

COURSES (J-N)

JAPANESE

Prior to registration, students who have taken Japanese in high school or elsewhere will be given a placement examination. Students who successfully pass the placement examination are qualified to apply for credit by examination.

JPNS 50 Basic Japanese for Visitor Industry (3)

3 hours lecture per week

Using the audio-lingual approach, JPNS 50 teaches the student to comprehend and speak in Japanese. It is specially designed for those students planning to work in the visitor industry and for those who wish to speak Japanese without obtaining the mastery of conversational Japanese. It also provides an orientation to Japanese culture to aid in understanding the Japanese visitor to Hawai'i.

Upon successful completion of JPNS 50, the student should be able to:

1. Acquire a limited vocabulary, a workable knowledge of Japanese expressions, and a fair background in the culture of Japan to enable him to communicate with the Japanese visitors in hotels, restaurants, shops and offices, at travel desks.
2. Reproduce orally ten common everyday greetings.
3. Demonstrate the Japanese and Chinese counting system of numbers one through twelve in terms of people and in telling time.
4. Give directions from one place to another using terms: here, there, over there, where, right, left, turn, straight, up, and down.
5. Practice a conversation with another person using expressions covered in lessons.
6. Answer and take a message on the phone.
7. Demonstrate the Chinese counting system of numbers one through a hundred and express them in monetary terms.
8. Given a list of store items in English, state the Japanese equivalent.
9. Given a list of store items in Japanese, state the English equivalent.
10. Express colors and clothing sizes in Japanese.
11. Carry on conversation, using at least twenty simple phrases with customers at a hotel, restaurant, gift shop, and office.
12. Given a list, pronounce twenty Americanized Japanese words accurately.
13. Explain the American 4 percent excise tax in Japanese.
14. Given a list of sizes of clothing and footwear items, state the Japanese equivalent.
15. Reproduce orally twenty idiomatic expressions commonly used in hotels, restaurants, and at travel desks.
16. Given a list of names of the week, days, and months, state the Japanese equivalent.
17. Given a list of menu items in Japanese, pronounce twenty names of food and drink accurately.
18. Given a list of menu items in English, state the Japanese equivalent.
19. Demonstrate knowledge of the Chinese counting system of numbers beyond one hundred.
20. Identify Chinese characters commonly found in hotels, restaurants, airports, and sightseeing areas, and state their meaning.

JPNS 100 Elementary Japanese, Special (3) KCC AA/HSL (Inactive)

3 hours lecture, 3 hours independent practice in lab per week

Prerequisite(s): Placement by examination.

Comment: JPNS 100 is currently inactive.

JPNS 100 is an intensive elementary Japanese course covering the same material as JPNS 101 at a more rapid pace. Intended for students with some Japanese language background.

Upon successful completion of JPNS 100, the student should be able to:

1. Master basic Japanese vocabulary and sentence patterns.
2. Carry on limited conversations in daily situations using basic Japanese sentence patterns and vocabulary.
3. Form simple sentences using verb, adjective, and noun predicates in past and non-past tenses.
4. Use affirmative and negative sentences.
5. Count and tell time.
6. Use polite expressions.
7. Read and write in both katakana and hiragana.
8. Become acquainted with aspects of the Japanese culture that relate to the lesson topics.

JPNS 101 Elementary Japanese I (4) KCC AA/HSL

3 hours lecture, 2 hours lab per week

JPNS 101 builds a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Japanese in a linguistically and culturally appropriate manner.

Upon successful completion of JPNS 101, the student should be able to:

1. Understand short, learned utterances, and occasionally sentence-length utterances where context is clear. Comprehension is limited to vocabulary and some simple questions/statements related to everyday events, such as greetings, introductions, descriptions of rooms/housing, campus/towns, and daily schedule/activities.
2. Make short statements and ask simple questions, primarily by relying on memorized utterances and set phrases. Occasionally, expand to sentence-level production to accomplish tasks in contexts similar to those stated above. Ask for meanings of unknown words in Japanese and to expand their vocabulary.
3. Understand written materials in hiragana and katakana. Comprehension is limited to vocabulary and some simple questions/statements related to contexts similar to the aforementioned contexts. Occasionally comprehend some unfamiliar materials in which the context is clear.
4. Write short phrases and sentences in hiragana and katakana with accuracy. Write self-introductions and compose simple memos.

JPNS 102 Elementary Japanese II (4) KCC AA/HSL

3 hours lecture, 2 hours lab per week

Prerequisite(s): A grade of "C" or higher in JPNS 101, or satisfactory score on language placement test, or instructor consent.

JPNS 102 continues to build a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Japanese in a linguistically and culturally appropriate manner.

Upon successful completion of JPNS 102, the student should be able to:

1. Understand sentence-length utterances that consist of a recombination of new and previously learned elements in a limited number of content areas, such as shopping, describing preferences, family members, memories and physical condition, and inviting and dining out.
2. Perform basic communicative exchanges. Make short statements and ask questions in simple sentences that are common to the aforementioned situations.
3. Understand written material in hiragana and katakana, and have a functional command of about 90 essential kanji. Read and comprehend menus, postcards, short letters, and simple journals.
4. Write simple texts of a few paragraphs by integrating new and previously learned structures. Master hiragana and katakana and have a good command of kanji they have learned. Compose memos, messages, postcards, short letters, and simple journals.

JPNS 131 Japanese Conversation and Culture I/Business and Tourism Industry (4) KCC AA/DH

3 hours lecture, 2 hours lecture/lab per week

JPNS 131 focuses on beginning level Japanese to develop oral communication skills. Includes oral drills and individual practice to form Japanese sentences. Also discusses cultural information and vocabulary relevant to successful interaction with a Japanese guest in the business and visitor industry. Through an interactive, communicative approach emphasizes immediate application of content learned in situational role-plays and projects.

Upon successful completion of JPNS 131, the student should be able to:

1. Recognize short utterances in Japanese.
2. Orally produce simple, short sentences.
3. Refer to present, past, and future events.
4. Count money, people, and objects, and handle monetary transactions, using numbers 0 to 100,000,000.
5. Recognize and use approximately 600 words, including those which express activities, location, time, duration, colors, size, and shapes.
6. Perform limited business tasks such as retailing and taking orders on tables.
7. Interact with clients in culturally acceptable ways, employing appropriate speech style, greetings, mannerisms, and implications.
8. Be familiar with a cultural perspective different from the student's own.

JPNS 132 Japanese Conversation and Culture II/Business and Tourism Industry (4) KCC AA/DH (Inactive)

5 hours lecture, 5 hours independent practice or lab per week

Prerequisite(s): JPNS 101 or JPNS 131.

Comment: JPNS 132 is currently inactive.

JPNS 132 is a continuation of JPNS 131. Second level Japanese to develop oral communication skills. Includes oral drills and individual practice for forming Japanese sentences. Also discusses cultural information that forms part of the language. Covers vocabulary and situations appropriate for the business and hospitality industries. A communicative approach emphasizes questions and answers and situational role-plays.

Upon successful completion of JPNS 132, the student should be able to:

1. Recognize long utterances in Japanese.
2. Orally produce compound sentences and recognize complex sentences.
3. Begin to think in the word order of Japanese.
4. Recognize and use approximately 1,200 words.
5. Refer to people's age, occupations, weather, pains and physical condition, probability, intention, action in progress, state of being, changes, ability, and other people's remarks.
6. Interact with Japanese guests to make simple decisions and choices, including telephone conversations on routine matters.
7. Perform limited business tasks such as registering hotel guests, arranging for transportation, and working as a tour guide.
8. Begin to realize cultural norms and expectations, and the borderless nature of the present world.

JPNS 201 Intermediate Japanese I (4) KCC AA/HSL

3 hours lecture, 2 hours lab per week

Prerequisite(s): A grade of "C" or higher in JPNS 102, or satisfactory score on language placement test, or instructor's consent.

JPNS 201 is the first half of an intermediate course on spoken and written Japanese. It is designed to reinforce the fundamentals of the Japanese language skills introduced in the elementary level. It also aims at developing the functional ability to communicate in Japanese beyond the survival level.

Upon successful completion of JPNS 201, the student should be able to:

1. Understand sentence-length utterances that consist of a recombination of new and previously learned elements in a limited number of content areas, such as weather, climate, travel, asking for favors, explaining procedures, observing rules, and career planning and preparation.
2. Understand increased but limited number of simple paragraph-length utterances.
3. Understand spontaneous face-to-face conversations as well as short routine telephone conversations and some deliberate speech, such as simple announcements and reports.
4. Handle a variety of uncomplicated, basic and communicative tasks and social situations.
5. Ask and answer questions and participate in simple conversations in the aforementioned situations.
6. Produce slightly longer utterances.
7. Read consistently, with increased understanding, simply connected texts dealing with a variety of basic and social needs, such as personal letters, messages, journals, and narrative accounts of events of interest. Such texts are written in hiragana, katakana, and about 240 frequently used kanji (150 kanji are introduced in this course).
8. Obtain necessary information from simple authentic texts using skimming and scanning skills.
9. Meet a number of simple practical writing needs, such as simple personal letters, messages, and journals with content involving personal preferences, daily routine, everyday events, and other topics grounded in personal experience.

