodatabases and computer generated map layers and for specific sites. Evaluates resource management decisions for natural ecosystem conservation and habitat restoration projects. 4cr., 6hr. lect./lab

## Geography (GEOG)

### 101 The Natural Environment

Surveys the natural environment: weather, climate, soil, vegetation, and landforms, with emphasis on Hawai'i. *Lab optional.* 3cr., 3hr. lect. (DP)

### 101L The Natural Environment Laboratory

*Prereq: GEOG 101 (or concurrent), or consent.* Introduces the geographer's tools: globes, atlases, maps, and aerial photographs.

Uses laboratory investigation techniques to understand concepts of physical geography. Special emphasis on Hawai'i and on human modification of the environment. 1cr., 3hr. lab (DY)

### 102 World Regional Geography

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Surveys the world's major cultural regions. Explores economic, environmental, social, and political conditions from a geographical perspective. 3cr., 3hr. lect. (FGB)

### 122 Geography of Hawai'i

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Surveys the Hawaiian Islands through the lens of geographic enquiry. Introduces the unique characteristics of the natural and cultural landscapes of Hawai'i. 3cr., 3hr. lect. (DS, HI)

### 151 Geography in Contemporary Society

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Introduces elements of population, economic, and cultural geography. Includes urban studies and resource management. Explores applications to contemporary issues of developed and less developed countries. 3cr., 3hr. lect. (DS)

## Geology & Geophysics (GG)

D. Grooms

### 101 Introduction to Geology

*Prereq: ENG 22 or 55 with grade C or better or placement at ENG 100, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Presents principles of physical geology including the composition and structure of the earth, its evolution over geologic time, and processes shaping the earth's crust including continental drift, volcanism, earthquakes, and erosion. *Field trips.* 4cr., 3hr. lect./3hr. lab, 1 all-day field trip (DP, DY)

### 103 Geology of the Hawaiian Islands

Surveys Hawaiian geology and geologic processes. Includes origin of the Hawaiian Islands, volcanism, rocks and minerals, landforms, stream and coastal processes, landslides, earthquakes and tsunamis, groundwater, and geologic and environmental hazards. *Field trips.* 3cr., 3hr. lect. (HI, DP)

## Hawaiian (HAW)

*K. Dukelow, K. Ka'eo, P. Kai'anui, S. K. Raymond*

### 101 Elementary Hawaiian I

Introduces speaking, reading, and writing elementary Hawaiian. Treats structural points inductively. *Devotes four out of five hours to drill and practice. Daily lab work determined by individual need.* 4cr., 5hr. lect./lab (HI, HSL)

### 102 Elementary Hawaiian II

*Prereq: HAW 101, or consent.* Continues HAW 101 instruction to write, speak, and read Hawaiian. *Devotes four out of five hours to drill and practice. Daily lab work determined by individual need.* 4cr., 5hr. lect./lab (HI, HSL)

### 104 Hawai'i: Language Through Hula

Introduces conversational Hawaiian language through the medium of dance (hula) and song. Requires study, memorization, and close examination of Hawaiian vocabulary and simple sentence structure. 3cr., 3hr. lect. (HI, DA)

### 201 Intermediate Hawaiian I

*Prereq: HAW 102, or consent.* Continues HAW 102. Uses advanced Hawaiian grammatical structure with emphasis placed on speaking Hawaiian. Practices translation of materials from classical Hawaiian literature. *Devotes two out of five hours to drill and practice. Daily lab work determined by individual need.* 4cr., 5hr. lect./lab (HI, HSL)

### 202 Intermediate Hawaiian II

*Prereq: HAW 201, or consent.* Introduces further advanced Hawaiian grammatical structures with emphasis placed on speaking Hawaiian. Drills translating materials from classical Hawaiian literature. *Devotes two out of five hours to drill and practice. Daily lab work determined by individual needs.* 4cr., 5hr. lect./lab (HI, HSL)

### 221 Hawaiian Conversation

*Prereq: HAW 202, or consent.* Practices systematic control of spoken Hawaiian. Further develops vocabulary for accurate, mature expression. 3cr., 3hr. lect. (HI, HSL)

### 261 Hawaiian Literature in Translation

*Prereq: ENG 100 with grade C or better, or consent.*

Surveys Hawaiian literature, including prose narration and poetry with reference to Polynesian and world themes and forms from pre-contact to discovery. Introduces a full range of Hawaiian stories, chants, poems, songs, and sayings which have been translated into English. 3cr., 3hr. lect. (HI, DL)

### 262 Hawaiian Literature

*Prereq: HAW 202 and 261 both with grade C or better, or consent.*

Surveys and analyzes the literary genres from the Bible to kanikau. Features the selected works of American missionaries and Hawaiian authors emphasizing the period following discovery (1778-79), into the 19th and 20th centuries. Course uses Hawaiian language texts. Course conducted in English. 3cr., 3hr. lect. (HI, DL)

## Hawaiian Studies (HWST)

*K. Dukelow, K. Ka'eo, P. Kai'anui, S. K. Raymond*

### 100B Intro to Hawaiian Culture: Communication-Basic Language and Phrases

Develops correct pronunciation and usage of basic Hawaiian language and phrases. 1cr., 1hr. lect. (HI, DH)

### 100C Intro to Hawaiian Culture: Worldwide-Values, Folklore, and Cultural Practices

Provides an orientation to traditional and contemporary Hawaiian practices and values. 1cr., 1hr. lect. (HI, DH)

### 100D Intro to Hawaiian Culture: Landscape-Historical Events, Physical Features, and Unique Flora & Fauna of Maui and Hawai'i

Explains important historical events of Maui and Hawai'i and identifies their unique flora and fauna, physical features, and scenes. 1cr., 1hr. lect. (HI, DH)

### 107 Hawai'i: Center of the Pacific

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Introduces the unique aspects of Hawai'i and Hawaiian culture in relation to the

larger Pacific, including geography, origins, language, religion, land, art, and history. 3cr., 3hr. lect. (HI, DH)

### 111 The Hawaiian 'Ohana

*Prereq: HWST 107 with grade C or better, or consent.*

Examines culture of Hawaiian people as expressed in home and family. Provides understanding of the family as the basis of larger Hawaiian society. Compares and contrasts both ancient and modern aspects of the Hawaiian family. Uses Hawaiian terminology. 3cr., 3hr. lect. (HI, DH)

### 176 History and Development of Hawaiian Music

*Prereq: HAW 101 and HWST 107 both with a grade C or better, or consent.*

Focuses on the history and development of traditional and acculturated vocal and instrumental Hawaiian music. Discusses Hawaiian dance genres related to the music. Examines Hawaiian music and dance as an organization of sound and movement and as a product of culture and people. Uses sound recordings, video presentations, and live performances of the various music genres discussed. (*Crosslisted as MUS 176.*) 3cr., 3hr. lect. (HI, DH)

### 205 Hawaiian Music in Action

- A Mele 'Āina
- E Mele Pili Kanaka
- I Other

*Prereq: HAW 102, or consent.*

Teaches Hawaiian songs as a means of strengthening knowledge of language, poetry, and culture. Conducted primarily in Hawaiian. (*May be repeated for credit if subletters are different.*) 2cr., 2hr. lect./lab (HI, DA)

### 207 Malama Ahupua'a: Resource Management

*Prereq: HWST 107 with grade C or better, or consent.*

Examines the ahupua'a system: its mythologies, place names, history, poetry, and early documents of the Hawaiian nation as it was conceptualized by the ancient Hawaiians. Explores the relevance of the ahupua'a system in modern society. 3cr., 3hr. lect. (DH, HI)

### 211 Hawaiian Ethnobotany

Identifies endemic, indigenous, and Polynesian introduced flora of Hawai'i. Examines the many uses of Hawai'i's flora by the indigenous people. Reveals



the relationship of gods/plants/man, and connects belief and practices with the intentional migration of specific plants. (Crosslisted as BOT 105). Meets Social Science requirement, not Natural Science requirement. 3cr., 3hr. lect./lab (HI, DS)

### 211L Hawaiian Ethnobotany Lab

*Prereq: HWST 211 and BOT 105, either with a C or better (or concurrent).*

Studies the interactions between the Hawaiian culture and plants/plant environments. Considers different levels and types of interactions and patterns of interactions between people and plants. Places emphasis on the importance of cultural upbringing. Includes field trips in lieu of lab. (Crosslisted as BOT 105L.) 1cr., 3hr. lab (DY)

### 213 Hawaiian Ethnozoology

*Prereq: HAW 101, or consent.*

Surveys and identifies Hawaiian fishes, birds, and other creatures, and their place in Hawaiian culture. Explores traditional methods of capture, practical uses, and conservation techniques. Uses Hawaiian terminology. 3cr., 3hr. lect. (HI, DH)

### 222 Ma'awe: Hawaiian Fiber Arts

*Prereq: BOT 105 with grade B or better, or consent.*

Examines Hawaiian cultural fiber arts. Develops advanced fiber arts projects of Hawaiian cultural significance or ceremonial use. Practices proper protocols used in the procurement of materials needed to complete various fiber arts projects. Explores related protocol and methods for gathering, Native Hawaiian gathering rights, and the type of environments in which specific materials grow and can be gathered. (May be repeated for unlimited credit.) 3cr., 3hr. lect./lab (HI, DA)

### 231 Hawaiian Culture

Studies the culture of ancient Hawai'i. Examines values, basic social relationships, religion, customs, and aspects of material culture. Provides an awareness and understanding of modern Hawaiian cultural pluralism. 3cr., 3hr. lect. (HI, DH)

### 262 Pana Maui: Maui's Sacred Hawaiian Places

*Prereq: HWST 107 or 111 or 270; and HAW 102; or consent.*

Examines the sacred Hawaiian places of Maui, including accounts of mythical heroes, heiau, fishponds, wind and rain names, and their metaphoric value to ancient and modern Hawaiian culture. Uses Hawaiian terminology. 3cr., 3hr. lect. (HI, DH)

### 270 Hawaiian Mythology

*Prereq: HWST 107 or HAW 102, or consent.*

Surveys the gods, 'aumākua, kūpua, mythical heroes, heroines, and their kinolau as the basis of traditional Hawaiian metaphor. 3cr., 3hr. lect. (HI, DH)

### 286 Kahoolawe: Aloha 'Āina

*Prereq: HWST 107 or 231, either with grade C or better, or consent*

Develops and expands students' consciousness towards Kaho'olawe and the practice of Aloha 'Āina. Employs a native Hawaiian worldview in studying the cultural history of Kaho'olawe. Provides hands-on opportunities to practice Aloha 'Āina. Empowers students to become stewards and participate in the protection, restoration, and revitalization of Hawai'i Nei. Requires access and volunteer work on Kaho'olawe. 3cr., 3hr. lect. (HI, DH)

### 291 Modern Issues in Hawai'i

*Prereq: HWST 107 and ENG 100, both with grade C or better, or consent.*

Introduces contemporary, domestic and international Hawaiian issues within historical, social, cultural and political contexts. Engages students in research, question, critique, and development of their own critical analysis and commentary on diverse issues. 3cr., 3hr. lect. (HI, DH)

## Health (HLTH)

### A. Scharnhorst

#### 31 First Aid & Safety

Introduces standard first aid procedures. Describes immediate care given in case of an accident, sudden illness, or other medical emergency. Explains procedures to stop bleeding, treat poisoning, restore breathing, immobilize broken bones, and administer CPR. 1cr., 1hr. lect.

#### 101 Health Navigator

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

*Recommended: Basic Internet skills.*

Prepares people to navigate the health and social services systems; provides a knowledge foundation and practical skills base. Prepares the navigator to assist patients in various systems in search of appropriate diagnosis, treatment, and resolution. (Crosslisted as HSER 101.) 3cr., 3hr. lect.

#### 118 Therapeutic Interpersonal Skills

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Provides students with the opportunity to assess themselves, their values, and related professional attitudes and behaviors. Characteristics of effective helpers, appropriate communication techniques, assertiveness skills, and ethical, legal and cultural issues are examined. These concepts are applied in community-based settings that involve individuals and groups who require intervention services. 3cr., 3hr. lect.

#### 119 Therapeutic Activities

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Focuses on entry-level basic crafts and client management techniques utilized in Occupational Therapy or Activity Programs. Commonly utilized crafts will be demonstrated and fabricated, including techniques for adapting and grading. Basic



client management techniques, wheelchair handling, transfers and safety considerations will be taught. Methods of instruction will be taught. Prepares therapeutic activity aides to work under supervision of a registered Occupational Therapist. 2cr., 4hr. lect./lab

### 122 Introduction to Physical Therapy Support Skills

*Prereq: Certificate of Competence for Therapeutic Activity Aide I, or consent.*

Provides a theoretical understanding of working with adults and children with disabilities or neuropathologies in home and community settings; supports families, parents and caregivers. Students learn to perform scenarios of therapeutic interventions and learn to work with therapists and allied health professionals who provide assessment, planning, and delivery of appropriate related services. Values that will be promoted include a) family-centered care, b) cultural sensitivity, c) age-appropriate activities, d) functional skills, and e) collaborative teamwork. Prepares Therapeutic Activity Aides to work under the supervision of a registered Physical Therapist. 3cr., 3hr. lect.

### 123 Practicum in Physical Therapy Support Skills

*Prereq: Certificate of Competence for Therapeutic Activity Aide I, or consent.*

Provides basic standard patient care skills and training in the use of common techniques such as transfers, positioning, therapeutic exercise, mobility and assistive devices. Values promoted include: a) family-centered care, b) cultural sensitivity, c) age-appropriate activities, d) functional skills, and e) collaborative teamwork. Prepares Therapeutic Activity Aides to work under the supervision of a registered Physical Therapist. 2cr., 4hr. lect./lab

### 125 Survey of Medical Terminology

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Surveys medical terminology including: prefixes, suffixes, and word roots; pronunciation, spelling and definition of selected medical words dealing with all human body systems; commonly used abbreviations; and use of the medical dictionary. 1cr., 1hr. lect.

### 126 Introduction to Speech/Language Pathology Support Skills

*Prereq: Certificate of Competence for Therapeutic Activity Aide I.*

Provides a theoretical understanding of speech, language, and hearing development including delay/disorder in adults and children in home and community settings; supports families, parents and caregivers. Students learn normal development of communication behavior, the nature of communication disorders, and the interaction of speech pathology and audiology with other allied health fields. Values to be promoted include a) family-centered care, b) cultural sensitivity, c) age-appropriate activities, d) functional skills, and e) collaborative teamwork. 3cr., 3hr. lect.

### 127 Practicum in Speech/Language Pathology Support Skills

*Prereq: Certificate of Competence for Therapeutic Activity Aide I*

Provides training and practice in basic standard patient care in the field of speech/language pathology, as well as an overview of theory, development, observation and reporting change in an individual's condition. Prepares Therapeutic Activity Aides to work under the supervision of a registered Speech/Language Pathologist. Values to be promoted include a) family-centered care, b) cultural sensitivity, c) age-appropriate activities, d) functional skills, and e) collaborative teamwork. 2cr., 4hr. lect./lab

### 128 Capstone for Therapeutic Activity Aide II

*Prereq: Certificate of Competence for Therapeutic Activity Aide I*

Provides the opportunity to demonstrate the tools and understanding developed during the Therapeutic Activity Aide II program. Students will create a portfolio and presentation to provide evidence of student learning and growth. 1cr., 1hr. lect.

### 129 Terminology for Health Careers

*Prereq: BIOL 100 and NURS 100, both with grade C or better (or concurrent), or consent.*

Develops knowledge of medical terminology, abbreviations, diagnostic tests and procedures commonly used in medical settings. Material will address all systems of the body in depth with an emphasis on increasing professional vocabulary and proficiency in spelling medical terms. 3cr., 3hr. lect.