JPNS 202 Intermediate Japanese II (4) KCC AA/HSL

3 hours lecture, 2 hours lab per week

Prerequisite(s): A grade of "C" or higher in JPNS 201, or satisfactory score on language placement test, or instructor's consent.

JPNS 202 is the second half of an intermediate course on spoken and written Japanese. It continues to reinforce the fundamentals of the Japanese language skills introduced in the elementary level. It also aims at developing the functional ability to communicate in Japanese beyond the survival level.

Upon successful completion of JPNS 202, the student should be able to:

1. Sustain understanding over longer stretches of connected discourse on a number of topics, such as asking and giving directions, gift exchanging, employment, making complaints, and environmental issues.
2. Handle successfully most uncomplicated communicative tasks and social situations.
3. Initiate, sustain, and close a general conversation with a number of strategies to a range of circumstances and topics aforementioned.
4. Produce limited number of connected discourse in descriptions and narration.
5. Read consistently with full understanding simple connected texts dealing with basic personal and social needs about which students have personal interest and/or knowledge.
6. Obtain main ideas and information from descriptive and narrative texts using 390 basic kanji (150 new kanji will be introduced in this course).
7. Meet most practical writing needs and social demands.
8. Write simple letters, brief synopses and paraphrases, summaries of biographical data, work, and school experience.
9. Describe and narrate familiar topics in paragraphs.

JPNS 257 (Alpha) Japanese Culture and Language Through Content (4)

4 hours lecture per week

Prerequisite(s): JPNS 102 with a grade of "C" or higher or instructor consent.

Comment: JPNS 257 (Alpha) is not intended to be used as a substitute for JPNS 201 or JPNS 202.

JPNS 257 (Alpha) is an intermediate-level language course using various content areas to further develop Japanese language skills and understanding of Japanese culture. Possible content areas include: History, Economics, Anthropology, Cuisine, Politics, Popular Culture, Film, Sociology, Music, and Geography/Demographics.

Upon successful completion of JPNS 257 (Alpha), the student should be able to:

1. Identify Japanese patterns of social interaction and behavior.
2. Describe various aspects of Japanese culture.
3. Express the diversity and the linguistic variety in Japanese culture, orally and in writing.
4. Explain how Japanese culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Get information from written text as well as from other media.
7. Use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively through class discussions, written assignments, oral presentations, etc.
10. Relate orally and in writing personal experiences related to the content.

JPNS 257B Japanese Culture and Language Through Content: Pop Culture -- Anime (4)

4 hours lecture per week

Prerequisite(s): JPNS 102 with a grade of "C" or higher or instructor consent.

Comment: JPNS 257B is not intended to be used as a substitute for JPNS 201 or JPNS 202.

JPNS 257B is an intermediate-level course focusing on learning the Japanese language through the culture through Pop Culture, specifically through Japanese animations and videos. Japanese animations and videos provide the viewer with glimpses of the subtle and sometimes not so subtle aspects of Japanese language and culture. Thus, if one views these with an eye for what can be learned about the Japanese language, one's understanding of Japanese language and culture will increase significantly.

Upon successful completion of JPNS 257B, the student should be able to:

1. Identify Japanese patterns of social interaction and behavior.
2. Describe various aspects of Japanese culture.
3. Express the diversity and the linguistic variety in Japanese culture, orally and in writing.
4. Explain how Japanese culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Get information from written text as well as from other media.
7. Use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively through class discussions, written assignments, oral presentations, etc.
10. Relate orally and in writing personal experiences related to the content.

11. Produce and respond to sentence-length utterances that consist of a recombination of new and previously learned elements in a limited number of content areas found within pop culture as seen through anime.
12. Engage in spontaneous face-to-face conversations dealing with a variety of basic and social needs that use the grammatical patterns and vocabulary found within anime.
13. Handle a variety of uncomplicated, basic and communicative tasks and social situations found within anime.
14. Look up unknown vocabulary and phrases found in anime by using dictionaries to create personal vocabulary and pattern lists.
15. Identify ways in which the language is influenced by the culture as demonstrated through the behavior of the characters in animation and video.
16. Identify Japanese patterns of social interaction as seen in anime.
17. Use Japanese social phrases and manners learned from anime.

JPNS 257C: Japanese Culture and Language Through Content: Japanese History – Understanding the Samurai Culture (4)

4 hours lecture per week

Prerequisite(s): JPNS 102 with a grade of “C” or higher or instructor consent.

Comment: JPNS 257C is not intended to be used as a substitute for JPNS 201 or JPNS 202.

JPNS 257C is an intermediate-level Japanese course that utilizes the Japanese language to learn about the Samurai Culture in Japanese history. The course will focus on the language to learn how the culture of the samurai developed from the Kamakura Period in the late 1100s out of the clanships. This course will also include the influence of Zen Buddhism on the culture of the samurai and the change of the samurai from warrior to courtier during the Tokugawa period (1603 to 1867). This course will also discuss the changes in the Japanese language and the impact of the samurai culture on modern Japan.

Upon successful completion of JPNS 257C, the student should be able to:

1. Identify Japanese patterns of social interaction and behavior.
2. Describe various aspects of Japanese culture.
3. Express the diversity and the linguistic variety in Japanese culture, orally and in writing.
4. Explain how Japanese culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Get information from written text as well as from other media.
7. Use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively through class discussions, written assignments, oral presentations, etc.
10. Relate orally and in writing personal experiences related to the content.
11. Produce and respond to sentence-length utterances that consist of a recombination of new and previously learned elements in a limited number of content areas as seen through the study of samurai culture.
12. Engage in spontaneous face-to-face conversations dealing with a variety of basic and social needs that use the grammatical patterns and vocabulary found within the study of samurai culture.
13. Handle a variety of uncomplicated, basic and communicative tasks and social situations found within the study of samurai culture.
14. Look up unknown vocabulary and phrases found in the study of samurai culture by using dictionaries to create personal vocabulary and pattern lists.
15. Identify Japanese patterns of social interaction as seen in the study of samurai culture.
16. Use Japanese social phrases and manners learned from the study of samurai culture.

JPNS 290 Japanese Language and Culture through Application (4) KCC AA/DH

3 hours lecture, 3 hours lab per week

Prerequisite(s): Students must be native, bilingual speakers of Japanese and English, or with the approval of the instructor, advanced level students of the Japanese language.

Comment: JPNS 290 is designed for native speakers, bilingual and advanced level Japanese language students. Instructor approval is required.

JPNS 290 is designed to prepare students to serve as Japanese language and culture resources on campus and in the community through service learning experiences. Application of the “real world” community service experiences, cultural readings, and personal reflections will serve as the basis for communicative activities in class.

Upon successful completion of JPNS 290, students should be able to:

1. Demonstrate proficiency of the Japanese language and culture orally and in writing through service learning community experiences, field studies, class discussions, assigned readings, projects, and lectures.
2. Demonstrate the job-related skills gained from the practical work experience in the supervised community volunteer activities.

3. Evaluate orally and in writing the service learning activities using appropriate vocabulary and grammar in communicative activities, discussions, and writing activities.
4. Describe orally in classroom discussion, and in reflective journals and essays, the needs of the community.
5. Apply orally and in writing critical thinking and problem-solving skills related to their course content, field studies, and service-learning experiences.
6. List similarities and differences between Japanese and U.S. culture from various perspectives and values.
7. Construct a relationship between language learning and culture.
8. Demonstrate effective communication skills in both the student's native heritage culture(s) and U.S. cultures.

JOURNALISM

JOUR 150 Press and Society (3) KCC AA/DS and KCC AS/SS

3 hours of lecture per week

Prerequisite(s): Qualification for ENG 100, ENG 160 or ESL 100.

JOUR 150 surveys the forces that shape the way society communicates, the impact of mass media on the political, social and cultural climate of America and the world; and the roles of technology, business, government and the courts, and personalities in shaping media industries.

Upon successful completion of JOUR 150, the student should be able to:

1. Describe the major communication processes and the developments that changed the way in which information is exchanged.
2. Explain how changes in the way people communicate have affected the ways in which societies/communities organize and define themselves.
3. Identify the major factors involved in the development of the print, radio/music, television and film industries, including technological development, landmark government legislation and court decisions, and key personalities.
4. Explain the impact each of the major media industries has made on American society.
5. Identify visual and other techniques used to persuade or sell in TV news, films, videos and magazines.
6. Describe the ways the advertising industry uses technology and research to target audiences for consumer goods and political candidates.
7. Explain how public relations operates and its role in our society today.
8. Explain how the American legal system attempts to balance First Amendment rights with the rights of the private individual in the areas of libel, privacy, fair trial and copyright.
9. Describe the ethical codes, laws, and regulations that govern the major media industries and identify the government agencies that oversee the media.
10. Apply the Society of Professional Journalists Code of Ethics to the handling of news on campus and in the community.
11. Describe media convergence in the 21st century and its impact on society.

JOUR 205 Newswriting (3) KCC AA/DL

3 hours lecture per week

Prerequisite(s): A grade of "B" or higher in ENG 100, or consent of instructor.

JOUR 205 focuses on the basic principles of writing for media: understanding audience and purpose, developing a focus, gathering information efficiently, writing basic news story formats with speed and accuracy, using the Associated Press style sheet, and applying ethical and legal standards.

Upon successful completion of JOUR 205, the student should be able to:

1. Identify the basic characteristics of news.
2. Identify audience and purpose for any given news story.
3. Identify hard and soft news story formats and their purposes.
4. Develop story ideas from a variety of sources, including interview, observation, appropriate spin-offs from world and national headline news, statistical data, and the Internet.
5. Interview a subject using appropriate questions and strategies, including email.
6. Use several note-taking strategies, including tape recorder.
7. Gather information by networking and through observation, Internet, library sources, city and telephone directories and electronic databases.
8. Use the library's Voyager and other electronic databases efficiently.
9. Write hard and soft news leads, including breaking news, second day, delayed ID, quote, contrast, impact and soft leads.
10. Develop a story using summary, paraphrase, quotation, description, narration, analogy.

11. Write news stories using the following formats: inverted pyramid, hourglass, list, Wall St. Journal, narrative, speech/ meeting advance and follow-up, obituaries, press releases, and short personality profiles.
12. Use the Associated Press Style.
13. Understand and apply legal guidelines such as libel, fair comment and criticism, qualified privilege, privacy, copyright, obscenity.
14. Apply the Society of Professional Journalists' Code of Ethics to all news coverage.
15. Demonstrate an awareness of the rights, interests, and sensitivities of minorities.
16. Write articles acceptable for publication in the school newspaper, both print and Web versions.

JOUR 205L Newswriting Lab (1) (Inactive)

3 hours lecture per week for 5 weeks or equivalent length of time.

Prerequisite(s): A grade of "B" or higher in ENG 100.

Recommended Preparation: ENG 108.

Comment: JOUR 205L is currently inactive.

JOUR 205L provides practice in editing articles for newspapers, magazines, and other forms of media according to the Associated Press or the MLA style guides. Exercises and discussions provide a review of punctuation, capitalization, sentence construction, word choice, and develop skills in editing for conciseness, rhythm, and accuracy.

Upon successful completion of JOUR 205L, the student should be able to:

1. Identify and correct commonly misspelled words or mistaken homonyms.
2. Use the proper form of commonly mistaken or misused words.
3. Determine whether statements should be quoted, paraphrased or summarized, and revise accordingly.
4. Apply the appropriate rules of punctuation and capitalization (MLA or AP).
5. Apply the basic AP style conventions for time, place, date, addresses and titles to news articles.
6. Locate information in the Associated Press Stylebook and Briefing on Media Law.
7. Demonstrate familiarity with the MLA rules regarding the use of quotation marks, italics, and underlining; the use of commas in a series, and the format for numerals.
8. Use the MLA style for citations.
9. Identify and correct common sentence construction problems, such as run-ons, fragments, subject-verb, pronounantecedent, pronoun-reference agreement errors; incorrect verb tense or mood, subordination and modification errors.
10. Employ more effective sentence patterns, including use of the active, instead of passive, voice; parallel structure; repetition for emphasis.
11. Edit a passage to improve clarity and conciseness.
12. "Boil" or tightly edit a passage to fit a space requirement.

JOUR 227 Writing for Publication (3) Spring KCC AA/DL

3 hours lecture per week

Prerequisite(s): ENG 100 with a grade of "C" or higher, or consent of instructor.

Recommended Preparation: JOUR 205; JOUR 205L.

Comment: JOUR 227 is cross-listed as ENG 227. JOUR 227 is offered in the Spring semester only.

JOUR 227 focuses on writing feature articles for publication in newspapers, magazines, the Internet, and radio. Emphasis is on developing a voice, a focus, and an appropriate structure. Interviewing techniques, research skills, and editing are also stressed. Work may be published in campus and off-campus print and Internet publications or read at campus events.

Upon successful completion of JOUR 227, the student should be able to:

1. Use several approaches to generate ideas for articles.
2. Recognize and develop appropriate voice and tone.
3. Choose the appropriate focus and approach to the subject for a selected audience and purpose.
4. Gather information from a variety of sources including interview, observation, printed materials and internet, and evaluate its accuracy and pertinence.
5. Know how and when to attribute information.
6. Write the following types of articles: personality profiles, travel, investigative or in-depth features with a personal focus (commonly called the Wall Street Journal format), analogies providing scientific or technical information, narratives, reviews, informatives, humor.
7. Use pacing, sentence ordering, parallel structure, repetition, metaphor dialogue and flashback.
8. Document information for different kinds of publications.
9. Edit for punctuation, grammar, word choice, appropriate style and format.

10. Understand First Amendment rights and legal and ethical constraints in the areas of copyright, privacy, libel and obscenity.
11. Have some familiarity with various markets for publication and standard procedures in marketing an article.

JOUR 276 Magazine and Journal Publishing (3) (Inactive)

6 hours lecture/lab per week

Prerequisite(s): JOUR 275 with a grade of "C" or higher, or consent of instructor.

Recommended Preparation: ENG 227/JOUR 227; ENG 200, ENG 206 or ENG 215.

Comment: JOUR 275 is currently inactive.

JOUR 276 builds on the skills learned in JOUR 275. Students will produce a magazine and/or journal in both print and online formats. The process will include envisioning the publication, identifying audiences, gathering and editing content, designing layouts, and completing all pre-press work.

Upon successful completion JOUR 276, the student should be able to:

1. Determine purpose, audience, and focus of a magazine or journal, taking into consideration budget and method of dissemination.
2. Select articles and graphics appropriate for a particular purpose, audience, and focus.
3. Select the most appropriate means of publication (offset, copier, web) for a given publication, taking into consideration content, audience and cost.
4. Edit a paper to improve organization, word choice, clarity, and do it with the author when possible.
5. Demonstrate an understanding of copyright MLA or APA style guide.
6. Use film and flatbed scanners to input text and graphics.
7. Use Adobe Photoshop to prepare graphics for reproduction, with attention to resolution, contrast, sharpness, and file format.
8. Demonstrate an understanding of the special requirements of spot color and four-color art.
9. Design a layout and execute it using Adobe InDesign or Quark Xpress.
10. Choose appropriate fonts and demonstrate an understanding of size, leading, and line width guidelines to ensure readability.
11. Select appropriate stock based on price and method of reproduction.
12. Estimate amount of paper needed based on parent-size sheets and standard ordering procedures.
13. Prepare publication for printer, including paste-ups and pdf files.
14. Develop a plan of action to solicit submissions and then publicize and deliver the finished product.
15. Create a Web version of the publication with graphics, sound, and possibly video, using Macromedia Dreamweaver.

JOUR 285 (Alpha) News and Magazine Production (1-3)

One credit: 2 hours lecture/lab per week for 16 weeks or 4 hours lecture/lab for 8 weeks

Two credits: 4 hours lecture/lab per week

Three credits: 6 hours lecture/lab per week

Alternate schedules may be arranged with instructor

Prerequisite(s): Qualification for ENG 100, ENG 160 or ESL 100, or instructor consent.

Comment: May be repeated two times for additional credit. The maximum number of credits for JOUR 285 (any combination of alpha suffixes) is nine credits.

JOUR 285 focuses on the theory and practice in production of a small newspaper or magazine for print and/or web. Includes gathering and writing news, editing news stories and journal articles, writing headlines and captions, type design, page layout, digital photography, advertising design, paste-up, web production. Students may choose to concentrate on one or any combination of three paths.

Upon successful completion of JOUR 285, the student should be able to:

1. Demonstrate an understanding of how a newsroom operates: deadlines, work flow, relationship of each position to the whole.
2. Identify the location of departments and facilities on campus and explain the basic organization of the college.
3. Demonstrate proper use and care of the computer and storage devices.
4. Demonstrate skill with word processing, email and web search.
5. Demonstrate ability to use the editing tools in a page layout application.
6. Demonstrate an understanding of news criteria.
7. Apply basic Associated Press Style guidelines.
8. Demonstrate an understanding of copyright laws.
9. Demonstrate an understanding of the Society of Professional Journalists' Code of Ethics.

JOUR 285B News and Magazine Production - Graphic Skills for Print (1-3)

One credit: 2 hours lecture/lab per week for 16 weeks or 4 hours lecture/lab for 8 weeks

Two credits: 4 hours lecture/lab per week

Three credits: 6 hours lecture/lab per week

Alternate schedules may be arranged with instructor

Prerequisite(s): Qualification for ENG 100, ENG 160 or ESL 100, or instructor consent.

Comment: May be repeated two times for additional credit. The maximum number of credits for JOUR 285 (any combination of alpha suffixes) is nine credits.

JOUR 285B focuses on the theory and practice in production of a small newspaper or magazine for print and/or web. Includes gathering and writing news, editing news stories and journal articles, writing headlines and captions, type design, page layout, digital photography, advertising design, paste-up, web production. Students may choose to concentrate on one or any combination of three paths.