### 150 Introduction to the Study of Disease

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Introduces basic concepts and characteristics of the disease processes. Discusses diseases related to specific body systems. 1cr., 3hr. lect. for 5 wks.

### 159 Exercise Physiology

Studies impact of exercise on the structure and functioning of the human body. Looks at various forms of exercise, e.g., aerobic, anaerobic, strength, and endurance training. Studies diet and exercise in terms of energy requirements and fuel sources, body composition, and weight control. Evaluates impact of exercise on chronic disease risk factors. 4cr., 3hr. lect./3hr. lab

### 196 Health: Principles of Well-Being

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Emphasizes physiological well-being and methods of preventing chronic illness through principles of maintaining wellness. Studies theories of emotional and physical wellness and applies them to the student's life. Studies exercise and nutrition along with mental health and their interdependence. 3cr., 3hr. lect.

## History (HIST)

### 151 World History to 1500

*Prereq: ENG 22 with grade C or better, or placement at ENG 100; or consent.*

A global and historical survey focusing on human societies and cross-cultural interactions to 1500 CE. 3 cr., 3hr. lect. (FGA)

### 152 World History Since 1500

*Prereq: ENG 22 with grade C or better, or placement at ENG 100; or consent.*

A global and historical survey focusing on human societies and cross-cultural interactions since 1500 CE. 3 cr., 3hr. lect. (FGB)

### 241 Civilizations of Asia I

*Prereq: ENG 100 (or concurrent), or consent.*

Interprets and compares the development and interaction of the political, economic, and cultural elements in the major civilizations of Asia from earliest times to contact with the West. 3cr., 3hr. lect. (DH)

**242 Civilizations of Asia II**

*Prereq: ENG 100 (or concurrent), or consent.*

Surveys the impact of Western civilization upon major civilizations of Asia and the Asian response to this impact.

3cr., 3hr. lect. (DH)

**253 Contemporary World History**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100; or consent. Recommended: HIST 152.*

Examines the political, cultural, economic, and technological history of the world from the end of WWII to the present.

3 cr., 3hr. lect. (DH)

**281 Introduction to American History**

*Prereq: ENG 100 (or concurrent), or consent.*

Develops understanding of the progress of American culture up to the Civil War, an insight into America's heritage, and a sensitivity to its ideals and realities.

3cr., 3hr. lect. (DH)

**282 Introduction to American History**

*Prereq: ENG 100 (or concurrent), or consent.*

Develops understanding of the progress of American culture since the Civil War, an insight into America's heritage, and sensitivity to its ideals and realities.

3cr., 3hr. lect. (DH)

**284 History of the Hawaiian Islands**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100; or consent.*

Surveys the history of the Hawaiian Islands from Polynesian chiefdoms to Hawaiian Kingdom to American territory and state.

3 cr., 3hr. lect. (HI, DH)

**288 History of the Pacific Islands**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

*Recommended: HIST 152 or ANTH 200.*

Surveys the cultural areas of the Pacific from pre-contact to present day. Covers prehistoric migrational patterns, historical movements, and present day distributions, including western colonization and current problems. (Crosslisted as ANTH 235.)

3cr., 3hr. lect. (DH)



*Latte Stone Quarry  
Rota Isle, N. Marianas*

## Hospitality & Tourism (HOST)

L. Liu, L. Peros

### 100 Hospitality Internship I

*Prereq: ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Discusses job search strategies, Hospitality and Tourism internship requirements, career and academic planning. *(Credit/No Credit and Audit grades only.)*

2cr., 2hr. lect./disc.

### 101 Introduction to Hospitality & Tourism

*Prereq: BUSN 150 or ICS 101 either with grade C or better (or concurrent), and ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Provides an overview of the travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other tourism-related industries will be addressed. 3cr., 3hr. lect.

### 150 Rooms Division Operations I

*Prereq: HOST 101 (or concurrent), and ENG 19 with C grade or better or placement at least ENG 22, or consent.*

Studies the practical application of professional housekeeping operations including the functions of management, interdepartmental relationships, and preventive maintenance practices required to assure quality service. 3cr., 3hr. lect.

### 152 Rooms Division Operations II

*Prereq: HOST 101 (or concurrent), and ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Studies the philosophy, theory, equipment, and current operating procedures of a hotel front office. Concentrates on the human relation skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual, mechanical or computerized front office operation. 3cr., 3hr. lect.

### 154 Food & Beverage Operations

*Prereq: HOST 101 (or concurrent), and ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Introduces the basic principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing, and control systems as they apply to food and beverage management in an operational setting. Provides practical applications to effectively manage resources for food and beverage operations. 3cr., 3hr. lect.



### 200 Hospitality Internship II

*Prereq: HOST 100 and HOST 101 and HOST 152 all with C or better, or consent.*

Provides a supervised field experience that is related to the student's major or career goals. The experience will enable the student to apply knowledge and skills learned in coursework to the work environment. 2cr., 2hr. lect., and 400 hrs./semester documented industry work

### 250 Hospitality Sales & Marketing

*Prereq: CA in Hospitality & Tourism, or consent.*

Provides students with basic knowledge and practical experience to develop strategic and operating marketing plans for hospitality properties. Emphasizes the marketing orientation as a management philosophy that guides the design and delivery of guest services. Examines the dynamic relationship between hospitality marketing and daily operations. 3cr., 3hr. lect./disc.

### 260 Hospitality Law

*Prereq: CA in Hospitality & Tourism, or consent.*

Provides an awareness of the rights and responsibilities that the law grants to or imposes upon a hotelkeeper. Illustrates the possible consequences of failure to satisfy legal obligations. 3cr., 3hr. lect./disc.

### 270 Hospitality Management

*Prereq: HOST 152 and ENG 100 both with grade C or better, or consent.*

Examines the key principles of management in the hospitality industry. Focuses on leadership skillbuilding and decision-making processes within the various management levels of a hospitality organization. Explores management concepts, strategies, and tools essential for organizational effectiveness. 3cr., 3hr. lect.

### 298 Hospitality Capstone

*Prereq: Consent.*

Integrates all the course work required for the HOST degree program. Explores a work-related management issue or operational problem in the hospitality industry. Analyzes, researches, and develops an in-depth strategy to resolve the issue or problem. 3cr., 3hr. lect./disc./simulation

### 394v Hospitality and Tourism International Internship

*Prereq: Consent.*

Provides an international work practicum experience in the hospitality industry. Requires students to demonstrate proficiency in job performance in a hospitality-related organization abroad. Students will complete a comprehensive work-based project and will outline professional goals, assess workplace issues, and prepare recommendations to solve issues. Synthesizes management theories learned in class with actual practices in the hospitality industry and formulation of a comprehensive report. Credit/No credit grade only. *(May be repeated for a maximum of 6 credits.)* 1-3cr., 200hrs./per cr. supervised work

## Human Services (HSER)

L. Stein, T. Schlather

### 101 Health Navigator

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

*Recommended: Basic Internet skills.*

Prepares people to navigate the health and social services systems; provides a knowledge foundation and practical skills base. Prepares the navigator to assist patients in various systems in search of appropriate diagnosis, treatment, and resolution. *(Crosslisted as HLTH 101.)* 3cr., 3hr. lect.

**110 Introduction to Human Services**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

Introduces the nature of human service programs from the person-in-environment and strengths perspectives. Studies federal, state and local human service responsibilities. Includes talks by agency representatives and field trips to agencies. 3cr., 3hr. lect.

**111 Community Action**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

Develops a concept of human needs and examines how social institutions and communities provide for such needs. Views selected social problems in community settings and how communities, agencies, and organizational structures function to deal with them. Introduces social-cultural considerations and community action strategies. Participants will identify a community problem/need and develop and implement a proposal for action. 3cr., 3hr. lect.

**130 Introduction to Youth Practitioner**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

Introduces the core skills needed by youth practitioners. Focuses on basic communication skills, growth and development of adolescents, family and cultures and their roles in development, and youth with special needs. Develops teamwork and basic workforce skills. 3cr., 3hr. lect.

**140 Introduction to Techniques of Counseling & Interviewing**

*Prereq: HSER 110 with grade C or better and at least ENG 22 with grade C or better or placement at ENG 100, or consent.*

Offers basic introduction to counseling processes to those working or planning to work in the helping professions. Introduces theories and practices of counseling and interviewing individuals and groups. Provides opportunities to practice skills through role-playing. 3cr., 3hr. lect. (IN)

**145 Working with Older Adults**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent. Recommended: HSER 110.*

Introduces students to the experience of aging and the issues affecting the elderly. Examines aging from developmental and person-in-environment perspectives. Identifies the social service needs of the elderly,

local and federal programs, and implications for the "soon-to-be-elderly".

3cr., 3hr lect. (IN)

**194 Work Practicum & Discussion In Community Service I**

*Prereq: Permission of instructor; HSER 140 and ENG 100, both with grade C or better, or consent.*

Provides individualized In-service training In community services and supervised work experience. Includes weekly seminar giving students opportunity to discuss practicum experiences. 3 cr., 1hr. lect, 15hr. practicum (225hr./term)

**245 Group Counseling**

*Prereq: HSER 140 with grade C or better, or consent. Recommended: HSER 110.*

Provides theoretical and experiential training in facilitating self-exploration and growth groups. Designed to provide understanding and experience in selecting group members, establishing group norms and goals, setting group climates, developing group activities, promoting group and individual growth, and making appropriate group interventions. 3cr., 3hr. lect. (CO)

**248 Case Management**

*Prereq: HSER 140 with grade C or better, or consent.*

Provides knowledge and practical skills to become competent case managers in human services agencies. Develops professional skills in order to teach those who need assistance to manage their own lives within the scope of their resources and abilities. Presents culturally sensitive strategies and strength-based model of case management. Views those seeking help through the person-in-environment perspective. 3cr., 3hr. lect.

**256 Dynamics of Family Violence**

*Prereq: ENG 100 with grade C or better, or consent. Recommended: HSER 110.*

Provides an in-depth study of the problems, dynamics, and effects of family violence and examines current societal responses. Includes the history of domestic violence, contributing cultural and socialization factors. Reviews partner, child, and elder abuse within the family and multi-generational effects. Examines legal and ethical issues, and best-practices

for intervention nationally and in our community. 3cr., 3hr. lect.

**268 Alcohol & Drug Education**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Examines drug use, misuse, abuse, and addiction including the impact of drug actions on the body, brain, mind and spirit. Emphasizes historical and psychosocial factors that may contribute to drug use and policies and interventions to address the problem. 3cr., 3hr. lect. (CO)

**270 Substance Abuse Counseling**

*Prereq: HSER 140 with grade C or better, or consent.*

Provides theoretical and experiential training in the prevention, intervention, and treatment applicable to a diverse substance abuse population. Identifies ethical and legal issues of working with this population. 3cr., 3hr. lect. (CO)

**293v Work Practicum & Discussion in Community Service II**

*Prereq: Permission of instructor; and HSER 110, HSER 140/248, and ENG 100. If taking course for Substance Abuse Counseling Certificates: HSER 268 and HSER 270.*

Provides advanced, individualized, in-service training in community-based human services agencies. Includes weekly seminar giving students the opportunity to discuss practicum experiences. (May be repeated for a maximum of 8 credits.) 2-4cr., 1hr. lect./practicum hours vary

**294 Work Practicum and Discussion in Community Service**

*Prereq: HSER 194 with grade C or better, and consent of instructor.*

Provides advanced, individualized, in-service training in community-based human services agencies. Includes weekly seminar giving students the opportunity to discuss practicum experiences. Permission of instructor to enroll in class. 3 credits, 1hr. lect., 15hr. practicum/wk.

**345 Diversity in Aging**

*Prereq: HSER 145 and ENG 100, both with grade C or better, or consent.*

Examines social and cultural diversity in the aging process. Identifies impacts of socioeconomic status, race/ethnicity, gender, sexual orientation, and religion/spirituality. Explores health disparities, cumulative advantage and disadvantage across the life

course, and access to government services and programs. 3cr., 3hr. lect.

### 350 Women and Addiction: Why Gender Matters

*Prereq: HSER 268, HSER 270, and ENG 100 all with grade C or better, or consent.*

Examines girls and women's substance misuse/abuse/dependence in a socio-cultural context through the Person-In-Environment and Strengths perspectives. Evaluates common pathways to addiction, compares and contrasts physiological and psychological gender differences, impacts, and consequences in the addiction process. Assesses the unique treatment needs of this population and gender-responsive strategies to meet those needs. Includes gender specific and culturally competent treatment trends in Hawai'i. 3cr., 3hr. lect. (IN)

### 360 Trauma Informed Care

*Prereq: HSER 248, 270, and ENG 100, all with grade C or better, or consent.*

Examines trauma experiences across the life span through the person-in-environment perspective including individual reactions, resiliencies and community responses. Compares trauma informed care with traditional helping paradigms via exploration of best practice models and local programs. 3cr., 3hr lect. (IN)

### 365 Motivational Interviewing

*Prereq: HSER 140 and ENG 100 both with grade C or better, or consent.*

Introduces the theoretical basis of Motivational Interviewing. Focuses on developing skills and strategies for using the model in diverse contexts (community agency settings, mental health and health care clinics) and across diverse behavioral issues (addictions and mental health, healthy lifestyle behaviors, chronic disease). 3cr., 3hr. lect. (IN)

## Humanities (HUM)

C. Gardner

### 100 Themes in Humanities

Gives the student a start toward viewing the arts as an expression of the meaning of life. Interweaves interpretations of history and a variety of works of poetry, drama, novel, painting, sculpture, music, and philosophy to illustrate mankind's changing awareness. 3cr., 3hr. lect. (DH)

### 400 Changes & Choices

*Prereq: ENG 316, or consent.*

Explores ways in which the humanities can contribute to personal and work lives, especially as individuals face change and make decisions. Analyzes how individuals worldwide examine circumstances including the changing landscape of living among people of various beliefs and cultures, making decisions, and dealing with consequences of such decisions. Examines the onset of other choices presented to us as a result of the original decisions made, or alternatively, made for us by our choosing not to engage in the process. 3cr., 3hr. lect. (DH)

### 410 Literature and Popular Culture

*Prereq: ENG 100 with C or better; and one of HUM 100, 400, DRAM 280, ENG 210, 250, 251, 252, 253, 254, 255, 256, 257(E,F,R) with C or better; or consent.*

Examines how cultures and societies are shaped, influenced, stereotyped, and appreciated from literary sources. Analyzes literary sources, film, painting, architecture, and historical research to contextualize a culture, including Hawai'i's, and how it is represented to the outside world. 3cr., 3hr. lect. (DL)

## Ilokano (ILO)

### 101 Beginning Ilokano I

Introduces speaking, listening, reading, and writing skills of basic Ilokano. Includes the following: (a) the basic structures of Ilokano; (b) language commonly used in daily situations; and, (c) different aspects of Philippine cultures. 4cr., 4hr. lect. (HSL)

### 102 Beginning Ilokano II

Continues ILO 101. Includes speaking, listening, reading, and writing skills of basic Ilokano. 4cr., 4hr. lect. (HSL)

## Information and Computer Science (ICS)

D. Bhattacharya, D. Kruse,  
D. Naho'olewa

### 101 Digital Tools for the Information World

Emphasizes production of professional level documents, spreadsheets, presentations, databases, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. *Meets requirements for UH Mānoa and UH Hilo College of Business and UH Mānoa Biology*

*program and Botany Department.*

3cr., 3hr. lect./lab

### 102 Internet Resources

*Prereq: ICS 101 or BUSN 150, or consent. Recommended: Familiarity with the Internet.*

Introduces the variety of resources available on the Internet. Examines history, current issues, and how the Internet works. Teaches terminology, file formats, and addressing. Introduces the concept of client-server programs as applied to the Internet. Explores use of the World Wide Web as a vehicle for research. Teaches how to find, evaluate, and publish information. 3cr., 3hr. lect./lab

### 110 Intro to Computer Programming

*Prereq: ICS 101 or BUSN 150, either with grade C or better, or consent.*

Teaches fundamental programming concepts including sequential, selection, and repetition flow; variables and types; syntax; error types; compilation; linking; loading; and debugging. Introduces algorithms, flow charts, UML, and other analytic tools. Explains and practices problem solving and critical thinking methods. 3cr., 3hr. lect.

### 111 Intro to Computer Science I

*Prereq: ICS 110 with grade C or better, and MATH 82 with grade C or better or placement at least MATH 103, and ENG 19 with grade C or better or placement at least ENG 22, or consent.*

Introduces problem solving using computers. Provides a background for students entering computer science, engineering, or other fields that require a background in computer programming. Teaches the basics of the computer hardware/software interfaces. Includes programs, applications, and compilers. Introduces programming concepts, algorithms, and problem solving techniques using high-level object-oriented programming languages. *Meets ACM CS 1 course standards.* 4cr., 4hr. lect./lab

### 115 Microcomputer Applications

*Prereq: ICS 101 or BUSN 150, or consent. Recommended: MATH 82 and elementary word processing or typing skills.*

Examines the utilization of major application packages as tools in business problem

solving. Covers the following applications: a micro-computer operating system, word processing, spreadsheets, graphics, and database management systems. 3cr., 3hr. lect./lab

### 116 Designing for Cross-Media: Publishing for Print & Web

*Prereq: ICS 101 or BUSN 150, or consent.* Focuses on design and layout for cross-media publishing. Examines the interface, functions, and integration of publishing software for graphic design and production. Explains how to prepare content for publication for print, Portable Document Format (PDF), and on the web. 3cr., 3hr. lect./lab

### 150 Introduction to GIS/GPS

*Prereq: ICS 101 or BUSN 150, either with grade C or better; or consent. Recommended: Familiarity with computer databases.* Introduces applications of geographic information systems (GIS) with a special emphasis on using ArcView GIS. Includes database construction and techniques for spatial data manipulation, analysis, and display. Teaches use of global positioning system (GPS.) Explores cross-disciplinary applications in the natural and social sciences. (Crosslisted as GIS 150.) 4cr., 6hr. lect./lab

### 151C Introduction to C Programming

*Prereq: ICS 111 with grade C or better, or consent.* Introduces students to C Programming Language and an Integrated Development Environment (IDE). Develops structured programs using problem solving, algorithm development, and programming concepts using a procedural language. 3cr., 3hr. lect./lab

### 161 Introduction to Computer Graphics

*Prereq: ICS 101 (or concurrent) or BUSN 150, or consent..* Introduces computer graphics tools and concepts in digital image editing, illustration graphics, print and web design, and 2D and 3D animation. (Crosslisted as ART 161.) 3cr., 3hr. lect. (DA)

### 169 Introduction to Information Security

*Prereq: ICS 101 with grade C or better, or consent.* Provides the basic foundation to information security, including identifying threats, planning for business continuity,

and preparing for various security attacks. Focus will be given to threats to financial security such as attacks on banking and other related financial information. Special emphasis on ethics and legal issues that covers hacking and other cybersecurity techniques and tactics. 3cr., 3hr. lect.

### 171 Introduction to Computer Security

*Prereq: ICS 101 or BUSN 150, or consent.* Examines the essentials of computer security, including risk management, the use of encryption, activity monitoring, intrusion detection; and the creation and implementation of security policies and procedures to aid in security administration. 3cr., 3hr. lect.

### 184 Introduction to Networking

*Prereq: ICS 101 with grade C or better, or consent.* Provides the student with the knowledge and skills to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, as well as to describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools. 3cr., 3hr. lect.

### 193v Computer Science Internship I

*Prereq: ICS 111, and consent of both instructor and Co-op coordinator. Coreq: Enrollment in ECET program and one or more ECET or ETRO courses. Recommended: ETRO 101 and 105, and ENG 100.* Reflects student interest area and availability of job stations. Offers opportunity to upgrade workplace employability. *Student, instructor, and employment supervisor jointly develop learning outcomes. Instructor and employment supervisor jointly evaluate student. (May be repeated for a maximum of 3 credits.)* 1-3cr., 75hrs. supervised work/cr.

### 200 Web Technology

*Prereq: ICS 110 with grade C or better, or consent.* Introduces web page authoring. Creates client-side web pages using web authoring language and style sheets. Uses graphical design elements, validation, browser capability, and accessibility. Uses scripting language to add dynamic elements to web pages,, client-side scripting, regular expressions, event handling, input validation, selection, repetition, and parameter passing. 3cr., 3hr. lect.

### 205 Photoshop and Illustrator

*Prereq: ICS 101 or BUSN 150, or consent.* Introduces the basic tools and features of digital image editing, photo retouching, and color correction of images. Focuses on the fundamental drawing techniques of illustration graphics including pen tool paths, objects, and type. (Crosslisted as ART 205.) 3 cr., 3hr. lect./lab (DA)

### 211 Introduction to Computer Science II

*Prereq: ICS 111 with grade C or better, or consent. Recommended: MATH 135.* Reinforces and strengthens problem-solving skills using more advanced features of programming languages and algorithms, such as recursion, pointers, and memory management. Emphasizes use of data structures, such as arrays, lists, stacks, and queues. Meets ACM CS2 course standards. 3cr., 3hr. lect./lab

### 214 Fundamentals of Design for Print & Web

*Prereq: ICS 101 or BUSN 150, or consent.* Introduces development principles related to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images, and other design elements, developing computer skills in industry standard computer programs, and study of design development pertaining to color theories, publications, and advertising. Projects will emphasize relating form to content through selection, creation and integration of typographic, digital imaging, illustrative, and design elements in print and web environments. (Crosslisted as ART 221.) 3cr., 3hr. lect./lab (DA)

### 251 Introduction to Unix/Linux

*Prereq: ICS 101 with grade C or better, or consent.* Introduces the Unix/Linux operating system with emphasis on the Red Hat Linux release. Covers the history and structure of Unix/Linux, basic functions, and fundamental commands. Explores advanced topics unique to Unix/Linux system administration. Stresses the ethics and responsibilities incumbent with Super User privileges. 4cr., 4hr. lect./lab

### 252 Unix/Linux System Administration

*Prereq: ICS 251 with grade C or better, or consent.* Continues exploration of the Unix/Linux operating system with an examination of

the tasks and responsibilities of system administration. Examines and explores the Unix group and user hierarchy, system security, networking fundamentals, network administration, system logs, troubleshooting, application installation, and system installation and maintenance. Emphasizes the ethics and responsibilities of Unix System Administration and root user privileges. 4 cr., 4hr. lect./lab

### 258 Programming for High Performance Clusters

*Prereq: ICS 111 with grade C or better, or consent.*

Explores programming for high performance computational clusters. Examines the algorithmic paradigms required to most efficiently and effectively create or modify code that will exploit the unique characteristics of parallel processing. Identifies the attributes common to highly parallelizable code. Develops parallel algorithms and writes implementing computer code. Tests, evaluates, and refines code to maximize performance and efficiency. 3cr., 3hr. lect./lab

### 261 Intermediate Computer Graphics

*Prereq: ICS 161, 205, or 214, or consent.*

Provides instruction with the tools and concepts of computer graphics utilizing digital media technology. Offers experience that integrates digital image editing, illustration graphics, print publishing, web authoring, 2D, and 3D animation. (Crosslisted as ART 218.) 3cr., 3hr. lect./lab (DA)

### 272 Digital Imaging & Animation

*Prereq: ICS 261, or consent.*

Develops 2D computer graphics as elements for 3D projects. Compiles digital imaging and illustration using natural media tools, filters, compositing, templates for 3D project scenes, texture-mapping, and source files. Outlines 3D modeling and animation concepts, tools, and techniques for project development. 3cr., 3hr. lect./lab

### 275 Introduction to High Performance Computing Clusters

*Prereq: ICS 251 with grade C or better, or consent. Coreq: ICS 252.*

Introduces High Performance Computing (HPC) clusters. Covers the history, technology, and structure of computa-

tional clusters, with emphasis on Beowulf-style clusters. Includes design concepts, software and hardware implementations, enabling applications, and administration. Includes algorithmic considerations and structures conducive to the development and implementation of parallelized applications. Provides experience building, configuring, and utilizing the cluster. 4cr., 4hr. lect./lab

### 281 Ethical Hacking

*Prereq: ICS 169 and either ICS 184 or ETRO 140, both with grade C or better, or consent.*

Studies the basic ethical hacking techniques also known as white hat hacking. It stresses the moral and legal issues about hacking and how these techniques can be used to defend against attacks as well as to perform authorized system security evaluation testing. 3cr., 3 hr. lect.

### 282 Computer Forensics

*Prereq: ICS 169 and either ICS 184 or ETRO 140, both with grade C or better, or consent.*

Studies the basic computer forensics including operating system diagnostics, the use of forensic toolkits to examine and validate computer activity and techniques for the proper collection, examination and preservation of forensic evidence. 3cr., 3 hr. lect.

### 283 Advanced Computer Graphics Design

*Prereq: ICS 261, or consent.*

Reviews history, development, technology, and creative approaches of digital tools. Summarizes design theory. Employs graphics software to achieve concepts, content, and distinctive project solutions. Originates and manages the preproduction, production, postproduction of projects in print, web, digital imaging, illustration, and animation. Assembles projects into traditional, content, and digital portfolios. Analyzes professional issues for careers in digital media: resume, portfolio, exhibiting, personal web site, employment, and professional organization. 3cr., 3hr. lect./lab

### 285 Digital Media Capstone

*Prereq: ICS 283 and approval of DM faculty.*

Provides an opportunity to integrate and employ tools and knowledge developed during the Digital Media program. Evaluates design and technical skills in digital media publishing projects. Assesses intern-

ship experiences and job market research for employment strategies. A comprehensive professional digital media publishing portfolio is required as a capstone project. 3cr., 3hr. lect./lab

### 293v Computer Science Internship II

*Prereq: ICS 193v, or consent.*

Reflects student interest area and the availability of job stations. Offers the opportunity to upgrade employment and problem-solving skills. *Student, instructor, and employment supervisor develop learning outcomes. Instructor and the employment supervisor jointly evaluate student. (May be repeated for a maximum of 6 credits.)* 1-3cr., 75hrs./cr.

### 298 Special Projects in Computer Science

*Prereq: ICS 252 and ICS 275 both with grade C or better; or consent. Coreq: Determined by topic. Recommended: Determined by topic.*

Covers current topics in computer science. Introduces students to topics of current interest and relevant to their studies. Includes both theoretical and hands-on experience in cutting edge hardware, software, networking, operating systems, applications, and techniques. 4cr., 4hr. disc.

### 319 Operating Systems

*Prereq: ICS 111 and 200, and MATH 203 or 205 all with grade C or better, or consent.*

Covers concepts, issues and design of modern operating systems. Analyzes processes and state, concurrency, resource management algorithms for memory, processors and I/O devices, protection and security. Develops case studies of popular desktop and server operating systems. Conducts laboratory projects and teaches OS installation and administration techniques. 3cr., 3hr. lect.

### 320 Introduction to Information Systems & E-Commerce

*Prereq: ICS 115 or BUSN 151, and ICS 214, or consent.*

Introduces general concepts of information systems and e-commerce. Includes key business applications, e-commerce and the Internet, system development, outsourcing, networking and data communications, data and databases, and security. Includes relevant projects. 3cr., 3hr. lect.

**340 Introduction to Visual Basic**

*Prereq: ICS 115 or BUSN 151 either with grade C or better, or consent.*

Introduces computer programming for non-computer science majors using the Visual Basic language. Includes algorithms and problem-solving, fundamental programming constructs, object-oriented design, event-driven programming, Graphical User Interface (GUI) principles, and components. 3cr., 3hr. lect./lab

**352 Networks and Security**

*Prereq: ICS 111 and 200, and MATH 203 or 205 all with grade C or better, or consent.*

Provides detailed knowledge of the internet and its capabilities, explains details of HTTP, TCP/IP, ethernet, and wireless 802.11 router, switches, and NAT; network and wireless security; practical experience in designing and implementing networks. Laboratory projects teach network design and administration. Discusses intermediate level topics on computer security. Examines legal, ethical and technology issues in computer access, confidentiality, authentication, privacy and intellectual property. 3cr., 3hr. lect.

**360 Database Design & Development**

*Prereq: ICS 319 and ICS 352 both with grade C or better, or consent.*

Provides detailed knowledge of database design and development. Explains data models: relational and object oriented. Examines relational database management systems. Demonstrates database design and development using SQL. Explains client/server systems and web access to databases. 3cr., 3hr. lect.

**385 Web Development and Administration**

*Prereq: ICS 319 and ICS 352 both with grade C or better, or consent.*

Provides detailed knowledge of web page authoring. Demonstrates scripting in operating systems, web pages, server-side application integration, regular expressions, event handling, input validation, selection, repetition, parameter passing. Develops an e-commerce web site that uses a standard browser to accept user input, processes the user input with business logic, and connects to a back-end SQL database. Discusses topics in web site administration. Covers site management (operating system, web server and database installation and administration); security (cryptology,

authentication, digital certificates); and content (site design, ethical and business considerations). 3cr., 3hr. lect.

**418 Systems Analysis and Designs**

*Prereq: ICS 360 and ICS 385 both with grade C or better, or consent.*

Provides detailed knowledge of system specification, modeling and analysis, prototyping, hierarchical design, program design methods, cost estimation, project management, computer-aided software design. Emphasizes planning, analysis, and design phases of the Software Development Life Cycle with one model of the SDLC covered. Demonstrates learning tools and techniques for sound requirement assessment and, working as a team, produces a verified design of a web-based software product. 3cr., 3hr. lect.

**420 E-Commerce Development**

*Prereq: ICS 340 and 385, or consent.*

Provides advanced knowledge and skills for the design, construction, and implementation of an Internet based commerce site. Discusses legal, security, cultural, and policy issues. 3cr., 3hr. lect.

**463 Human Computer Interaction**

*Prereq: ICS 320 and MATH 115, or consent.*

Application of concepts and methodologies of human factors, psychology and software engineering to address ergonomic, cognitive, and social factors in the design and evaluation of human-computer systems. 3cr., 3hr. lect./lab

 **Interdisciplinary Studies (IS)**

*M. Bruck*

**103S Building College Strengths Through Culture**

Teaches, infuses, and uses culture to help students successfully transition into post-secondary education by developing an understanding of personal strengths for student success. 1cr., 1hr. lect.

**104B Transitions: Personal**

Introduces students to college level work, strategic reasoning, communicating, and academic strategies. Helps students to develop an understanding of personal learning strengths, needs, time and resource management, and the use of relevant resources. Develops skills necessary to

monitor progress and resolve problems. Introduces the creation of an individual learning portfolio and plan to support the successful transition to college. 1cr., 1hr. lect.

**104C Transitions: Community**

Focuses on developing the understanding that it is essential for human beings to work together. Teaches how to work as a productive member of a successful team. Develops critical thinking and problem solving skills. Teaches and practices taking responsibility in implementing a solution, and recognizing and producing quality performance and quality products. 1cr., 1hr. lect.