Upon successful completion of JOUR 285B, Graphic Skills for Print, the student should be able to :

1. Demonstrate an understanding of how a newsroom operates: deadlines, work flow, relationship of each position to the whole.
2. Identify the location of departments and facilities on campus and explain the basic organization of the college.
3. Demonstrate proper use and care of the computer and storage devices.
4. Demonstrate skill with word processing, email and web search.
5. Demonstrate ability to use the editing tools in a page layout application.
6. Demonstrate an understanding of news criteria.
7. Apply basic Associated Press Style guidelines.
8. Demonstrate an understanding of copyright laws.
9. Demonstrate an understanding of the Society of Professional Journalists' Code of Ethics.
10. Demonstrate an understanding of basic principles of page design.
11. Demonstrate an understanding of ethical guidelines governing photographs and drawings and their placement on the page.
12. Demonstrate skill in a page layout application.
13. Demonstrate skill in conversion of units from inches to picas and points.
14. Choose appropriate type fonts.
15. Scan art work at proper resolutions and file sizes.
16. Use Adobe Photoshop to correct light and contrast, to set file sizes and resolutions, and be able to save in the proper formats.
17. Demonstrate an understanding of the relationship between line screen and choice of printing stock.
18. Prepare photos for linotronic output.
19. Use proper print specifications.
20. Write headlines and captions.
21. Paste up pages.
22. Demonstrate an understanding of the offset printing process.

JOUR 285C News and Magazine Production - Skills for Web Page Designers (1-3)

One credit: 2 hours lecture/lab per week for 16 weeks or 4 hours lecture/lab for 8 weeks

Two credits: 4 hours lecture/lab per week

Three credits: 6 hours lecture/lab per week

Alternate schedules may be arranged with instructor

Prerequisite(s): Qualification for ENG 100, ENG 160 or ESL 100, or instructor consent.

Comment: May be repeated two times for additional credit. The maximum number of credits for JOUR 285 (any combination of alpha suffixes) is nine credits.

JOUR 285C focuses on the theory and practice in production of a small newspaper or magazine for print and/or web. Includes gathering and writing news, editing news stories and journal articles, writing headlines and captions, type design, page layout, digital photography, advertising design, paste-up, web production. Students may choose to concentrate on one or any combination of three paths.

Upon successful completion of JOUR 285C, Skills for Web Page Designers, the student should be able to:

1. Demonstrate an understanding of how a newsroom operates: deadlines, work flow, relationship of each position to the whole.
2. Identify the location of departments and facilities on campus and explain the basic organization of the college.
3. Demonstrate proper use and care of the computer and storage devices.
4. Demonstrate skill with word processing, email and web search.
5. Demonstrate ability to use the editing tools in a page layout application.
6. Demonstrate an understanding of news criteria.
7. Apply basic Associated Press Style guidelines.
8. Demonstrate an understanding of copyright laws.

B-200

9. Demonstrate an understanding of the Society of Professional Journalists' Code of Ethics.
10. Demonstrate an understanding of basic web design principles: file sizes, hyperlinking, navigation, readability and the importance of story boarding or mapping the site.
11. Demonstrate an understanding of the relationship between file sizes and screen display.
12. Demonstrate an understanding of basic HTML commands, including relative links, tables, image source and font commands.
13. Demonstrate an understanding of cross platform issues regarding color and fonts.
14. Demonstrate an understanding of bandwidth issues as related to file sizes.
15. Use Adobe Photoshop to correct light and contrast, to set file sizes and resolutions, to save in the proper formats.
16. Use Adobe ImageReady to reduce image file sizes and to create special effects.
17. Use Fetch to upload and download files.
18. Demonstrate an understanding of copyright issues, especially as related to graphics.

JOUR 285D News and Magazine Production - Writing and Editing (1-3)

One credit: 2 hours lecture/lab per week for 16 weeks or 4 hours lecture/lab for 8 weeks

Two credits: 4 hours lecture/lab per week

Three credits: 6 hours lecture/lab per week

Alternate schedules may be arranged with instructor

Prerequisite(s): Qualification for ENG 100, ENG 160 or ESL 100, or instructor consent.

Comment: May be repeated two times for additional credit. The maximum number of credits for JOUR 285 (any combination of alpha suffixes) is nine credits.

JOUR 285D focuses on the theory and practice in production of a small newspaper or magazine for print and/or web. Includes gathering and writing news, editing news stories and journal articles, writing headlines and captions, type design, page layout, digital photography, advertising design, paste-up, web production. Students may choose to concentrate on one or any combination of three paths.

Upon successful completion of JOUR 285D, Writing and Editing, the student should be able to:

1. Demonstrate an understanding of how a newsroom operates: deadlines, work flow, relationship of each position to the whole.
2. Identify the location of departments and facilities on campus and explain the basic organization of the college.
3. Demonstrate proper use and care of the computer and storage devices.
4. Demonstrate skill with word processing, email and web search.
5. Demonstrate ability to use the editing tools in a page layout application.
6. Demonstrate an understanding of news criteria.
7. Apply basic Associated Press Style guidelines.
8. Demonstrate an understanding of copyright laws.
9. Demonstrate an understanding of the Society of Professional Journalists' Code of Ethics.
10. Work a beat and develop a story budget.
11. Gather information from interview, observation, Internet search.
12. Apply legal and ethical guidelines regarding attributions, taping, privacy, fair comment and criticism, multi-ethnic sensitivity where applicable.
13. Take accurate notes and use proper note-taking strategies.
14. Write articles suitable for publication in the school newspaper that are structured according to some of the basic news story formats, such as breaking news, features, editorials.
15. Copyedit for structural, spelling, grammar and punctuation errors.
16. Write headlines and captions.

KOREAN

KOR 101 Elementary Korean I (4) KCC AA/HSL

3 hours lecture, 2 hours lecture/lab per week

KOR 101 builds a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Korean in a linguistically and culturally appropriate manner.

Upon successful completion of KOR 101, the student should be able to:

1. Engage in basic communicative exchanges, mainly through learned materials.
2. Ask simple questions and answers, primarily by relying on memorized utterances.
3. Read simple written materials that are linguistically noncomplex and have a clear underlying basic structure.
4. Write a limited number of self-introductions and recombine memorized material into simple statements or question

KOR 102 Elementary Korean II (4) KCC AA/HSL

3 hours lecture, 2 hours lecture/lab per week

Prerequisite(s): A grade of "C" or higher in KOR 101, or satisfactory score on KCC language placement test or instructor consent.

KOR 102 continues to build a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Korean in a linguistically and culturally appropriate manner.

Upon successful completion of KOR 102, student should be able to:

1. Engage in basic communicative exchanges, mainly through recombination or expansion of learned materials.
2. Understand partially very simple face-to-face conversations, including some questions, when strongly supported by familiar contexts.
3. Make an apology and give reasons.
4. Read and comprehend straightforward materials written for a wide audience such as simple advertisements, menus, postcards, short letters, and simple journals.
5. Write a limited number of personal communications.
6. Recombine memorized material into simple statements or questions.

KOR 111 Elementary Conversational Korean I (3) KCC AA/HSL

3 hours lecture per week

KOR 111 is designed to offer the student the basic knowledge of spoken Korean. The students in this class will study basic structures of the Korean language and learn to handle some familiar everyday topics such as greetings, school life and family etc. Korean language will be introduced by using the hangul writing system. Some of the simple grammatical constructions will be introduced. Students will attain approximately the Novice-High level on the American Council on the Teaching of Foreign Languages (ACTFL-ETS) proficiency scale.

Upon successful completion of KOR 111, the student should be able to:

1. Listen and understand short, learned utterances and some sentence-length utterances, especially where context supports understanding and speech is clear. Comprehend limited vocabulary and some simple questions/statements about family members, age, address, time, locations, interests, needs and daily activities.
2. Speak short statements and ask simple questions. Students will be able to ask questions primarily by relying on memorized utterances but occasionally by expanding these through simple recombination of those elements. Vocabulary centers on areas such as common objects, places, activities, basic likes and dislikes, terms for immediate family members.
3. Demonstrate an awareness of various Korean cultural aspects and perspectives.
4. Use modern technology, such as world wide web and email, to research topics about Korea.

KOR 112 Elementary Conversational Korean II (3) KCC AA/HSL (Inactive)

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in KOR 111, or satisfactory score on language placement test or instructor consent.

Comment: KOR 112 is currently inactive.

KOR 112 is continuation of KOR 111. Students will attain skills approximately the Intermediate-Low level on the ACTFL-ETS (American Council on the Teaching of Foreign Languages) proficiency scale.

Upon successful completion of KOR 112, the student should be able to:

1. Listen and understand short, learned utterances and some sentence-length utterances, especially where context supports understanding and speech is clear.
2. Comprehend limited vocabulary and some simple questions/statements about family members, age, address, time, locations, interests, needs and daily activities.
3. Speak short statements and ask simple questions. Students will be able to ask questions primarily by relying on memorized utterances but occasionally by expanding these through simple recombination of those elements. Vocabulary centers on areas such as common objects, places, activities, basic likes and dislikes, terms for immediate family members.
4. Demonstrate an awareness of various Korean cultural aspects and perspectives.
5. Use modern technology, such as World Wide Web and email, to research topics about Korea.