**104D Transitions: Lifelong**

Teaches students to become lifelong learners who are able to access and assess information, make judgments, and generate original ideas; apply collaborative skills to pursue individual and/or group goals; accept responsibility for their own behaviors and attitudes; and direct themselves as they strive for personal excellence. 1cr., 1hr. lect.

**105 Career/Life Exploration & Planning**

Prepares student for effective career/life exploration, planning and decisions. Emphasizes self-assessment, world of work information, survey of occupational clusters and related academic preparation relevant to self-assessed interests, and values and decision-making. *Students cannot take both IS 105 and IS 105B for credit toward a degree.* 3cr., 3hr. lect./disc.

**105B Personal Assessment**

Assists students in evaluating their interests, values, abilities, lifestyles, and other factors relating to career choice. Provides students with an opportunity to develop career decision-making skills. 1cr., 1hr. lect.

**105C Professional Employment Preparation**

Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews. (*Crosslisted as BUSN 166.*) 1cr., 1hr. lect.



### 105D Working in an Organization Career Exploration & Planning

Examines case study approach to operating effectively in a government or company bureaucracy. Emphasizes topics such as “red tape,” cliques, impersonality, and frustrations. 1cr., 1hr. lect.

### 106 College Orientation I

Develops knowledge, skills, and attitudes associated with personal, academic, and career success. Provides overviews of college policies, procedures, and curricular offerings. Develops communication and teamwork skills. Encourages contacts with students and staff. *Strongly recommended for entering students.* 2cr., 2hr. lect.

### 107 College Orientation II

*Prereq or coreq: IS 106, or consent.* Integrates, practices, and applies knowledge, skills, and attitudes associated with personal, academic, and career success. Integrates and applies communication and teamwork skills. Encourages contacts with students and staff as well as community and campus service. *Strongly recommended for entering students.* 1cr., 1hr. lect.

## Japanese (JPNS)

### 101 Elementary Japanese I

Introduces speaking, listening, reading, and writing skills of beginning Japanese. Includes basic sentence structures. *Daily practice highly recommended.* 4cr., 5hr. lect. (HSL)

### 102 Elementary Japanese II

*Prereq: JPNS 101, or consent.* Continues 101. Introduces additional basic Japanese speaking, listening, reading, and writing sentence structures. *Daily practice highly recommended.* 4cr., 5hr. lect. (HSL)

### 201 Intermediate Japanese I

*Prereq: JPNS 102, or consent.* Second level course in Japanese listening, reading, speaking, and writing. Introduces more advanced grammatical patterns and vocabulary words. *Daily practice highly recommended.* 4cr., 5hr. lect. (HSL)

### 202 Intermediate Japanese II

*Prereq: JPNS 201, or consent.* Continues JPNS 201. Completes introduction of major grammatical patterns of standard Japanese. *Daily practice highly recommended.* 4cr., 5hr. lect. (HSL)

## Journalism (JOUR)

### 205 News Writing

*Prereq: Basic keyboarding skills of 15 wpm and ENG 100, or consent.* Introduces the fundamentals of news style, reporting and ethics. Provides practical experience in news gathering and writing. 3cr., 3hr. lect.

## Learning Skills (LSK)

L. Nagle

### 30 Study Skills

*Recommended: ENG 15 or placement at ENG 19.* Develops effective learning skills for success in career and technical as well as general education classes. Focuses on organization, time management, note-taking, test-taking, and communication, including reading, writing, listening and speaking. Includes use of library and Learning Center for individual improvement. (A-F, N, W, grades only.) 3cr., 3hr. lect./lab

### 110 College Learning Skills

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.* Enhances students' abilities to succeed academically. Investigates communication and organizational skills, methods of inquiry, creative thinking skills, cognitive learning styles, and academic and community resources. 3cr., 3hr. lect./lab

## Linguistics (LING)

### 102 Introduction to the Study of Language

*Prereq: ENG 100 or 102, or placement at ENG 100, or consent.* Investigates the nature and workings of language: its composition (sound system, grammatical structure, and lexicon), representation (oral and written), and divergence (relationships between languages of the world). General linguistic principles applicable to all languages will be covered. 3cr., 3hr. lect. (DH)

## Maintenance (MAIN)

C. Rutherford

### 20 Introduction to Building Maintenance

Explores details of building construction

and maintenance. Introduces fundamentals of building systems and operations of the maintenance department. 2cr., 3hr. lect./lab

### 30 Masonry

Introduces materials and explains techniques used in installing and repairing concrete, hollow tile, and related masonry construction. 2cr., 3hr. lect./lab

### 40 Painting and Decorating

Introduces materials and explains techniques used in applying and maintaining paints, wallpaper, and plaster. 2cr., 3hr. lect./lab

### 50 Plumbing I

Introduces materials and explains techniques used to install and maintain plumbing lines, fixtures, and controls. Emphasizes effective maintenance procedures for commercial structures. 2cr., 3hr. lect./lab

### 55 Plumbing II

*Prereq: MAIN 50, or consent.* Studies the plumbing system of the typical single-family residential dwelling. Examines how local and national codes apply to residential units. 2cr., 3hr. lect./lab

### 60 Small Equipment Repair

Introduces the repair and maintenance of small engines, appliances, garden equipment, and power tools. Examines troubleshooting techniques and emphasizes repair fundamentals. 2cr., 3hr. lect./lab

### 65 Air Conditioning and Refrigeration

Studies air conditioning systems of residential and commercial buildings. Explores various types of refrigeration systems popular today. Introduces concepts of planning, testing, troubleshooting, and balancing such systems. 2cr., 3hr. lect./lab

### 70 Preventive Maintenance

Explores principles of preventive maintenance: records maintenance, replacement schedules, rust prevention, and equipment maintenance and servicing. 2cr., 3hr. lect./lab

## Management (MGT)

R. Gonzalez, L. McCormick, R. Miller, M. Wukelic

### 118 Introduction to Supervision

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

*Recommended: ENG 22 or 55 with grade C or better, or placement at ENG 100.*

Emphasizes basics of effective supervision. Introduces responsibilities of a supervisor, along with modern supervisory and human relations techniques and concepts. Provides practical applications in day-to-day supervisor-employee relationships. 3cr., 3hr. lect.

## 122 Organizational Behavior

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

*Recommended: ENG 22 or 55 with grade C or better, or placement at ENG 100.*

Investigates human behavior in organizations at the individual and group level including the effect of organization. Stresses improving interpersonal relations. Studies diversity, communication, perception, leadership, motivation, group interaction, overcoming resistance to change, power, politics, and organizational culture and structure. Emphasizes interactive and experiential methods of learning. 3cr., 3hr. lect.

## 124 Human Resources Management

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

*Recommended: ENG 22 or 55 with grade C or better, or placement at ENG 100.*

Studies human resource functions including: recruitment, interviewing, selection, testing, placement, orientation, training, rating, promotion, transfer, and separation and grievance handling. Stresses the need for good labor-management and human relations. 3cr., 3hr. lect.

## 310 Principles of Management

*Prereq: BUS 120 and either PSY 100 or SOC 100, or consent.*

Introduces activities and skills needed to successfully manage both domestic and international organizations with an emphasis on decision-making. Includes communication, work motivation, group dynamics, leadership and organizational change, conflict, personality, and teamwork. Relates these concepts to performance, job satisfaction, and organizational commitment. 3cr., 3hr. lect.

## 322 Organizational Leadership and Management of Change

*Prereq: MGT 310 with grade C or better, or consent. Recommended: PSY 100 or SOC 100.*

Prepares managers to influence the hu-

man side of developing and implementing changes in organizations. Theory, cases, and exercises help managers to understand the socio-technical aspects of change; to see leadership as motivating organizational members; to understand their own ability to influence others; and to understand the leadership successes of noted leaders from all walks of life. 3cr., 3hr. lect.

## 400 Managing the Growing Business

*Prereq: MGT 310, or consent.*

Addresses the dynamics of growth.

Includes leadership and management challenges associated with stages of organizational growth, organization design requirements, and the ever-present change process. 3cr., 3hr. lect.

## Marketing (MKT)

*L. McCormick, R. Miller, M. Wukelic, R. Gonzalez*

### 120 Principles of Marketing

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

*Recommended: ENG 22 or 55 with grade C or better, or placement at ENG 100.*

Introduces marketing principles including: channels of distribution, pricing, government regulations, consumer behavior, marketing functions and organization, product analysis, and promotional activity. 3cr., 3hr. lect.

### 160 Advertising & Promotion

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

*Recommended: MKT 120.*

Introduces the principles of advertising and promotion, including sales promotion, publicity, public relations, and selling, and their relationship to the marketing system. Stresses strategies of informing, persuading, and integrating information to create a positive image. 3cr., 3hr. lect.

### 285 Internet/Social Media Marketing

*Prereq: BUS 150 or ICS 101, and MKT 120, both with grade C or better, or consent.*

*Recommended: MKT 160.*

Examines the use of internet as an effective marketing tool to enhance customer relationships and strengthen brand awareness. Examines how continually emerging internet technologies and social media are increasing marketing effectiveness and effi-

ciency. Covers development of an internet marketing plan. 3cr., 3hr. lect.

## 300 Principles of Marketing

*Prereq: BUS 120, ECON 130, and ECON 131, or consent.*

Applies the fundamental principles of successful marketing including segmentation, targeting, product development, positioning, packaging, placement, pricing, promotion, service and relationship building to development of marketing plans. Explores the impact of marketing of goods and services using the Internet, the World Wide Web, and other technologies as they emerge. 3cr., 3hr. lect.

## 400 Marketing for a Digital Age

*Prereq: MKT 300 with grade C or better, or consent.*

Examines how startup and small/medium companies reach the marketplace and sustain their businesses within highly competitive industries. Recognizes the need of management to operate flexibly, making maximum effective use of scarce resources in terms of people, equipment, funds, and the opportunities that exist within new and established market niches. 3cr., 3hr. lect.

## Mathematics (MATH)

*K. Acks, A. Amirislani, S. Bowe, E. Brown, T. Evangelista, D. Harbin*

Many mathematics courses are offered in an open lab setting where students study individually under the general guidance of the instructor and tutors.

Courses numbered below 100 do not count toward the AA degree. To progress to more advanced mathematics courses, students should have grade C or better in prerequisite courses. The prerequisite course is most beneficial when completed during the prior 12 months.

Math placement testing is required of all students who are taking mathematics at UH Maui College. Math placement test results are valid for two years. (*For more info, see English and Math Placement section, or the Math Routes for Specific Majors chart.*)

## 22 Pre-Algebra Mathematics

*Recommended: COMPASS Reading score at least 56 or concurrent enrollment in ENG 21 or 102.*

Prepares students for elementary algebra, technical mathematics, and/or select program requirements. Topics include operations with rational numbers; operations with introduction to variables, expressions, and equations; ratios, proportions, and percents; and applications. Formerly Math 18. (A-F, N, W grades only.) 3 cr., 3 hr. lect.

## 82 Accelerated Algebra

*Prereq:* MATH 22 with grade C or better or placement at least MATH 82, or consent. *Recommended:* COMPASS Reading placement at least ENG 21.

Covers elementary algebra topics. Topics include operations with real numbers; linear equations and inequalities; graphing; linear systems, properties of exponents; operations and polynomials; factoring; rational expressions and equations; roots and radicals; quadratic equations; and applications. (A-F, N, W grades only.) 3 cr., 3 hr. lect.

## 100 Survey of Mathematics

*Prereq:* MATH 82 with grade C or better or placement at least MATH 100, and ENG 100 with grade C or better (or concurrent), or consent. *Recommended:* At least 11th grade reading skills.

Acquaints the non-specialist with examples of mathematical reasoning. Explores selected topics such as numeration systems, consumer math, linear and exponential growth, inductive patterns, mathematical art, probability, statistics, set theory, and logic. 3cr., 3hr. lect. (FS)

## 103 College Algebra

*Prereq:* MATH 82 with grade C or better or placement at least MATH 103, and ENG 22 with grade C or better or placement at ENG 100, or consent. *Recommended:* At least 11th grade reading skills.

Analyzes and interprets the behavior and nature of functions including linear, polynomial, exponential, log, absolute value, and piecewise-defined functions; solves systems of equations; models and solves real world applications. 3cr., 3hr. lect. (FS)

## 111 Mathematics for Elementary Teachers I

*Prereq:* MATH 82 with grade C or better or placement at least MATH 100, and ENG 100 with grade C or better (or concurrent), or consent. *Recommended:* At least 11th grade reading skills.

Explores mathematical ideas, problem solving, quantitative and symbolic reasoning. Focuses on operations and their properties, sets, counting, patterns, and algebra. 3cr., 3hr. lect.

## 112 Mathematics for Elementary Teachers II

*Prereq:* MATH 111 with grade C or better. *Recommended:* At least 11th grade reading skills.

Demonstrates operations and develops the properties of the natural numbers, integers, rational numbers, and real numbers. Explores the use of mathematical operations to solve problems including geometry, probability, and physical rates. 3cr., 3hr. lect. (FS)

## 115 Introduction to Statistics and Probability

*Prereq:* MATH 82 with grade C or better, or placement at MATH 100 or higher, and ENG 100 with grade C or better (or concurrent), or consent.

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, and linear regression and correlation in order to solve problems. 3cr., 3hr. lect. (FS)

## 119 Engineering Precalculus

*Prereq:* MATH 103 with grade C or better, or placement at MATH 135, and consent.

Studies linear, polynomial, rational, exponential, logarithmic, and trigonometric functions, matrices and determinants, polar coordinates, vectors, complex numbers, ratio and proportion, sequences and series and related topics. **This course is specific to ECET students.** 4 cr., 4hr. lect. (FS)

## 135 Pre-Calculus: Elementary Functions

*Prereq:* MATH 103 with grade C or better or placement at MATH 135, and ENG 100 with grade C or better (or concurrent), or consent.

Investigates linear, quadratic, polynomial, rational, exponential, and logarithmic functions and related topics. This course is the first part of the precalculus sequence. 3cr., 3hr. lect. (FS)

## 140 Trigonometry and Analytic Geometry

*Prereq:* MATH 135 with grade C or better or placement at MATH 140, and ENG 100

with grade C or better (or concurrent), or consent.

Studies the trigonometric functions, analytic geometry, polar coordinates, vectors, and related topics. This course is the second part of the precalculus sequence. 3cr., 3hr. lect. (FS)

## 203 Calculus for Business & Social Sciences

*Prereq:* MATH 135 with grade C or better or placement at MATH 140, and ENG 100 with grade C or better (or concurrent), or consent. *Recommended:* At least 12th grade reading skills.

Studies the basic concepts of differentiation and integration and their applications in the areas of finance, management, economics, and social sciences. 3cr., 3hr. lect. (FS)

## 205 Calculus I

*Prereq:* MATH 140 with grade C or better or placement at MATH 205, and ENG 100 with grade C or better (or concurrent), or consent. *Recommended:* At least 12th grade reading skills.

Explores basic concepts of differential and integral calculus. Reviews functions, focuses on differentiation and its applications. Introduces integration. 4cr., 4hr. lect. (FS)

## 206 Calculus II

*Prereq:* MATH 205 with grade C or better, or placement at MATH 206, and ENG 100 with grade C or better (or concurrent), or consent. *Recommended:* At least 12th grade reading skills.

Extends and completes the calculus on a single real variable with the differentiation and integration of the transcendental functions, techniques of integration, applications, and infinite series. 4cr., 4hr. lect. (FS)

## 231 Calculus III

*Prereq:* MATH 206 with grade C or better, and ENG 100 with grade C or better (or concurrent), or consent. *Recommended:* At least 12th grade reading skills.

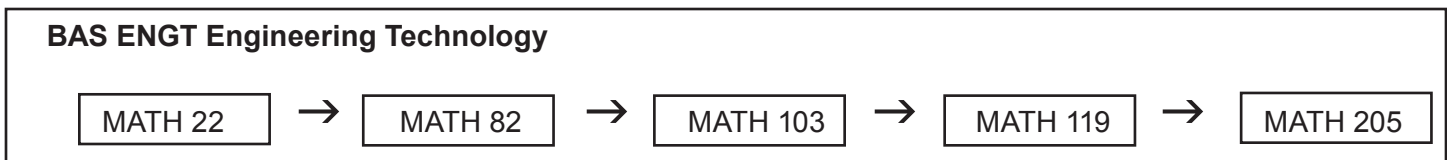
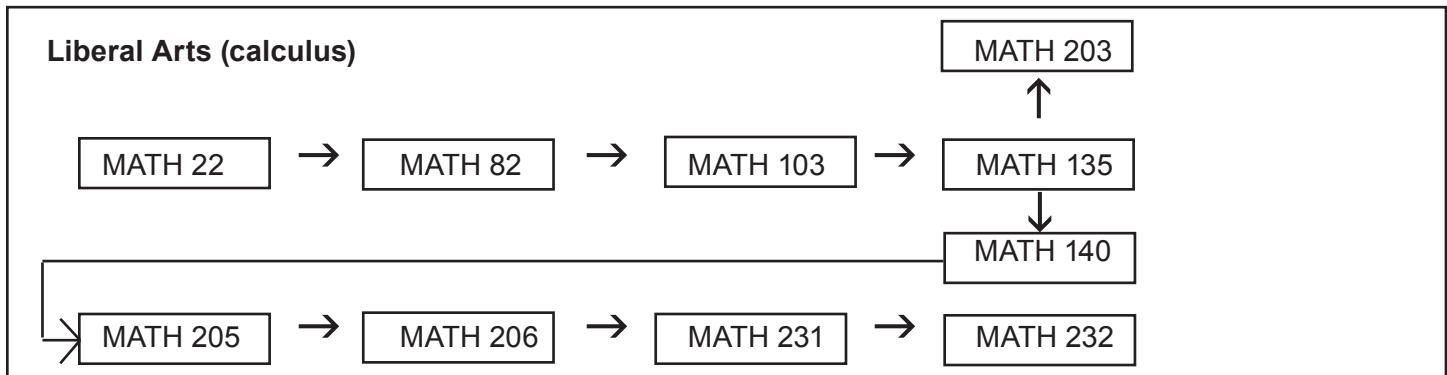
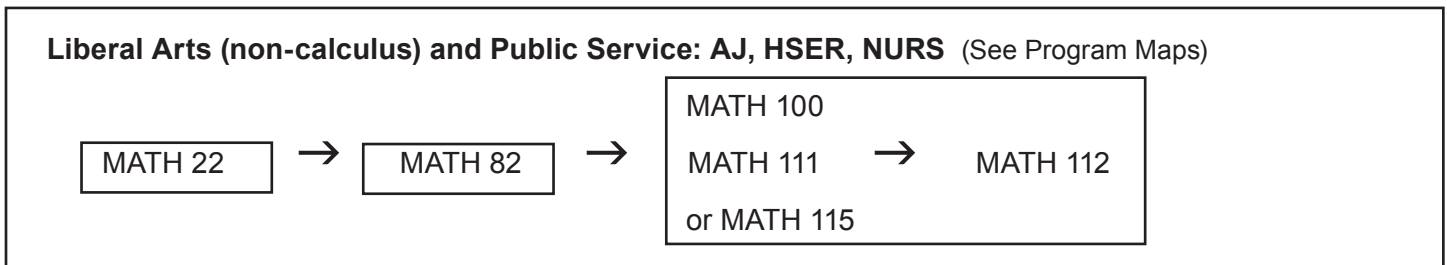
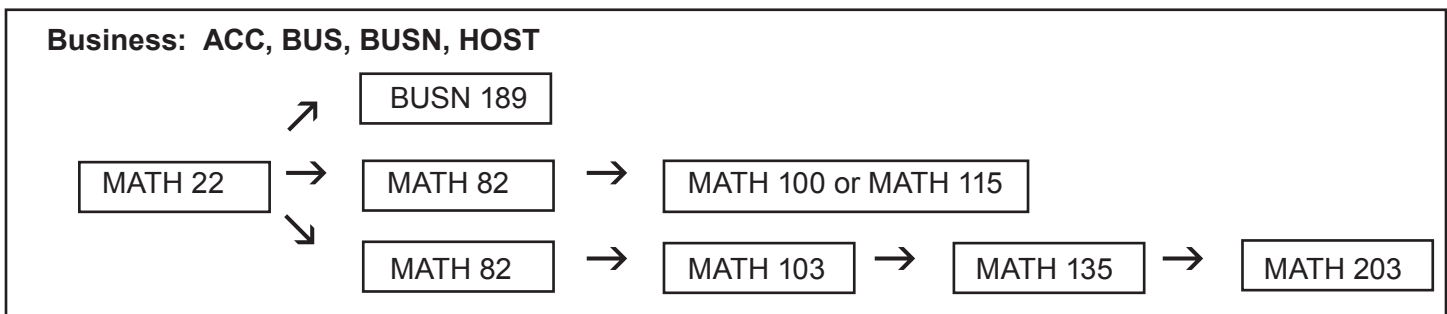
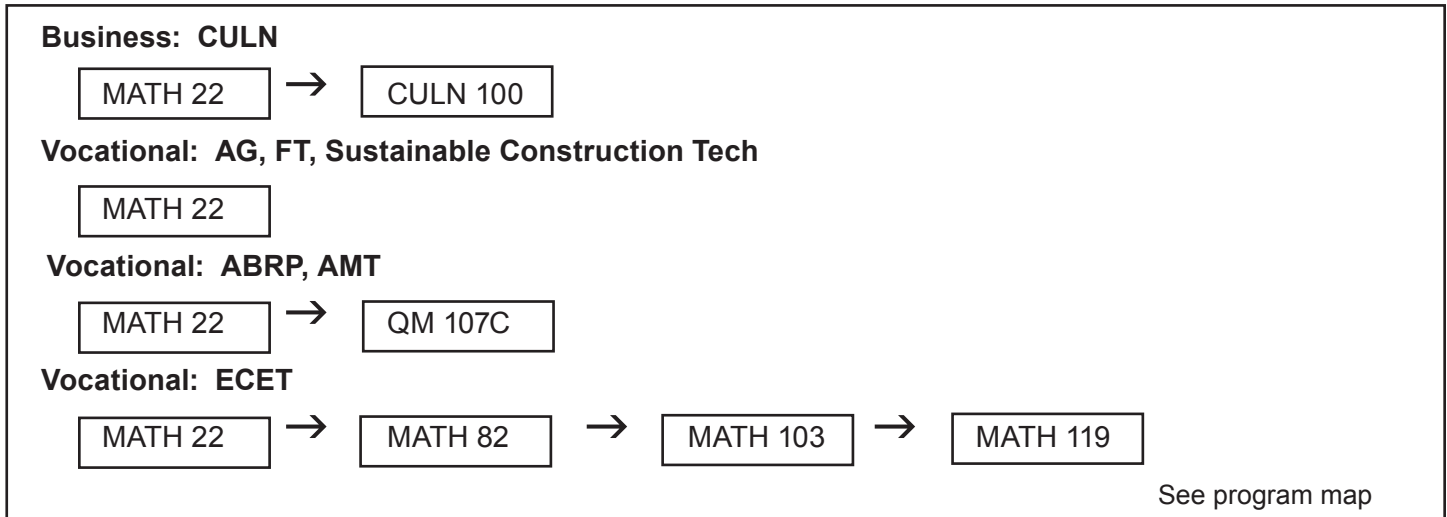
Studies functions of several variables including vectors, vector functions, the calculus on these functions, and 3-dimensional analytic geometry. 3cr., 3hr. lect./disc. (FS)

## 232 Calculus IV

*Prereq:* MATH 231 with grade C or better, and ENG 100 with grade C or better (or concurrent) or consent. *Recommended:* At

**MATH ROUTES FOR SPECIFIC MAJORS**

Begin at the appropriate course, as determined by your math placement score and your particular career path.



least 12th grade reading skills.

Completes the study of functions of several variables with multiple integrals and vector analysis. Studies the solutions of elementary differential equations.

3cr., 3hr. lect./disc. (FS)

## Microbiology (MICR)

S. Calder, S. Irwin

### 130 General Microbiology

*Prereq: ENG 100 with grade C or better, and MATH 82 with grade C or better (or concurrent), or placement at least MATH 100; or consent.*

Introduces fundamentals of microbiology. Explains role of microorganisms and how they affect humans. Emphasizes medical and public health aspects, bacterial and viral diseases, and epidemiology.

3cr., 3hr. lect. (DB)

### 140 General Microbiology Laboratory

*Prereq or coreq: MICR 130.*

Laboratory to accompany Microbiology 130. 2cr., 4hr. lab (DY)

## Music (MUS)

K. Donaghy

### 106 Introduction to Music Literature

Treats styles and forms of Western music. Develops skills in listening to and appreciating music. Introduces music styles in their historical and social contexts.

3cr., 3hr. lect. (DH)

### 107 Music in World Cultures

Analyzes folk, popular, and art music from major regions of the world, with emphasis on Asia and the Pacific. Develops a knowledge of representative styles and regional characteristics in world music.

3cr., 3hr. lect. (FGC)

### 108 Fundamentals of Western Music

*Recommended coreq: MUS 121C.*

Introduces basic musical concepts to enable students to express themselves as budding composers, performers, listeners and teachers. Develops skills in listening to and writing down examples, clapping out rhythms, melodies and chords. *Designed for the beginner with no previous musical training.* 3cr., 3hr. lect. (DA)

### 114 College Chorus

*Recommended coreq: MUS 123 or 124.*

*No previous choral experience required.*

Introduces performance of choral literature from the Renaissance to the present. Includes fundamentals of music and voice training. *(May be repeated without limit for credit.)* 2cr., 3hr. lect./lab (DA)

### 114H Hawaiian Chorus

*Recommended: Previous vocal experience may be helpful.*

Introduces basic vocal group performance. Studies ancient to modern Hawaiian songs.

2cr., 3hr. lect./lab (HI, DA)

### 121C Elementary Class Piano I

*Prereq: Must have access to a piano or keyboard.*

Designed for beginning pianists or for musicians who play another instrument. Develops understanding of concepts of melody, rhythm, harmony and form using simple songs. Develops basic keyboard technique by covering fingering, hand position, hand coordination, simple reading and chord exercises. *(Cannot be audited.)*

2cr., 3hr. lect./lab (DA)

### 121D Elementary Guitar Class I

*Prereq: Requires a guitar in playable condition.*

Introduces classroom instruction in guitar playing. Develops basic guitar technique by covering hand positions, fingering, scales, chords, and arpeggios. Teaches music reading. Applies reading skills to performance. Introduces a variety of guitar literature. 2cr., 2hr. lect./lab (DA)

### 121F Elementary Slack Key Guitar

*Prereq: Must have regular access to a steel or nylon string guitar in adequate condition for class use and practice.*

*Recommended: Prior musical performance experience, preferably with guitar, 'ukulele or a similar stringed instrument.*

Examines the history, development, and influential performers of Hawaiian slack key guitar, and introduces repertoire, tunings, and performance techniques that students will demonstrate during in-class and outside performances.

2cr., 3hr. lect./lab (DA)

### 121G Elementary Hawaiian Steel Guitar

*Prereq: Must have regular access to a steel guitar in adequate condition for class use and practice. Recommended: Prior musical per-*

*formance experience and an understanding of basic music theory and harmony.*

Examines the history, development, and influential performers of Hawaiian steel guitar, and introduces repertoire, tunings, and performance techniques that students will demonstrate during in-class and outside performances.

2cr., 3hr. lect./lab (DA)

### 121Z Beginning 'Ukelele

*Recommended: Students must provide their own 'ukelele in good playable condition and have internet access.*

Introduces Hawaiian-style ukulele playing. Students learn to play the ukulele through a selection of traditional and contemporary American and Hawaiian songs. An introduction to ukulele history in Hawai'i is included. *No prior experience necessary.*

2cr., 2hr. lect./lab (DA)

### 122C Elementary Class Piano II

*Prereq: MUS 121C with grade C or better, or consent. Must have access to piano or keyboard.*

Develops basic keyboard skills established during the first semester, including both reading and playing by ear. Repertoire expands to a variety of styles, including classical, pop, jazz, and rock. *(Cannot be audited.)* 2cr., 3hr. lect. (DA)

### 122D Elementary Guitar Class II

*Prereq: MUS 121D, or consent.*

*Requires a guitar in playable condition.*

Investigates further guitar techniques, ensemble and solo playing. Introduces sight reading. Develops skill in interpretation. 2cr., 2hr. lect./lab (DA)

### 123 Beginning Voice Class

*Recommended coreq: MUS 108 and MUS 114. Recommended: Previous musical training.*

Introduces principles of voice production as related to problems of voice literature, both technical and interpretive, at an elementary level. 2cr., 2hr. lect./lab (DA)

### 124 Intermediate Voice Class

*Prereq: MUS 123, or consent. Recommended coreq: MUS 108 and MUS 114. Recommended: Previous musical training.*

Develops principles of voice production as related to problems of voice literature, both technical and interpretive, at an elementary level. 2cr., 2hr. lect./lab (DA)

**132 Applied Hawaiian Music**

*Prereq: Students accepted into the Institute of Hawaiian Music; access to a guitar, 'ukulele, bass guitar, keyboard, or upright bass in acceptable working condition, and bring instrument to each class. If the instrument requires electronic amplification, student must bring necessary equipment to each class.*

Develops a Hawaiian music repertoire and performance skills. Students will be assigned to a group that will be mentored by faculty and established guest musicians, and will perform both in-class and outside the classroom. (*Letter grade only. May be repeated once for credit.*) 2cr., 3hr. lect./lab (DA)

**167 Evolution of American Popular Music**

Traces the history of American popular music, including soul, blues, rhythm and blues, country and western, Dixieland, gospel, folk, and rock. 3cr., 3hr. lect. (DH)

**176 History and Development of Hawaiian Music**

*Prereq: HAW 101 and HWST 107 both with a grade C or better, or consent.*

Focuses on the history and development of traditional and acculturated vocal and instrumental Hawaiian music. Discusses Hawaiian dance genres related to the music. Examines Hawaiian music and dance as an organization of sound and movement and as a product of culture and people. Uses sound recordings, video presentations, and live performances of the various music genres discussed. (*Crosslisted as HWST 176.*) 3cr., 3hr. lect. (DH)

**180 Basic Theory and Aural Skills**

*Recommended: MUS 108.*

Teaches basic concepts of music theory, notation, and reading applied to dictation and sight-singing. Introduces reading and sight-singing to students with limited skills in music. Develops listening and writing skills necessary to compose music. 2cr., 1hr. lect./2hr. lect./lab (DA)

**203 Instrumental Ensemble**

*Prereq: Consent by audition, or prior MUS 203 with grade C or better.*

Rehearsal and performance group for instrumentalists. Repertoire ranges from the Renaissance and Baroque to contemporary music, including major works for chorus and opera. (*May be repeated without limit for credit.*) 1cr., 2hr. lect./lab (DA)

**216 Intermediate Piano Class**

*Prereq: MUS 121C and 122C, or consent.*

Further develops basic keyboard skills established during the first two semesters, including both reading and playing by ear. Expands repertoire to a variety of styles, including classical, pop, jazz, and rock. Provides experience playing a solo in a recital. 2cr., 2hr. lect./lab (DA)

**253 Basic Experiences of Music**

Introduces components of music, specifically time, pitch, media, musical expression, and form. Demonstrates how these interact with each other to comprise a musical experience. Presents correlation between music and brain development in early childhood. Intended for Education majors. 3cr., 3hr. lect./1hr. lab (DA)

**271 Intro to Music Technology**

*Recommended: MUS 108, 121C, or 121D.*

Develops an understanding of history and application of electronics in musical composition and performance. Facilitates the creative process in music through the application of technology. 3cr., 4hr. lect./lab (DH)

**272 Digital Recording Techniques**

*Prereq: MUS 271, or consent. Recommended: MUS 108, 121C, 121D, or ICS 161, or TCOM 261.*

Continues MUS 271. Focuses specifically on digital audio recording and processing techniques on the Pro Tools HD platform as they apply to the audio arts and sciences. Explores the roles of engineer and producer in the digital audio studio environment. 3cr., 4hr. lect./lab (DH)

 **Nursing (NURS)**

*C. Baldwin, D. Casey, D. Cohen, G. Early, N. Erony, M. Farmer, K. Hagan, T. Holfeld, N. Johnson, R. Perreira, C. Petith-Zbiciak, J. Potter-Dunlap, F. Sales, A. Scharnhorst, A. Trygstad, M. Ward,*

**12 ARCH: Diseases, Special Diets, Medications**

*Recommended prereq or coreq: NURS 100.*

Prepares the adult residential care home operator to observe the resident for signs and symptoms of common diseases, make medications available, and prepare for special diets. 1cr., 1hr. lect.