KOR 201 Intermediate Korean I (4) Fall KCC AA/HSL

3 hours lecture, 2 hours lab per week

Prerequisite(s): A grade of "C" or higher in KOR 102, or satisfactory score on KCC language placement test or instructor consent.

KOR 201 is the first half of an intermediate course in Korean. Four language skills, speaking, listening, reading and writing introduced in elementary level will be reinforced. Students in this course will develop language skills in a linguistically appropriate manner.

Upon successful completion of KOR 201, student should be able to:

1. Understand main ideas and/or some facts from simple conversations on familiar topics when supported by context.
2. Engage in some simple conversations, such as introduction, greetings, invitations, expressions of likes and dislikes and obtain information in order to fulfill immediate needs, and expressions of likes and dislikes.
3. Produce a limited number of simple sentences, generally one or two at a time, using non-past and past verbal, common demonstratives and high-frequency classifiers.
4. Understand main ideas and some details from simple connected texts. Texts are linguistically noncomplex and have a clear underlying basic structure.
5. Write short communications on topics that are specific and closely tied to limited language experience.

KOR 202 Intermediate Korean II (4) Spring KCC AA/HSL

3 hours lecture, 2 hours lab per week

Prerequisite(s): A grade of "C" or higher in KOR 201, or satisfactory score on KCC language placement test.

KOR 202 is the second half of an Intermediate course of Korean. Four skills of listening, speaking, reading, and writing in Korean are further developed in a linguistically and culturally appropriate manner.

Upon successful completion of KOR 202, students should be able to:

1. Understand main ideas and/or some details from conversations related to a variety of contexts. However, understanding relies on contextual and subject matter knowledge.
2. Maintain a variety of uncomplicated conversations.
3. Produce strings or lists of sentences.
4. Improve accuracy in basic constructions and use high frequency verbals and auxiliaries.
5. Understand main ideas and some details of simple connected texts.
6. Infer meaning of most unknown vocabulary.
7. Write communications expressing simple feelings and desires, reporting on current activities, and asking for information.

KOR 257 (Alpha) Korean Culture and Language Through Content (4)

4 hours lecture per week

Prerequisite(s): Completion of KOR 102 with a grade of "C" or higher, or equivalent, or consent of instructor.

Comment: KOR 257 (Alpha) is not intended as a replacement for KOR 201 or KOR 202.

KOR 257 (Alpha) is an intermediate-level course using various content areas to focus on understanding Korean culture and developing Korean language. Possible content areas include: folkways, customs, geography, history, economics, anthropology, cuisine, calendar, marriage, work, education, and government.

Upon successful completion of KOR 257 (Alpha), the student should be able to:

1. Identify Korean patterns of social interaction and behavior.
2. Describe various aspects of Korean culture.
3. Express the diversity and the linguistic variety in Korean culture, orally and in writing.
4. Explain how Korean culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Obtain information from written texts as well as from other media.
7. Independently use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively.
10. Relate orally and in writing personal experiences related to the content.

KOR 257B Korean Culture and Language Through Content: Folkways (4)

4 hours lecture per week

Prerequisite(s): Completion of KOR 102 with a grade of "C" or higher, or equivalent, or consent of instructor.

Comment: KOR 257B is not intended as a replacement for KOR 201 or KOR 202.

KOR 257B is an intermediate-level content-based course focusing on the understanding of Korean culture and the developing of Korean language through exploration of the folkways of Korea through readings, films, and other media.

Upon successful completion of KOR 257B, the student should be able to:

1. Identify Korean patterns of social interaction and behavior.
2. Describe various aspects of Korean culture.
3. Express the diversity and the linguistic variety in Korean culture, orally and in writing.
4. Explain how Korean culture is influenced by globalization.
5. Recognize the links between language and culture.
6. Obtain information from written texts as well as from other media.
7. Independently use content as a tool for the investigation into language and culture.
8. Express opinions orally and in writing about the content using appropriate vocabulary and grammar.
9. Communicate content effectively.
10. Relate orally and in writing personal experiences related to the content.
11. Identify facts and customs surrounding the Korean family, marriage, gender, religion, food, and dress.
12. Relate folkways to Korean culture and language.

KOR 290 Korean Language and Culture through Application (4) KCC AA/DH

3 hours lecture/ 3 hours lab per week

Prerequisite(s): Instructor approval; native, bilingual speakers of Korean, or KOR 202 with a grade of "B" or higher.

Comment: KOR 290 is conducted in both Korean and English.

KOR 290 is designed to prepare students to serve as Korean language and culture resources on campus and in the community through service learning experiences. Application of the "real world" community service experiences, cultural readings, and personal reflections will serve as the basis for communicative activities in class.

Upon successful completion of KOR 290, the student should be able to:

1. Describe the diversity and variety of Korean culture orally and in writing about their service learning community experiences and assigned readings.
2. Demonstrate the job-related skills gained from the practical work experience in the supervised community volunteer activities.
3. Evaluate orally and in writing the service learning activities using appropriate vocabulary and grammar in communicative activities, discussions, and writing activities.
4. Describe orally in classroom discussion, and in reflective journals and essays, the needs of the community.
5. Apply orally and in writing critical thinking and problem-solving skills related to their service-learning experiences.
6. Compare and contrast Korean and U.S. culture from various perspectives and values.
7. Construct a relationship between language learning and culture.
8. Demonstrate effective communication skills in both the students' heritage and U.S. cultures.

LANGUAGES AND LITERATURES OF EUROPE AND THE AMERICAS

LLEA 239 Introduction to French Literature and Film in Translation (3) KCC AA/DL

3 hours lecture per week

Prerequisite(s): Qualification for ENG 100, ENG 160, or ESL 100.

LLEA 239 offers the study of selected major works of French literature and film. The works will be presented in the context of French culture and civilization. Literary and film analyses will highlight unique aspects of French culture as well as universal themes and purposes.

Upon successful completion of LLEA 239, the student should be able to:

1. Compare and contrast orally and/or in writing selected works of French literature and film.
2. Locate and identify in selected works of French literature and film unique contributions of the civilization of France and culture of the French people.

B-204

3. Support opinions and ideas regarding literature and film by citing evidence from the works orally or in writing.
4. List orally or in writing contributions of French literature and film to Western literature and the arts.
5. Express opinions and responses to literature and film clearly and effectively, orally and in writing.
6. Identify some techniques used by French writers and filmmakers to express their view of the world.

LLEA 260 Spanish Peninsular Literature in Translation (3) (Inactive)

3 hours lecture per week

Prerequisite(s): ENG 100, ENG 160 or instructor consent.

Comment: LLEA 260 is currently inactive.

LLEA 260 is an introduction to classical works of the literature of Spain in English translation. The literary selections are presented in the context of Spanish history and civilization. Literary analysis highlights aspects of Spanish culture and emphasizes universality of theme and purpose. Spanish exploration and discovery in the Pacific during the “Golden Age” of literature is included.

Upon successful completion of LLEA 260, the student should be able to:

1. Demonstrate knowledge of selected classic works of Spanish literature and literary movements from the origins to the present day.
2. Demonstrate appreciation of selected works of Spanish literature as a unique reflection and expression of the civilization of Spain and culture of the Spanish people.
3. Recognize the need for literary evidence to support opinions and ideas regarding literary works.
4. Recognize the contribution of Spanish literature to Western literature and the arts.
5. Express opinions and responses to literature clearly and effectively, orally and in writing.
6. Examine the Spanish presence and influence in the Pacific during the Golden Age of literature.

LAW

LAW 101 The Hawai‘i Legal System (3) KCC AA/DS

3 hours lecture per week

Recommended preparation: ENG 100 or ESL 100

LAW 101 examines the legal system at the federal, state, and county level. It reviews and analyzes the interactions between the three structures of government and their processes of checks and balances. Students learn about the complex models of constitutions, charters, statutes, ordinances, and court cases, and the interrelated rights and responsibilities between citizens and the three branches at all levels of government. Students are presented with a variety of real-world issues and apply legal theories and terminology in examining and evaluating them. Students also learn about the roles attorneys play in society and about legal behaviors and ethical practices and their interplay between the law, lawyers, paralegals, clients, and the Judiciary. Students critique ethical scenarios and use inquiry and research methods to study and investigate legal ethics and apply their concepts.

Upon successful completion of LAW 101, the student should be able to:

1. Identify and analyze key legal principles in the state and federal Constitutions and the county Charter.
2. Describe the functions of, relationships between, and the philosophy underlying the three branches of government.
3. Describe the history of the paralegal profession, the functions of paralegals, their relationship to attorneys, and influences on potential changes to those roles.
4. Analyze and critique ethical issues for legal professionals.

LAW 102 Legal Research (3)

3 hours lecture per week

Prerequisite(s): ENG 100 or ESL 100.

Comment: Letter grade only. LAW 102 may not be audited.

LAW 102 provides a working knowledge of the major techniques of legal research and writing. Students will complete assigned problems in legal research and will prepare an office memorandum.

Upon successful completion of LAW 102, the student should be able to:

1. Locate relevant authority in law libraries, public libraries and on the Internet for use in drafting case memoranda and briefs.
2. Utilize basic Computer Assisted Legal Research (CALR), including legal databases (e.g., Lexis or Westlaw, etc.).

3. Apply accepted legal citation form (e.g., ALWD or Blue Book).
4. Use printed and online citators to find, verify and update cited case law, statutes and other legal authority (e.g., Shepard's Citator or West KeyCite).
5. Research and associate federal and state legislative, statutory, and case materials to one another and legal research problems.
6. Prepare an office memorandum exploring both sides of a legal issue.

LAW 104 Civil Investigation (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

Comment: Supplies may cost approximately \$20.

LAW 104 emphasizes the numerous ways paralegals can assist attorneys in the investigation of personal injury actions in Hawai'i. It is designed to familiarize the student with basic and specialized investigation techniques and the gathering of evidence that will be admissible in courts.

Upon successful completion of LAW 104, the student should be able to:

1. Locate all commentary and laws pertaining to a case being investigated.
2. Develop a list of resources regarding the gathering of information.
3. Locate witnesses essential to the case.
4. Take written and recorded statements from witnesses.
5. Photograph and diagram accident cases.
6. Read and analyze medical records for objective findings of injury.

LAW 105 Law Office Management (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

Comment: Supplies may cost approximately \$20.

LAW 105 is an introductory course focusing on the business of law and the fundamentals of law office management, organization, and systems. It is designed with practical applications for entry-level paralegal or legal secretary students to better understand their role in the law office and how to perform tasks more efficiently. Topics include the legal team, law firm, governance, legal administration and technology, client relations, legal fees, timekeeping and billing, client trust funds, law office accounting, file and records management, and other legal topics. Ethical considerations and legal malpractice examples are also discussed.

Upon successful completion of LAW 105, the student should be able to:

1. Explain financial and accounting considerations in a law firm, including fees, timekeeping, billing, and trust funds.
2. Describe the different types of law office structure, including organization, management, and personnel structure.
3. Describe the reasons for reliable systems for transmitting and filing legal documents and information pertinent to a law practice.
4. Analyze ethical considerations in the law firm, including unauthorized practice of law, conflicts of interest, and privilege.
5. Identify and be able to apply interpersonal skills and management techniques that promote effective client relations.

LAW 111 Litigation (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 111 prepares the student to assist the trial attorney in civil litigation in the Hawai'i State and Federal courts. It emphasizes the concepts and skills required for the paralegal and outlines the coordination of functions of the attorney, paralegal, and legal secretary in an integrated approach to litigation.

Upon successful completion of LAW 111, the student should be able to:

1. Explain the stages of lawsuits, courts and jurisdiction, and the paralegal's role on the litigation team.
2. Identify and apply the ethical and professional responsibilities of litigation paralegals.
3. Utilize applicable Hawai'i and federal rules of procedure and evidence.
4. Draft and use pleadings, motions, discovery requests, forms, checklists, and other document.
5. Describe the rationale/theories and methods underlying pleading, discovery, and alternatives to litigation.
6. Assist trial counsel during interviews, discovery, pretrial, trial, appeal and other litigation processes.

LAW 121 Law of Business Organizations (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 121 covers legal concepts and procedures relating to business entities including the sole proprietorship, partnership, and corporation. Tax consequences and liability are also discussed together with an overview of the paralegal's role in the area of business organizations.

Upon successful completion of LAW 121, the student should be able to:

1. Draft Articles of Incorporation, by-laws, and minutes.
2. Prepare all documents to register a corporation to do business in Hawai'i, including the registration statement, and Hawai'i Excise Tax forms.
3. Draft partnership agreements.
4. Complete a partnership registration statement to be filed at the Department of Commerce and Consumer Affairs.
5. Analyze a legal fact pattern, apply the law, and reason to a legal conclusion.

LAW 131 Real Property Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 131 covers basic substantive law and procedural aspects of real property law. It exposes the student to the legal principles and primary forms utilized in typical real estate transactions, including purchase and sales agreements, mortgages, leases, easements, deeds, closing and recording documents.

Upon successful completion of LAW 131, the student should be able to:

1. Describe the elements of a deed.
2. List the requisite elements of contracts and draft an agreement of sale.
3. List and explain the steps involved in a residential real estate transaction.
4. Explain the concept for quieting title to real property and describe the Hawai'i statutes related thereto.
5. Explain the landlord-tenant code.
6. Describe the legal actions involving real property such as eviction, foreclosure, partition, and quiet title suits.

LAW 136 Tort and Insurance Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 136 prepares the student to assist attorneys and corporations in tort and insurance law. It covers the primary legal principles of tort law including the elements of specific torts, how to "issue spot" torts, and how to analyze the cause of action and applicable damages. LAW 136 also covers an introduction to standard homeowner's and auto policies. Training in the use of specific forms and procedures utilized in tort and insurance work in Hawai'i is also incorporated.

Upon successful completion of LAW 136, the student should be able to:

1. Identify the principles and legal theories relating to the elements of specific torts.
2. Explain the defenses to allegations of negligence.
3. Identify the legal principles and theories relating to product liability.
4. Explain how the Hawai'i Worker's Compensation system operates.
5. Describe the principles and legal theories related to insurance law and basic policy terms and conditions.

LAW 140 Family Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 140 covers basic substantive law and procedural aspects in the area known as "family law." It covers contested and uncontested divorces, domestic violence issues, child abuse and neglect issues as they relate to divorce, and other related areas. Procedural discussions will focus on familiarization with Family Court forms and rules and the distinctions between uncontested and contested divorce procedures as well as post-decree matters. This course prepares the student to assist attorneys in the area of family law.

Upon successful completion of LAW 140, the student should be able to:

1. Compile a file of the current standard Family
2. Explain fundamental statutory family law concepts governing marriage (creation and dissolution), parent-child relationships, and other matters controlled by the family court.
3. Explain the procedures and processes of the family court.
4. Locate, describe, and analyze print and electronic sources of law relating to family law.
5. Draft documents commonly used in family law, specifically divorce matters.
6. Define and properly use terminology relating to family law.
7. Explain the ethical obligations of a paralegal or non-lawyer relating to family law.
8. Describe how alternative dispute resolution fits into the continuum of resolution of family law matters.

LAW 141 Intellectual Property (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 141 prepares the student to assist a law firm or business in protecting the related intellectual property areas of copyright, trademark, and patent law. The course will cover the methods by which each type of protection is created, the procedures to register or protect each, the duration of the rights, and how to protect the rights from infringement.

Upon successful completion of LAW 141, the student should be able to:

1. Research and analyze whether a trademark or service mark is protected
2. Perform trademark searches and report on trademark availability options
3. Prepare documents to submit a trademark or service mark registration to the United States Patent and Trademark
4. Describe the types and requirements for a patent
5. Analyze the copyright protection and trademark protection applicable to a given work

LAW 145 Computer Applications in the Law Office (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100; keyboarding skills.

Comment: LAW 145 may not be audited.

LAW 145 is an introductory course designed to acquaint legal students with various computer concepts, practical computer applications, and the use of technology in the legal environment. Topics include Windows™, word processing, the Internet, electronic mail, electronic database, electronic spreadsheet, the electronic courtroom, and legal-specific programs such as those for litigation support, timekeeping and billing, legal research, document generation, case organization and management, law office management, etc. Ethical considerations are discussed along with case studies and hands-on application activities.

Upon successful completion of LAW 145, the student should be able to:

1. Define computer concepts and terminology.
2. Explain the functions of the components of a computer system in the law office.
3. Explain the impact of computers and technology in the legal office.
4. Describe the different classes of software and their functions as used in a law office.
5. Describe ethical considerations relating to technology in a legal office.
6. Input and process data to produce information or documentation using various legal office applications.
7. Explain the use of email and the Internet in the legal environment.
8. Describe how courts use technology and the features of a paperless office.
9. Explain the importance of maintaining computer and network security.
10. Communicate with others in a support or user position about technology as it relates to the legal community.

LAW 148 Legal Document Preparation (3)

3 hours lecture per week

Prerequisite(s): Paralegal or Legal Secretary program major; grade of "C" or higher in LAW 111; credit in or qualification for ENG 100 or ESL 100.

Recommended Preparation: Keyboarding skills; basic knowledge of Windows™ and word processing; and typing speed of 50+ words per minute are highly recommended.

Comment: LAW 148 may not be audited. Supplies may cost approximately \$25.

LAW 148 is an introductory course focusing on the basics of legal document preparation. It includes an overview of terminology, procedures, resources, and document preparation related to real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts. This course includes hands-on instruction in the preparation of legal documents using word processing software and online forms.

Upon successful completion of LAW 148, the student should be able to:

1. Apply principles of preparing legal documents for real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.
2. Identify the basic procedures involved in preparing documents for real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.
3. Define legal terminology pertaining to real estate, wills and estates, bankruptcy, business organizations, family law, litigation, torts, and contracts.
4. Use word processing software and apply legal-related word processing functions to the production of a variety of legal documents.
5. Proofread and correct errors in spelling, punctuation, and grammar.
6. Recognize, evaluate, and interpret inconsistencies, discrepancies, and inaccuracies in the production of legal documents.
7. Explain the ethical considerations associated with the use of word processing and the production of legal documents.