**13 ARCH: Helping Therapies & Behavior Management**

*Recommended prereq or coreq: NURS 100.*

Prepares the adult residential care home operator to assist in the provision of occupational, physical, recreational, and diversional therapy. Identifies the operator's role in fostering mental health and care of the mentally ill and mentally retarded. 1cr., 1hr. lect.

**14 ARCH: Regulations, Accounts, Community Resources**

*Recommended prereq or coreq: NURS 100.*

Prepares adult residential care home operator to implement specified regulations of Chapter 100, prepare simple accounting records, and identify community resources available to resident operators. 1cr., 1hr. lect.

**100 Nurse Assistant**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

Prepares nurse assistants to care for acute, semi-acute, or convalescent clients in the hospital, long-term care, or home setting. Prepares nurse assistant to work under the supervision of a registered or practical nurse. Serves as a beginning level health care course for those interested in the health care field. Prepares nurse assistants for national certification. 6cr., 4hr. lect./6hr.

**210 Health Promotion Across the Life Span**

*Prereq: Admission to the Nursing Program.*

Focuses on identifying needs of the total person across the life-span in a wellness/health promotion model of care. Introduces the role of the nurse, nursing code of ethics, and the nursing process with emphasis on learning self-health and client health practices. To support self and client health practices, students learn to access research evidence about healthy lifestyle patterns and risk factors for disease/illness, apply growth and development theory, interview clients in a culturally sensitive manner, and work as members of a multidisciplinary team utilizing reflective thinking and self-analysis. (*Letter grade only.*) 9cr., 3hr. lect./18hr. lab

**211 Professionalism in Nursing I**

*Prereq: Admission to the Nursing Program.*

Focuses on the history of nursing practice and education. Emphasizes the ethical and legal aspects of nursing and the professional responsibilities in the practice of nursing. Nursing Professional Fee required. (*Letter grade only.*) 1cr., 1hr. lect.

**212 Pathophysiology**

*Prereq: Admission to the Nursing Program.* Introduces nursing students to patho-physiologic concepts which serve as a foundation to understanding the basis of illness and injury and their corresponding spectrum of human response. These concepts will serve as a foundation for the formulation of clinical decisions and care planning. Nursing Professional Fee required. (*Letter grade only.*) 3cr., 3hr. lect.

**220 Health and Illness I**

*Prereq: NURS 210, 211, and 212 with grade C or better, or consent.* Introduces assessment and common interventions (including technical skills) for clients with illnesses common across the life span, as well as those prevalent in Hawaii. The client and family understanding and acceptance of their illnesses, coupled with clinical practice guidelines and evidenced based research, are used to guide clinical judgements in nursing care. Roles of the interdisciplinary team, legal aspects of delegation, cultural issues, ethical issues, health policy, and health care delivery systems are explored in the context of nursing care. Nursing Professional Fee required. (*Letter grade only.*) 10cr., 4hr. lect./18hr. lab

**220A Health and Illness I A**

*Prereq: NURS 210, 211, and 212, all with grade C or better, or consent.* Introduces assessment and common interventions (including technical skills) for clients with illnesses common across the life span, as well as those prevalent in Hawaii. The client and family's understanding and acceptance of their illnesses, coupled with clinical practice guidelines and evidenced- based research, are used to guide clinical judgments in nursing care. Roles of the interdisciplinary team, legal aspects of delegation, cultural issues, ethical issues, health policy, and health care delivery systems are explored in the context of nursing care. Nursing Professional Fee required. (*Letter grade only.*) 5cr., 2hr. lect./9hr. lab

**220B Health and Illness I B**

*Prereq: NURS 220A with grade C or better (or concurrent), or consent.* Introduces assessment and common interventions (including technical skills) for clients with illnesses common across the life span, as well as those prevalent in Hawaii. The client and family's under-

standing and acceptance of their illnesses, coupled with clinical practice guidelines and evidence- based research are used to guide clinical judgments in nursing care. Roles of the interdisciplinary team, legal aspects of delegation, cultural issues, ethical issues, health policy, and health care delivery systems are explored in the context of nursing care. Nursing Professional Fee required. (*Letter grade only.*) 5cr., 2hr. lect./9hr. lab

**230 Clinical Immersion I**

*Prereq: NURS 220B with grade C or better.* Focuses on monitoring a variety of subjective and objective data, identifying obvious patterns and deviations, and developing prioritized intervention plans for specific populations. Implements new nursing skills with supervision. Develops own beginning leadership abilities and acknowledges delegation as needed modality to improve client care. (*Letter grade only.*) 4cr., 3hr. lect./9hr. lab

**261 Advanced Electro-Cardiogram Interpretation**

*Prereq: Licensed RN or LPN, or consent.* Develops advanced nursing theory related to interpretation of 12-lead EKG. Focuses on EKG changes that occur with myocardial infraction, axis deviation, artificial pacemaker, defibrillation, and cardioversion. 1cr., 1hr. lect.

**262 Gerontological Nursing: A Tele-Health & Community-Based Perspective**

*Prereq: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.* Discusses and applies nursing theory and nursing process in care of geriatric clients in varied community based settings. Focuses on the concepts of primary, secondary, tertiary prevention, including tele-health and tele-nursing interventions. 3cr., 3hr. focused disc.

**262L Gerontological Nursing: A Tele-Health & Community-Based Perspective Lab**

*Prereq: NURS 262 (or concurrent), and ENG 22 or 55 with grade C or better or placement at ENG 100, or consent.* Applies nursing process in care of geriatric clients in varied community based settings: long term care, home care, and ambulatory care. Tele-health and tele-nursing interventions applied to the care of the elderly in community settings is stressed. 1cr., 3hr. lab

**301 Introduction to Evidence-Based Practice & Health Promotion**

*Prereq: Registered Nurse Licensure, or consent.* Introduces the Hawaii Statewide Nursing Consortium (HSNC) competencies and spiraling of concepts and is based on the assumption of student responsibility for learning. Places emphasis on research evidence to support nursing care. 3cr., 3hr. lect.

**320 Health & Illness II: Family Health**

*Prereq: NURS 230 with grade B or better.* Introduces the learner to assessment and common interventions (including relevant technical procedures) for care of clients across the lifespan, including pregnancy and childbirth. In this course the family is the client and is viewed in both health and illness. Nursing practice is guided by combinations of family theories and associated assessment tools. Clinical practice guidelines and/or standardized procedures in normal developmental processes of the family and in disease and illness are considered in relationship to their impact on providing culturally sensitive, client-centered care. (*Letter grade only.*) 10cr., 4hr. lect./18hr. lab

**360 Health & Illness III**

*Prereq: NURS 320 with grade B or better.* Builds on Health & Illness I & II, focusing on more complex and/or unstable client care situations some of which require strong recognition skills and rapid decision-making. The evidence base supporting appropriate focused assessment and effective, efficient nursing intervention is explored. Life span and developmental factors, cultural variables, and legal aspects of care frame the ethical decision-making employed in client choices for treatment or palliative care within the acute care, psychiatric, and home health settings. Case scenarios incorporate prioritizing care needs, delegation and supervision, family & client teaching for discharge planning, home health care and/or end of life care. 9 cr., 3 hr. lect., 18 hr. lab.

**362 Professionalism in Nursing II**

*Prereq: NURS 320 with grade B or better.* Focuses on nursing responsibility with regard to current issues in nursing and health care. Included is the nurse's role as a contributing member of the profession and the community. The theoretical basis for designing and implementing systems of nursing at the beginning level of patient

management in an institutional setting will be explored. Principles of organizational structure, leadership, decision-making, priority setting, and change will be discussed. (*Letter grade only.*) 1cr., 1hr. lect.

### 363 Introduction to Nursing Research

*Prereq: NURS 360 and MATH 115 both with grade C or better, or AS in Nursing, or consent.*

Introduces the research process and provides an understanding of the applicability of the scientific approach to nursing. (*Letter grade only.*) 3cr., 3hr. lect.

### 366 Advanced Cardio-Pulmonary Theory

*Prereq: NURS 230 with grade B or better, or licensed RN, or consent.*

Develops advanced nursing theory related to the care of clients and the support of significant others for clients with cardiopulmonary dysfunction. Focuses on anatomy, physiology and physical assessment of the cardiac and respiratory system. Application of the nursing process to specific cardiac and respiratory disorders. 3 cr., 3 hr. lect.

## Occupational Safety & Health (OSH)

### 20 Introduction to Occupational Safety & Health I

Familiarizes student with practical applications of the William-Steiger Occupational Safety and Health Act of 1970 USDL. 1cr., 1hr. lect.

## Oceanography (OCN)

A. Coopersmith, J. Pye

### 64 Hawaiian Marine Life Identification

*Recommended: Enrollment in Marine Option Program.*

Teaches field identification of fishes, invertebrates, and marine algae. Studies ecology of coral reef species. Requires memorization of scientific names. Practices identification in the classroom and in the ocean for field research purposes. *This course does not fulfill Natural Science core requirements. This course does fulfill requirements for acceptance into Quantitative Underwater Ecological Surveying Techniques (QUEST).* 3cr., 3hr. lect./lab

### 101 Intro to Marine Option Program

Explores the University of Hawai'i system

wide Marine Option Program through HITS interactive television, discussions, and field trips. *This course does not fulfill Natural Science core requirements.* 1cr., 1hr. lect.

### 140 Open Water SCUBA Certification

Covers the full spectrum of diving activities. Discusses equipment and its maintenance, dive physiology and physics, safety procedures, dive planning, dive tables, and environmental conditions. Teaches skills for safe diving by means of classroom lectures and open-water sessions, including seven ocean dives. Students successfully completing the course receive an Open Water Certification card from an internationally recognized SCUBA training organization. *Total cost of \$145 includes equipment rental, textbook, workbook, diving logbook and tables, and certification. (Credit/No-Credit only.)*

2cr., 48hr. per semester

### 191v Field Experience in Marine Naturalist Training

*Prereq: Enrollment in Certificate of Competence Marine Naturalist I or II program or Marine Option Program, or consent.*

Provides internship experiences in marine-related agencies and businesses. *This course does not fulfill Natural Science core requirements. (May be repeated for a maximum of 9 credits.)* 1-3cr., 1-3hr. lect./lab

### 201 Science of the Sea

*Prereq: ENG 22 or 55 with grade C or better or placement at ENG 100, and MATH 22 with grade C or better or placement at least MATH 82, or consent.*

Introduces basic concepts of geological, physical, chemical, and biological oceanography. Emphasizes relationships between land-based and marine-based sciences. 3cr., 3hr. lect. (DP)

### 201L Science of the Sea Laboratory

*Prereq: OCN 201 with grade C or better (or concurrent); and at least MATH 82 with grade C or better or placement at least MATH 100, or consent.*

Introduces instrumentation and methods used in oceanographic observations and research. Demonstrates oceanographic principles through laboratory and field data collection and analysis. 1cr., 3hr. lab (DY)

### 250 Statistical Applications in Marine Science

*Prereq: OCN 201 or ZOO 200 either with grade C or better, or consent.*

Introduces design of field experiments including collection and analysis of ecological data. Uses computer software for statistical analysis. Requires completion of a project using data collected in the field followed by both written and oral reports.

3cr., 2hr. lect./2hr. lab

### 270 Communicating Ocean Sciences

*Prereq: OCN 201 or ZOO 200 either with grade C or better, or enrollment in Marine Option Program, or consent.*

Combines instruction on effective ways of communicating scientific knowledge with direct experiences in K-12 classrooms or informal education sites. Emphasizes and demonstrates inquiry-based teaching methods and learning pedagogy.

3cr., 3hr. lect.

### 293v Ocean Internships & Research

*Prereq: Enrolled in Marine Option Program. Prereq or coreq: OCN 201 and ZOO 200.*

With faculty guidance, students design and carry out marine-related internships, practical research projects, or field experiences on or off campus. *This course does not fulfill Natural Science core requirements. (May be repeated for a maximum of 9 credits.)* 1-3cr.

### 351 Coastal Methods and Analysis

*Prereq: OCN 201, OCN 201L, ZOO 200, and MATH 115 or OCN 250, all with grade C or better; or consent. Recommended: CHEM 161 and 161L.*

Includes planning of field and laboratory data collection and experimentation in the coastal environment. Covers hypothesis development, experimental design, statistical analysis of data, data interpretation, scientific writing, and presentations.

3cr., 5hr. lect/lab (DP)

## Pacific Island Studies (PACS)

### 108 Pacific Worlds: Introduction to Pacific Island Studies

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Introduces students to the geography, societies, histories, cultures, contemporary issues, and the arts of Oceania, including Hawaii. Combines lecture and discussion that emphasizes Pacific Islander perspectives and experiences. 3cr., 3hr. lect.

(HI, DS)



## Pharmacology (PHRM)

### 105 Administration of Medications

*Prereq:* PHRM 107 with grade C or better, or consent. *Recommended:* NURS 100 with grade C or better.

Applies basic concepts required for medication administration as a delegated task in community-based settings such as assisted living, day care, or care homes. Includes choice of equipment, proper technique, hazards, complications, and patient care. Includes subcutaneous and intradermal injections, preparation and administration of oral medications, and immunizations. 1 cr., 1 hr. lect.

### 106 Introduction to Pharmacy Technology

*Prereq:* BIOL 100, and BUSN 189 or MATH 22 or higher with grade C or better, or consent.

Introduces students to the role and responsibilities of the pharmacy technician in the current health care environment. Describes basic pharmacy functions in retail, institutional, home health, and ambulatory care settings. (*Letter grade only.*) 3cr., 3hr. lect.

### 107 Pharmacology and Treatment of Diseases

*Prereq:* BIOL 100 with grade C or better, or consent.