LAW 151 Estate Planning and Probate (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 151 trains the student in the principles and primary forms utilized in estate planning and probate in the State of Hawai'i. Coverage includes testate and intestate succession, wills, trusts, and probate.

Upon successful completion of LAW 151, the student should be able to:

1. Classify ownership of property for estate planning purposes.
2. Apply the law of intestate succession to a specific situation
3. Select appropriate estate planning tools for a specified client
4. Identify estate planning tax considerations for a specified client
5. Interview the client for probate information.
6. Draft a basic will based on estate planning standards.
7. Identify and compare procedures in the handling of estate administration, including intestate and testate proceedings, formal probate, informal probate, and supervised administration
8. Assemble the documents necessary to gather together an estate.

LAW 166 Employment Related Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 166 provides an overview of the substantive law of individual employment rights and labor relations and the various means by which legal paraprofessionals can help ensure that employees and employers comply with their legal obligations.

Upon successful completion of LAW 166, the student should be able to:

1. Identify the most common legal issues arising out of the employee/employer relationship
2. Describe the laws that are applicable to common legal issues arising out of the employee/employer relationship
3. Identify the organization, agency or tribunal responsible for enforcing the applicable laws.
4. Identify and succinctly summarize key issues from fact patterns and caselaw.

LAW 171 Consumer Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 171 covers the substantive law relating to consumer credit issues, including the Hawai'i unfair practices law, uniform deceptive trade laws, motor vehicle warranty enforcement, and the state lemon law. Discrimination in public accommodations is also covered. This course also provides an overview of the fundamental legal issues and all accompanying form work for the areas of collection, bankruptcy, and wage earner plans.

Upon successful completion of LAW 171, the student should be able to:

1. Explain the issues and problems relating to consumers and consumer bankruptcy.
2. Use the various specialized research tools to do legal research on consumer protection, consumer disputes and consumer bankruptcy.
3. Describe all Hawai'i consumer laws or consumer related Federal laws and the Hawai'i regulatory environment that are applicable in the settlement of consumer disputes.
4. Select the appropriate remedy for the consumer and bankrupt consumer once the applicable authority has been selected and located.
5. Determine with the Dept. of Commerce and Consumer Affairs (DCCA) a business's registration, principals, and nature of the business organization.
6. Determine with the DCCA whether or not a business is in good standing.

LAW 176 Criminal Law (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 176 provides an overview of the major legal issues of criminal procedure and substantive criminal law and how felony and non-felony cases make their way through the Hawai'i criminal justice system. Pretrial motions, plea-bargaining, and sentencing issues will also be covered. This course also will give the student a basic understanding of how the criminal law is related to the separation of powers doctrine and the principle of federalism.

Upon successful completion of LAW 176, the student should be able to:

1. Describe how the Hawai'i Penal Code is interpreted and applied in various hypothetical situations.
2. Identify other criminal laws in the Hawai'i Revised Statutes outside the Penal Code.
3. Apply the Hawai'i Rules of Court and the Hawai'i Rules of Criminal Procedure.
4. Explain the procedural aspects of Hawai'i's criminal justice system and the pitfalls raised by these procedural aspects in the course of criminal litigation.
5. Define the fundamental aspects of prosecutorial discretion, plea bargaining, and negotiation involved in criminal litigation.

LAW 181 Rights of the Disadvantaged (3)

3 hours lecture per week

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

LAW 181 provides an overview of the basic legal rights of the physically disabled, the mentally challenged, and the economically disadvantaged. Existing governmental programs at the federal, state, and local levels will be analyzed to determine what benefits are available and in what areas the existing programs are inadequate. Applicable rights stemming from the Constitution, statutes, and regulations will also be explored.

Upon successful completion of LAW 181, the student should be able to:

1. Explain the various areas of substantive law that bear upon issues affecting the disadvantaged, including civil and economic rights.
2. Describe the origin and procedures of the various public assistance laws in Hawai'i.
3. Interview potential public assistance benefit claimants and know how to elicit information which will assist the claimant in obtaining benefits.
4. Act as a legal representative in a hearing before a public assistance agency and be able to conduct direct and cross examination of witnesses, offer evidence into the record, and make opening and closing statements.

B-210

LAW 202 Legal Interviewing, Negotiating and Advocacy (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 111 or a grade of "C" or higher in LAW 136.

Recommended Preparation: Credit in or qualification for ENG 100 or ESL 100.

Comment: LAW 202 may not be audited.

LAW 202 is designed to sharpen verbal and written communication skills, interviewing techniques, and negotiation and advocacy strategies. Body language and beginning and advanced interviewing techniques will be covered. Dealing with different types of clients, including an emotional client and a reluctant client, will also be included. Negotiation, informed consent, and the authority to negotiate will be taught, as well as negotiation differences between large and small cases. In the advocacy area, direct and cross-examination techniques will be covered. Administrative hearings will be covered as paralegals can play an active role in advocacy in administrative hearings. Role playing and critical analysis will be used to assist in the development of appropriate skills.

Upon successful completion of LAW 202, the student should be able to:

1. Prepare to conduct a client interview.
2. Obtain relevant facts and information from the interviewee to determine likelihood of success of a legal action.
3. Identify and incorporate effective communication skills in interviewing.
4. Prepare for effective negotiation with an opposing party.
5. Present a case before an administrative agency.
6. Outline and draft opening statement, direct and cross examination, closing argument.

LAW 203 Legal Writing (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 102.

Comment: LAW 203 may not be audited.

LAW 203 trains the student in the proper language and format for the drafting of legal documents, including demand letters, fact memos, and interrogatories. Emphasis will be on writing memoranda after completing necessary legal research. The ethics of legal writing will also be discussed.

Upon successful completion of LAW 203, the student should be able to:

1. Draft a fact memorandum.
2. Draft an office memorandum.
3. Draft a basic trial memorandum.
4. Draft a demand letter.
5. Draft interrogatories.
6. Explain the ethical issues involved in drafting legal documents.

LAW 212 Advanced Litigation (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 111; or consent of instructor.

Comment: LAW 212 may not be audited.

LAW 212 advances the student's knowledge and skills in assisting the trial attorney in civil litigation, including complex litigation, in the Hawai'i State and Federal courts. Specific areas of coverage include expert witnesses, medical malpractice, products liability, class actions, and construction litigation, with an emphasis on the role of the paralegal.

Upon successful completion of LAW 212, the student should be able to:

1. Identify and distinguish the similarities and differences in state and federal practice, and utilize special rules and procedures.
2. Investigate, research, organize and plan reasonably complex civil litigation.
3. Assist with proceedings before appropriate administrative bodies (e.g., medical claims conciliation panel).
4. Prepare litigation documents including pleadings and discovery materials.
5. Perform and/or support pre-trial and trial work including use of expert witnesses and complex and/or voluminous documentary evidence.
6. Select and apply relevant technology in support of complex litigation.
7. Examine and resolve typical trial issues/problems.

LAW 236 Advanced Tort and Insurance Law (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 136; a grade of "C" or higher in LAW 203. Prerequisites may be waived by instructor or Program director.

Comment: LAW 236 may not be audited.

LAW 236 prepares the student to assist attorneys and corporations in tort and insurance law. It covers advanced theories of tort liability and defenses and the various types of insurance policies and their application to various claims. Training in the use of specific forms and procedures utilized in tort and insurance work in Hawai'i is also incorporated.

Upon successful completion of LAW 236, the student should be able to:

1. Explain and apply the principles and legal theories relating to torts to the person and property.
2. Research and draft memos and motions used in tort action.
3. Explain in detail the defenses to allegations of negligence.
4. Explain and apply the legal principles and theories relating to product liability.
5. Explain the theories and principles of insurance law and how insurance companies protect individuals, and entities.
6. Analyze and evaluate special and general damages.

LAW 240 Advanced Family Law (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 140; a grade of "C" or higher in LAW 203. Prerequisites may be waived by instructor or Program director.

Comment: LAW 240 may not be audited.

LAW 240 covers advanced substantive law and procedural aspects in the area known as "family law." It covers adoption, consent and nonconsent cases, guardianships, and paternity. Additionally, advanced divorce-related issues will be covered including contested child custody, child support, and all contested property-division issues. Procedural discussions will focus on familiarization with family court procedures and forms in adoption, guardianship, and paternity cases and the advanced divorce-related matters will focus on discovery, custody evaluations and preparation of expert witnesses for contested trials. This course prepares the student to assist attorneys in these additional areas of family law practice.

Upon successful completion of LAW 240, the student should be able to:

1. Explain fundamental statutory family law concepts governing adoptions, guardianships, paternity and other matters controlled by the family court.
2. Explain procedures and processes of the family court.
3. Locate, describe, and analyze print and electronic sources of law relating to family law.
4. Draft documents commonly used in family law, specifically adoption, guardianship, paternity, and contested divorce matters.
5. Use appropriate terminology relating to adoptions, guardianships, paternity, and other areas of family law.
6. Explain the ethical obligations of a paralegal or non-lawyer relating to family law.
7. Describe how alternative dispute resolution fits into the continuum of resolution of adoptions, guardianships, paternity, and other family law matters.