Introduces basic pharmacological concepts and pharmacological treatment of common disease states. Discusses selected drug classifications with emphasis on pharmacokinetics and dynamics and mechanisms of action. Focuses on therapeutic effects of specific groups of drugs, their side effects, interactions, adverse reactions, and drug/food interactions. Addresses the role drugs play in the prevention, diagnosis, and treatment of disease. (*Letter grade only.*) 3cr., 3hr. lect.

### 109 Pharmacology Calculations

*Prereq:* MATH 22 with grade C or better or placement at least MATH 82, or consent. *Recommended:* PHRM 106 with grade C or better (or concurrent).

Develops computational skills for pharmaceutical measurements in order to properly calculate and provide the correct oral and parenteral dosages of drugs using information from prescriptions or medication orders. (*Letter grade only.*) 1cr., 1hr. lect.

### 192v Work Practicum

*Prereq:* PHRM 106, 107, and 109 all with grade C or better.

Builds clinical skills as a Pharmacy Technician and prepares students for the national Pharmacy Technician Certification Examination. Provides students a hands-on work experience in a retail community pharmacy or institutional/hospital pharmacy under the supervision of a licensed Pharmacist preceptor. Also provides an opportunity to discuss and critique work experience in the pharmacy while completing a directed study program designed to assist students in preparing for the certification exam under the direction of a Certified Pharmacy Technician (Instructor). 2 cr., 1 hr. lect. /3 hr. lab.r

### 203 General Pharmacology

*Prereq:* ZOOL 141, or BIOL 141 (HawCC), or BIOL 243 (UH-Hilo), or ZOOL 240 (LCC), or consent.

Discusses drugs with emphasis on sites and mechanism of action, toxicity, fate, and uses of major therapeutic agents. 3cr., 3hr. lect. (DB)

## Philosophy (PHIL)

B. Clark

### 100 Introduction to Philosophy: Survey of Problems

Introduces the great philosophical issues, theories, and controversies. 3cr., 3hr. lect. (DH)

### 101 Introduction to Philosophy: Morals & Society

*Recommended:* PHIL 100.

Introduces issues of social and individual values, obligations, rights, and responsibilities. 3cr., 3hr. lect. (DH)

### 102 Introduction to Philosophy: Asian Traditions

*Prereq:* ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.

Explores universal philosophical themes and problems from the Asian perspective. Focuses on Indian, Chinese, and Japanese traditions. 3cr., 3hr. lect. (DH)

### 109 Reasoning and Critical Thinking

*Recommended:* ENG 100, and ENG 102 or 210.

Studies informal logic, practical reason-

ing, argument, and the use and misuse of language. Emphasizes the development of critical thinking skills. 3cr., 3hr. lect. (DH)

### 110 Introduction to Logic

*Prereq:* ENG 100 with grade C or better, or consent.

Develops the basic technique of logical analysis. Emphasizes symbolic logic, truth, validity, formal and informal fallacies. Examines inductive and deductive reasoning, and the criteria of evidence for reliable beliefs. *Students who seek to apply PHIL 110 to fulfill the AA up to the 2007 catalog (and appropriate AS and AAS) degree requirements in Quantitative Reasoning must place into MATH 100 or higher.* 3cr., 3hr. lect. (FS)

### 301 Ethical Theory

*Prereq:* ENG 100, and ENG 210 or 316 or PHIL 100, 101, 102, or 110, both with grade C or better, or consent.

Investigates problems and methods in theory of moral conduct and decision-making. Discusses primary source materials, meta-ethics, and normative theories as well as applied ethics. 3cr., 3hr. lect. (DH)

### 323 Professional Ethics

*Prereq:* ENG 100, or consent.

Examines major ethical theories and principles relevant to decision-making in professional situations. Includes experiential and self reflective methodologies as well as theoretical perspectives. 3cr., 3hr. lect. (DH)

## Physics (PHYS)

B. Rai

### 50 Technical Physics

*Prereq:* MATH 22 with grade C or better, or placement at least MATH 82, or consent.

Introduces principles of mechanics and properties of matter, heat, sound, electricity, magnetism, and light. Also introduces methods of measurement using both mechanical and electrical instruments. Emphasizes practical applications of physical principles. 3cr., 3hr. lect./disc./demonstration

### 105 Principles of Technology

*Prereq:* MATH 82 with grade C or better or placement at least MATH 103, or consent.

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 to experimental science. (*Letter grade only.*) 4cr., 3hr. lect./3hr. lab (DP, DY)

### 151 College Physics I

*Prereq: MATH 140 or placement at least MATH 205.*

Presents fundamental theories and problem solving methods in mechanics, heat, and sound. Emphasizes applications of physical principles. Introduces experimental methods in mechanics, heat, and sound. 4cr., 3hr. lect./3hr. lab (DP, DY)

### 152 College Physics II

*Prereq: PHYS 151.*

Discusses electricity, magnetism, optics, and modern physics. Introduces experimental methods in electricity, magnetism, and optics. *The second of a two-semester course in college physics.* 4cr., 3hr. lect./3hr. lab (DP, DY)

### 170 General Physics I

*Prereq: MATH 205 (or concurrent).*

Presents fundamental principles in classical mechanics, thermodynamics and wave motion. Emphasizes the mathematical techniques used in the explanation of physical phenomena. Introduces experimental methods in mechanics, heat, and sound with the emphasis on error analysis, measurement techniques, and report writing. *For students majoring in the physical sciences, engineering, or mathematics.* 5cr., 4hr. lect./3hr. lab (DP, DY)

### 219 Physics for Engineering Technology

*Prereq: PHYS 105 or higher, and ETRO 112, both with grade C or better; or consent.*

Applies graphical simulations, computational analysis, and computer modeling in the study of electromagnetic systems. Studies electric charges and electromagnetic field theory. Investigates Maxwell's equations by utilizing applied graphical simulations and computational analysis. Includes hands-on exercises and inquiries. 3cr., 4hr. lect./lab (DP, DY)

### 272 General Physics II

*Prereq: PHYS 170 with grade C or better, and MATH 206 (or concurrent).*

Presents fundamental principles in electricity, magnetism, and geometrical optics.

Introduces experimental methods in electricity, magnetism, electronics, and optics with emphasis on error analysis, measurement techniques, and report writing. *For students majoring in the physical sciences, engineering, or mathematics.* 4cr., 3hr. lect./3hr. lab (DP, DY)

## Political Science (POLS)

### 110 Introduction to Political Science

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Studies political institutions, systems, behavior, and issues. Analyzes American national government. Includes study of presidency, interest groups, elections, and general theories of the American political system. 3cr., 3hr. lect. (DS)

### 120 Introduction to World Politics

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Studies current topics in international politics from cross-national perspectives. Analyzes foreign policy of the United States. Introduces students to the political, cultural, social, and economic forces shaping the new global order. 3cr., 3hr. lect. (DS)

### 180 Intro to Hawaiian Politics

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Examines 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. 3cr., 3hr. lect. (HI, DS)

## Psychology (PSY)

R. Azman, L. Yankowski

### 100 Survey of Psychology

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Surveys the major areas in the field of psychology. Analyzes the major perspectives in the field and how these perspectives apply to human behavior. Studies memory, learning, personality, therapy, and abnormal behavior. 3cr., 3hr. lect. (DS)

### 103 Introduction to Psychological Writing and Research Skills

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

*Recommended coreq or prereq: PSY 100.*

Introduces students to the APA writing style and format for writing term papers and conducting research in psychology. Prepares students with skills necessary to learn and write about basic and complex psychological concepts. 2cr., 2hr. lect. (DS)

### 170 Psychology of Adjustment

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Examines current psychological research in the field of adjustment and provides various coping mechanisms in dealing with life's problems. Stresses personal as well as societal concerns. Studies stress, love, marriage, divorce, suicide, death and dying, and psychological therapies. 3cr., 3hr. lect. (DS)

### 202 Psychology of Women

*Prereq: PSY 100 with grade C or better, or consent. Recommended: ENG 100 with grade C or better, or consent.*

Surveys topics in psychology relevant to women's lives: socialization of gender, mental health, achievement, motivation, lifespan issues, cultural topics, and other related issues. 3cr., 3hr. lect. (DS)

### 213 Statistical Techniques

*Prereq: PSY 100 and MATH 100 or 115 both with grade C or better, or consent.*

Teaches students to interpret statistics successfully by providing sound decision-making skills in analyzing various research and applied statistical problems found throughout the psychological discipline. Examines descriptive statistics, z-tests, t-tests, F tests, chi-square tests, and correlational and regression analyses. Explains ANOVA. Denotes uses and abuses of statistics. 4cr., 3hr. lect./3hr. lab (DS)

### 214 Research Methods

*Prereq: PSY 213 with grade C or better, or consent. Recommended: PSY 103 with grade C or better.*

Surveys knowledge needed in reading, developing, and interpreting psychological research. Examines ethical issues in research, writing in APA style, and the scientific method using multiple research designs. 4cr., 3hr. lect./3hr. lab (DS)

**240 Developmental Psychology**

*Prereq: PSY 100 with grade C or better, or consent. Recommended: At least ENG 100 with grade C or better.*

Examines the principle features of each life stage from prenatal through aging and death. Considers emotional, cognitive, physical, and social development at each stage. 3cr., 3hr. lect. (DS)

**250 Social Psychology**

*Prereq: PSY 100, or consent.*

Introduces methods of research in social psychology and covers the topics of attitudes and attitude change; prejudice and discrimination; social perception, affiliation, attraction, and liking; prosocial behavior and altruism; aggression and violence; compliance and obedience; group structure and dynamics; environmental and urban influences. 3cr., 3hr. lect. (DS)

**251 Human Sexuality**

*Prereq: PSY 100, or consent.*

Examines topic areas in the field of human sexuality including anatomy/physiology, sexual response, and sexual themes in society. Emphasizes understanding of one's sexuality through decision-making and communication skills. 3cr., 3hr. lect. (DS)

**253 Conflict Resolution & Mediation**

*Prereq: PSY 100 or BUS/COM 130 or COM 145 any with grade C or better, or consent. Recommended: ENG 100 with grade C or better.*

Explores the reasons for conflict and the different approaches for seeking resolution for conflict. Studies personal and societal value systems, the psychology of how people respond to conflict, the impact of culture on conflict styles, communication skills useful in dealing with conflict, and alternative resolution strategies. Practices mediation skills as a third party intervention method. (Crosslisted as COM 215.) 3cr., 3hr. lect. (DS)

**260 Psychology of Personality**

*Prereq: PSY 100, or consent.*

Studies major personality theories in the field of psychology. Compares and contrasts each theory based on specific criteria. Examines how personality could be understood within a cultural-social environment. 3cr., 3hr. lect. (DS)

**353 Conflict Management & Resolution**

*Prereq: Either PSY 100 or SOC 100 with grade C or better, and one of (with grade C or better): BUS/COM 130, COM 145,*

*COM 210, or PSY 253/COM 215; or consent.*

Examines human communication in relational conflict. Analyzes the relationships among personal history, culture, gender, power, and communication. Applies practices of Alternative Dispute Resolution (ADR) processes in assessing and intervening in conflict situations using mediation and negotiation techniques in both personal and professional contexts. Includes Western, Eastern, and Hawaiian approaches to conflict management and resolution. (Crosslisted as COM 353) 3cr., 3hr. lect. (DS)

 **Quantitative Methods (QM)**

**K. Acks**

**107C Quantitative Methods in Automotive Technology**

*MATH 22 with a grade of C or better, or placement at least MATH 82 and ENG 19 with grade C or better or COMPASS placement at least ENG 22; or consent.*

Applies the quantitative methods, reasoning, and applications necessary to perform tasks and solve problems encountered by automotive technologists. The quantitative methods covered include computational operations; ratio, proportion, and percent; statistics and probability; and trigonometry. Applications include major automotive systems such as engines, drive train, chassis, and suspension. The course is designed for Automotive Technology degrees and certificates but does not satisfy the Foundation Symbolic Reasoning (FS) core requirement of an Associate in Arts degree. 3cr., 3hr. lect.

 **Religion (REL)**

**B. Clark**

**150 Intro to the World's Major Religions**

*Prereq: ENG 19 with grade C or better, or placement at least ENG 22, or consent.*

Introduces basic elements of the world's major religions: Hinduism, Buddhism, Taoism, Confucianism, Judaism, Christianity, and Islam. Emphasizes themes in the great Asian traditions. 3cr., 3hr. lect. (FGC)

**205 Hawaiian Religion**

Examines the religions, ethics, and morals of Native Hawaiians from migration period to the post-contact era. The concepts of Kapu,

Mana, and Kahuna are investigated and integrated with those of dualism and primordial gods. 3cr., 3hr. lect. (HI)

 **Science (SCI)**

**J. Boswell, S. Calder, A. Coopersmith, S. Irwin**

**121 Introduction to Science: Biological Science**

*Prereq: ENG 22 with grade C or better, or placement at ENG 100.*

Introduces characteristics of science, historical development of scientific concepts, and interactions of society with science, illustrated by topics from biological sciences. (Crosslisted as BIOL 101.) 4cr., 3hr. lect./3hr. lab (DB, DY)

**122 Intro to Science: Physical Science**

*Prereq: ENG 22 with grade C or better or placement at ENG 100, or consent. Recommended: MATH 22 with grade C or better, or placement at least MATH 82.*

Introduces characteristics of science, historical development of scientific concepts, and interactions of society with science, illustrated by topics from physical sciences. 4cr., 3hr. lect./3hr. lab (DP, DY)

 **Social Science (SSCI)**

**B. Clark, L. Yankowski**

**135 Informal Reasoning**

Studies informal logic, fallacious reasoning, argument construction, and the use and misuse of language. Emphasizes development of critical thinking skills useful in reasoning about everyday political and social issues. 3cr., 3hr. lect.

 **Sociology (SOC)**

**R. Daniels**

**100 Survey of General Sociology**

Introduces study of basic social relationships. Treats socialization, concept of culture, social stratification, prejudice, cultural change, and trends in modern society. 3cr., 3hr. lect. (DS)

**215 Sociology Through Film**

Explores sociological concepts and issues through film as a visual text. Highlights the role of cinema as a means of socializa-

tion and provides a lens to view culture and the social world. 3cr., 3hr. lect. (DS)

### 218 Introduction to Social Problems

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Discusses and analyzes a number of modern social problems. Evaluates proposed solutions to problems. 3cr., 3hr. lect. (DS)

### 231 Introduction to Juvenile Delinquency

Studies principles and procedures of arrest, detention, petition, summons, records, and adjudication of juvenile offenders. Introduces organization and function of the police juvenile unit, community diversion practices, and organization of the Family Court. Reviews Hawai'i statutes and United States Supreme Court decisions affecting juvenile rights of due process. Considers societal context of juvenile problems, delinquency prevention, and treatment. (Crosslisted as AJ 210.)

3cr., 3hr. lect. (DS)

### 251 Introduction to Sociology of the Family

Analyzes family patterns, mate selection, parent-child interaction, socialization of roles, functions, family trends, and a cross-cultural look at the contemporary family.

3cr., 3hr. lect. (DS)

## Spanish (SPAN)

*M. Fleming*

### 101 Elementary Spanish I

Introduces speaking, listening, reading, and writing skills of basic Spanish. Includes basic sentence structures. *Designed for students with little or no Spanish background.* 4cr., 4hr. lect. (HSL)

### 102 Elementary Spanish II

*Prereq: SPAN 101, or consent.*

Continues SPAN 101. Introduces additional verb tenses and continues to expand Spanish speaking, listening, reading, and writing. 4cr., 4hr. lect. (HSL)

### 180v Spanish-English Language Exchange

*Prereq: SPAN 102 or consent.*

Provides opportunities for students to engage in authentic conversation with native speakers of Spanish for the purpose of improving speaking and listening skills. Expands students' multicultural aware-

ness through facilitated interaction with native speakers from a variety of countries, selected readings and reflective writings. 1-2 cr., 1hr. lect. per credit (DH)

### 201 Intermediate Spanish I

*Prereq: SPAN 102, or consent.*

Second level course in Spanish listening, reading, speaking, and writing. Introduces more advanced patterns and vocabulary words. Introduces basic literature.

3cr., 3hr. lect. (HSL)

### 202 Intermediate Spanish II

*Prereq: SPAN 201, or consent.*

Continues SPAN 201. Completes introduction of major grammatical patterns of standard Spanish in reading, listening, writing, and speaking. Continues to explore different literary forms. 3cr., 3hr. lect. (HSL)

### 272 Hispanic Culture

*Prereq: SPAN 201 with grade C or better, or consent.*

Acquaints students with a variety of Hispanic countries and their culture, using film, short story, poetry, CD-ROM, and guest speakers. Uses previously acquired Spanish language skills to explore and appreciate Hispanic culture. *Taught in Spanish and English.* 3cr., 3hr. lect.

## Speech (SP)

*R. St. John*

### 151 Personal & Public Speech

*Recommended: Placement at ENG 100.*

Introduces the major elements of speech. Develops competence in two-person, small group, and public speaking situations.

3cr., 3hr. lect./disc. (DA)

### 231 Interpretive Reading

Develops competence in the art and skill of reading literature aloud.

3cr., 3hr. lect./disc. (DA)

### 251 Principles of Effective Public Speaking

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

*Recommended: ENG 100.*

Develops speech composition and delivery skills by providing extensive practice in preparing and presenting effective public speeches. Emphasizes critical thinking, clear reasoning, appropriate support, organization, outlining, audience analysis, and lively delivery skills.

3cr., 3hr. lect./disc. (DA)

## Sustainable Science Management (SSM)

*T. Botkin*

### 101 Sustainability in a Changing World

*Prereq: ENG 19 with grade C or better or placement at ENG 22, MATH 22 with grade C or better or placement at MATH 82, or consent.*

Identifies sustainability concepts which have become evident from early human movement toward industrialization in the 1500s to present. Examines diverse circumstances and approaches in resource use including water, energy, waste, land use, economics, oceans and others. Introduces fundamental systems approaches to recognize interconnections and ramifications of practices. Identifies global sustainability issues and uses Hawai'i and island case studies as a means of better understanding their applied relevance. 3 cr., 3 hr. lect. (FGB)

### 201 Sustainable Building Design

*Prereq: SSM 101 and ENRG 103 both with grade C or better, or consent.*

Examines principles of green building, design and operations; including site planning and zoning, construction practices, energy efficiency, economics of green building, benefits and barriers and the LEED rating system. 3cr., 3hr. lect. (DP)

### 202 Sustainable Island Communities

*Prereq: SSM 101, HWST 107 or 207 or HIST 284, any with grade C or better, or consent.*

Introduces and examines concepts of sustainability on islands, specifically Hawai'i. Examines unique aspects of islands as relate to sustainable management of limited resources, including land use planning, waste management, water, sustainable tourism, renewable energy resources and natural resource management. Compares island communities to sustainable urban environments. 3cr., 3hr. lect. (DP)

### 301 Sustainable Assessments and Indicators

*Prereq: SSM 202, MATH 115, and MATH 135, all with grade C or better, or consent.*

Examine methods of assessing sustainability, learning to distinguish marketing claims from actual progress for the long term. Study triple bottom line, cradle to cradle/grave, carbon neutrality and carbon footprint; as well as life cycle assessment, energy analysis and sustainability indica-

tors which customize data collection and analysis. As a final project, develop a business case adding indicators to demonstrate its integrity.

3cr., 3hr. lect. (DB)

### 302 Environmental Health

*Prereq: SSM 202, BIOL 171 and BIOL 171L, CHEM 151 or 161/161L, and MATH 135 all with grade C or better, or consent.*

Evaluates the impact that chemical, physical, and biological agents have on environmental ecosystems. Examines how political, economic, and demographic diversity affects the natural environment with particular emphasis on island settings. 3cr., 3hr. lect. (DB)

### 375 Renewable Energy Conversions and Processes

*Prereq: SSM 201, ENRG 103, and MATH 135, and either CHEM 151 or 161/161L, all with grade C or better, or consent. Recommended: MATH 203 or 205.*

Analyzes and demonstrates technologies and processes for the conversion of energy sources to power. Examines conventional fossil fuels and turbines, solar photovoltaic cells, wind turbines, wave technology, tidal technology, small and large scales hydro power technology, bio-mass, bio-fuel, waste to energy, and fuel cell technology. 3cr., 3hr. lect. (DP)

### 393v Sustainable Science Management Internship

*Prereq: Enrollment in BAS Sustainable Science Management Program.*

Applies skills to workplace in an occupation within the student's area of interest in sustainable science management. Provides practical experience to develop knowledge and skills in the application of theory to actual problems in a non-classroom setting. Develops employment skills in the sustainable science management areas of energy, renewable energy, energy management, waste management, water and wastewater, policy, and related fields. Prepares students for the senior capstone project. Credits: variable.

Contact Hrs: Seminar – 1.25 hrs week. Minimum 75 documented field experience hours per credit (1 credit = 75 hours; 2 credits = 150 hours; 3 credits = 225 hours). Grading: Credit/NC grade only/No Audit The internship may be repeated one time for credit as a program elective.

### 401 Environmental Law, Policy, and Justice

*Prereq: SSM 301, COM 215/PSY 253, and ENG 209, all with grade C or better; or consent. Recommended: BLAW 200*

Introduces legal and policy issues of environmental protection and decision-making. Explores the history, processes and politics in the formulation and implementation of U.S. federal and state and local environmental policies. 3cr., 3hr. lect. (DS)

### 402 Water Resources Management

*Prereq: SSM 202, BIOL 171/171L, CHEM 151 or 161/161L, and MATH 135, all with grade C or better, or consent.*

Examines typical means of managing freshwater resources with emphasis on island water and wastewater management techniques. Introduces water quality techniques and parameters as well as advanced wastewater treatment processes. Discovers principles of sustainability from hydraulics, hydrology, and distribution systems. Discusses water reuse and recycling practices on Maui. 3cr., 3hr lect./lab (DP)

### 403 Renewable Energy Integration

*Prereq: SSM 301, SSM 375, MGT 310 and MATH 203 or MATH 205 all with grade C or better; or consent.*

Analyzes and describes issues for integrating renewable energy onto a grid structure, the fundamentals of a smart grid, and energy storage technologies. Instructs students how to use software tools applicable to smart grid operation and maintenance. Explores different electrical energy storage technologies and their feasibility for intended applications. 3cr., 3hr. lect. (DP)

### 422 Sustainable Systems Thinking

*Prereq: SSM 301, ENG 316, and MATH 135, all with grade C or better, or consent.*

*Recommended: MATH 203 or MATH 205.* Explores the theory and application of established systems thinking practices, models and programs, as applied historically and in a sustainability context. Examines complex, multi-discipline problems and proposed solutions in real world scenarios. Develops skills using modeling software for tracking, illustrating and verifying systems analysis. 3cr., 3hr. lect.

### 495 SSM Capstone I

*Prereq: SSM 301, 302, 375, 401, 402, MGT 322, and ENG 316, all with grade C or better, or consent.*

Provides an opportunity to demonstrate the techniques and understanding developed throughout the BAS Sustainable Science Management program in a final project. Includes energy auditing, computational analysis, sustainable strategic planning and financial assessment, water and resource conservation, impacts to human and ecosystem health, land use and transportation, policy and regulatory analysis, and social equity and ethical considerations. 3cr., 3hr. lect.

### 496 SSM Capstone II

*Prereq: SSM 495 with grade C or better, or consent.*

Provides an opportunity to demonstrate the techniques and understanding developed throughout the BAS Sustainable Science Management program in a final project. Includes energy auditing, computational analysis, sustainable strategic planning and financial assessment, water and resource conservation, impacts to human and ecosystem health, land use and transportation, policy and regulatory analysis, and social equity and ethical consideration. 3cr., 3hr. lect.

## Telecommunications (TCOM)

M. Albert

### 261 Introduction to Studio Production

*Recommended: ENG 22 or 55 with grade C or better, or placement at ENG 100, or consent.*

Introduces the student to the world of TV studio production. Designed to give a working knowledge of video as it is utilized in broadcasting, cable operations, corporations, education, and independent production. Emphasizes video as a profession, video communications, and the proper use and understanding of studio equipment. 3cr., 1hr. lect./5hr. lab (DA)

## Topics & Issues

90v, 190v, 290v, 390v, 490v.

*See section on Special Curricula for details.*

*Note: For 190v courses in the Humanities, up to three credits of different topics may be used as general electives in the AA, AS, and AAS degrees; up to three additional credits may be used to satisfy a Humanities requirement, for a total of no more than six Topics credits.*

## Welding (WELD)

### 19B Introduction to Welding for Trades

*Coreq: WELD 19C or WELD 19D.*

Introduces theory and practice of gas welding of ferrous metals. Includes procedures in flat, horizontal, and overhead work. Treats brazing, flame cutting, welding of aluminum, stainless steel, and other metals. *Designed as a support course for trades.* 1cr., 2hr. lect./lab

### 19C Welding for Automotive Applications

*Prereq: WELD 19B.*

Introduces theory and practice of arc welding of ferrous metals dealing with automotive applications. Includes procedures in flat, horizontal, and overhead work.

*Designed as a support course for trades.* 1cr., 2hr. lect./lab

### 19D Welding for Construction Applications

*Prereq: WELD 19B.*

Introduces theory and practices of arc welding of ferrous metals dealing with building construction applications. Includes procedures in flat, horizontal, and overhead work. *Designed as a support course for trades.* 1cr., 2hr. lect./lab

### 32C Introduction to TIG Welding

*Prereq: WELD 32B, or consent.*

Introduces theory of Tungsten Inert Gas (TIG) welding of ferrous and non-ferrous metals. Develops practical skills in TIG welding techniques and emphasizes safe equipment operating procedures. 2cr., 4hr. lect./lab

## Work Practicum (WP)

WP 151v.

*See section on Special Curricula for details.*

## Zoology (ZOOL)

S. Calder, A. Coopersmith

### 101 Principles of Zoology

*Prereq: ENG 22 or 55 with grade C or better or placement at ENG 100, or consent.*

Surveys major animal groups with emphasis on structure, physiology, development, reproduction, evolution, ecology, behavior, and interactions with humans. *(Crosslisted as BIOL 103.)* 4cr., 3hr. lect./3hr. lab (DB, DY)

### 141 Human Anatomy & Physiology I

*Prereq: BIOL 100 or ZOOL 101 or BIOC 241 or BIOL 101 or SCI 121 or high school biology any with grade B or better, and ENG 22 or 55 with grade C or better or placement at ENG 100, or consent.*

Covers anatomy, physiology, and biochemistry of humans including terminology, cell structure, tissues, skin, and the skeletal, muscular, and nervous systems. 4cr., 3hr. lect./3hr. lab (DB, DY)

### 142 Human Anatomy & Physiology II

*Prereq: ZOOL 141, or consent.*

Covers anatomy, physiology, and biochemistry of humans including metabolism, genetics, and the cardiovascular, respiratory, digestive, excretory, endocrine, and reproductive systems.

4cr., 3hr. lect./3hr. lab (DB, DY)

### 200 Marine Biology

*Prereq: ENG 22 with grade C or better, or placement at ENG 100, or consent.*

Surveys physical and biological characteristics of the marine environment. Discusses local marine flora and fauna. Surveys topics including fisheries, aquaculture, pollution, and marine resources. 4cr., 3hr. lect./3hr. lab (DB, DY)



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Angela Gannon

**Excellence in Teaching Award**  
Melissa Kirkendall

**Professor Emeritus**

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Mikahala Helm  
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Sandra Swanson  
Alvin Tagomori  
Catherine Thompson  
Gertrude Ueoka  
Bette Waite  
Alfred Wolf  
Tom Wright

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 Kyoko Kimura, Aqua Hospitality  
 Ann Ikuta, Grand Wailea  
 Declan McCarthy, Makena Beach & Golf Resort  
 Angela Nolan, Westin Ka'anapali Ocean Resort Villas  
 Kai Pelayo, Grand Wailea Resort  
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 Dana Alonzo-Howeth, Malama I Ke Ola Health Center  
 Nick Hughey, Critical Access Hospitals & Long Term Care  
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 Scott Seto, Adult Protective & Community Services, Maui County  
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## Registration Information

- An application may be obtained from the web, by mail or by fax. The application can be downloaded from: <http://www.hawaii.edu/admissions/> A completed application must be received by Admission & Records at least 5-10 working days prior to registration (*see Application Deadline*). Applications are accepted on a continuing basis until the end of late registration (*exception: see International Students*).
- Registration is conducted via the *MyUH* portal only. In-person services are available at Admission & Records in the Ho'okipa building, 8:30 am - 4:00 pm, and at the Hana, Lahaina, Lana'i, and Molokai Education Centers.
- Students must have a UH username before utilizing in-person services. To obtain a UH username, students may go to *MyUH* portal at <http://myuh.hawaii.edu> and follow the steps outlined.
- The toll-free number for Hawai'i and Mainland students calling from outside Maui County is 1-800-479-6692.

## Registration

Priority registration – *according to credits completed toward graduation*

Summer 2015 Early Registration

Registration & Academic Advising for all students –

Fall 2015 Tuition Payment Deadline

Fall 2015 Tuition Payment Deadline for students registering from April 13 to July 24

Fall 2015 Tuition Payment is required at time of registration, from July 25 through end of registration.

***Students who register from July 25 will not be purged and are obligated to pay tuition & fees - unless they officially drop the course(s) within the refund period.***

Spring 2016 Tuition Payment Deadline for students registering from Nov 2 to Dec 11

Spring 2016 Tuition Payment is required at time of registration from Dec 12 through end of registration.

***Students who register from Dec 12 will not be purged and are obligated to pay tuition & fees - unless they officially drop the course(s) within the refund period.***

Strategy for Success - for New, Returning, Transfer students

General Orientation, Pilina

## First Day of Instruction

Late Registration Fee begins (\$30)

Last day to Drop/Withdraw with 100% refund

Last day to add/late register

Erase period ends – *Courses dropped by this date do not appear on transcript*

Last day to Drop/Withdraw with 50% refund

## Graduation Application Deadline

Summer Session and Fall 2016 Registration begins (*tentative*)

Deadline for Official Withdrawal with a W Grade

Deadline to Make-up Incompletes (*I grades*)

Last day to change CR/NC option

Last day to select Audit grade

Last Day of Instruction (*semester-length classes*)

Reading Day (*semester-length classes*)

Final Evaluation Period (*semester-length classes*)

Last Day of Semester

Commencement

## Fall 2015

See *MyUH*

April 13

Apr 13-Aug 23

July 24

## August 24

August 24

August 28

August 28

September 14

September 14

## October 2

n/a

October 30

October 30

October 30

October 30

## December 10

Dec 11

Dec 12-18

Dec 18

## Spring 2016

See *MyUH*

Nov 2-Jan 10

Dec 11

## January 11

January 11

January 15

January 15

February 1

February 1

## March 4

April 11

March 29

March 29

March 29

March 29

## May 4

May 5

May 6-12

May 13

May 15

*Disclaimer Statement - The College reserves the right to, without prior notice, change or delete, supplement, or otherwise amend at any time the information, requirements, time schedules, and policies contained in this catalog.*