LAW 282 Advanced Computer-assisted Legal Research (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 102.

Comment: LAW 282 may not be audited.

LAW 282 trains the student in developing a working knowledge of the functions of the Lexis and/or Westlaw computerized legal research systems through hands-on experience with computers and through lectures regarding the theory of research methods. Both independent and group research activities are required. Coverage of other computer-based research databases is also provided. The course culminates in an independent computer-assisted research assignment.

Upon successful completion of LAW 282, the student should be able to:

1. Demonstrate advanced computerized legal research (CALR) techniques using a primary national computerized legal research system (Westlaw and/or Lexis).
2. Analyze and apply advanced CALR techniques to common legal research applications.
3. Utilize public domain and Internet resources (including the 'invisible' web) to conduct legal research.

B-212

4. Evaluate research techniques, tools, and sites in order to select the most cost-effective approach for each research job.
5. Draft and prepare documentation incorporating research information.

LAW 283 Advanced Legal Writing (3)

3 hours lecture per week

Prerequisite(s): Paralegal program major; a grade of "C" or higher in LAW 102; a grade of "C" or higher in LAW 203. Prerequisites may be waived by instructor or Program director.

Comment: LAW 283 may not be audited.

LAW 283 trains the student in the proper language and format for the drafting of complex trial memoranda. Independent legal research will be required. The tracing of statutory legislative history and exploring its application will also be addressed. Emphasis will be placed on precision and clarity in drafting.

Upon successful completion of LAW 283, the student should be able to:

1. Articulate the difference between an office memorandum and a trial memorandum.
2. Articulate the purpose of a trial memorandum, its audience, and its style.
3. Edits one's own and others' legal writing.
4. Research the law and apply it to a given client scenario.
5. Draft a trial memorandum.

LAW 293P Cooperative Paralegal Education (3)

1 hour lecture and 9 hours cooperative work experience per week for a total of 144 hours of work experience for three credits.

Prerequisite(s): Paralegal program major; a grade of C or higher in LAW 101; a grade of "C" or higher in LAW 105; a grade of "C" or higher in LAW 145; a grade of "C" or higher in LAW 148; a grade of "C" or higher in LAW 202; a grade of "C" or higher in LAW 203.

Recommended Preparation: Students should be in the last semester of the Paralegal degree program.

Comment: Letter grade only. LAW 293P may not be audited. LAW 293P may not be taken credit/no credit.

LAW 293P is a capstone cooperative education course involving an employer and the college that integrates classroom learning with supervised practical experiences related to a paralegal career. This course provides opportunities that allow the student to apply and reinforce paralegal skills learned in Legal Education courses in an actual legal office environment. Students will also have the opportunity to analyze their general and technical work skills as well as the business of law as learned in their courses. Job search skills are also emphasized.

Upon successful completion of LAW 293P, the student should be able to:

1. Apply job search skills in an internship or potential employment search.
2. Obtain realistic paralegal-related work experience in a legal office to correlate with the skills and knowledge acquired in the classroom.
3. Compare classroom learning with practical paralegal-related work experience and evaluate its benefits.
4. Identify the personal qualities and work skills required of paralegals.
5. Apply and further develop knowledge of the law, paralegal-related skills, and law office procedures.
6. Demonstrate and describe the ethical and professional practices used in the legal field.
7. Identify areas for self-improvement in general work skills and technical/legal-related skills.
8. Clarify and describe career goals.
9. Explain professionalism in the paralegal field including lifelong learning, continuing legal education, professional organizations and membership, and national certification options and resources.

LAW 293S Cooperative Legal Secretary Education (3)

1 hour lecture and 9 hours cooperative work experience per week for a total of 144 hours of work experience for three credits.

Prerequisite(s): Legal Secretary Certificate of Completion program major; a grade of "C" or higher in LAW 105; a grade of "C" or higher in LAW 145; a grade of "C" or higher in LAW 148.

Recommended Preparation: Students should be in the last semester of the Legal Secretary Certificate of Completion program.

Comment: Letter grade only. LAW 293S may not be audited. LAW 293S may not be taken credit/no credit.

LAW 293S is a capstone cooperative education course involving an employer and the college that integrates classroom learning with supervised practical experiences related to a legal secretary career. This course provides opportunities that allow the student to apply and reinforce legal secretary skills learned in Legal Education courses in an actual legal office environment. Students will also have the opportunity to analyze their general and technical work skills as well as the business of law as learned in their courses. Job search skills are also emphasized.

Upon successful completion of LAW 293S, the student should be able to:

1. Apply job search skills in an internship or potential employment search.
2. Obtain and compare legal secretary-related work experience in a legal office to correlate with the skills and knowledge acquired in the classroom and evaluate its benefits.
3. Identify the personal qualities and work skills required of legal secretaries.
4. Apply and further develop knowledge of the law, legal secretary-related skills, and law office procedures.
5. Demonstrate and describe the ethical and professional practices used in the legal field.
6. Identify areas for improvement in general work skills and technical/legal-related skills through self-reflection.
7. Clarify and describe career goals.
8. Explain professionalism in the legal secretary field including lifelong learning, continuing legal education, professional organizations and membership, and national certification options and resources.

LEARNING SKILLS

LSK 30C Listening and Note Taking (1)

3 hours lecture per week (5 weeks)

Prerequisite(s): Appropriate score on the KCC English placement test or instructor recommendation.

LSK 30C is a 5-week module designed to improve listening and note-taking skills. Practice in listening to and taking notes of short lectures related to content area courses. Emphasis on techniques of note taking.

Upon successful completion of LSK 30C, the student should be able to:

1. Listen actively and selectively for central ideas and supporting details in short lectures.
2. Take notes according to the lecturer's style and the nature of the subject matter.
3. Write notes in a modified outline format by using such principles as indenting, headings, and markers.
4. Generate thoughtful questions from lecture notes.
5. Recognize common verbal cues used by a speaker.
6. Edit and organize lecture notes.
7. Summarize and map lecture notes.
8. Understand the importance of regular reviews and recitation of lecture notes.
9. Apply appropriate note-taking techniques to your content focus class.

LSK 30E Textbook Reading (1)

3 hours lecture per week (5 weeks)

Prerequisite(s): Appropriate score on the KCC English placement test or instructor recommendation.

LSK 30E is a module designed to improve skills in understanding and retaining textbook material. Practice in applying a textbook study system to content area materials. Includes a brief survey of techniques useful in the study of science and social science courses.

Upon successful completion of LSK 30E, the student should be able to:

1. Preview a chapter.
2. Pose discovery questions based on a chapter preview.
3. Select main ideas and significant supporting data from assigned reading.
4. Highlight important words, sentences, and paragraphs.
5. Use appropriate strategies for retaining the material read.
6. Recite, review, integrate important text material with lecture notes.
7. Recognize patterns of organization commonly used in the social sciences and the sciences texts.
8. Apply appropriate reading techniques to your content focus class.

LSK 30F Test-Taking (1)

3 hours lecture per week (5 weeks)

Prerequisite(s): Appropriate score on the KCC English placement test or instructor recommendation.

LSK 30F is a module designed to improve test-taking skills. Emphasis on objective test-taking techniques and writing clear, organized essay answers. Includes test preparation techniques and memory retention.

Upon successful completion of LSK 30F, the student should be able to:

1. Understand basic preparation techniques for test-taking.
2. Review for an examination by organizing principles and concepts, seeing inter-relationships, and diagramming the material into information maps.
3. Determine what is important enough to study when preparing for an examination.
4. Use memory techniques for test preparation.
5. Prepare for different kinds of tests: objective, short-answer, essay, and problem solving.
6. Predict possible test questions.
7. Survey an examination, noting number of questions and their relative point value and allocating time to ensure profitable returns.
8. Understand instructions commonly used in both objective and essay examinations.
9. Recognize particular clues in objective questions.
10. Write clear, organized essay answers for assigned questions on content area readings.
11. Apply test-taking strategies to mock exams.
12. Apply test-taking preparation techniques to the final exam scheduled in your focus class.

LSK 30G Self-Management Skills for College Success (1)

1.5 hours lecture per week

Prerequisite(s): Qualification for PCC 20, ENG 21, ENG 22, PCM 23, MATH 24, MATH 25, MATH 81, IS 103, or ENG 102.

Comment: LSK 030G is a 10-week section offered in the fall and spring semesters. LSK 030G may not be audited.

LSK 30G serves as an orientation to the college experience for students enrolled in basic skills and developmental classes. Students use case studies to identify responsible behaviors appropriate for college. They identify and list choices made by successful students and learn to use problem-solving processes to weigh alternatives. They also use journals to write about their thoughts and feelings while finding ways to become more efficient and effective. In addition, they identify their tentative short- and long- range personal and academic goals.

Upon successful completion of LSK 30G, the student should be able to:

1. Use a problem-solving method to make decisions.
2. Identify college resources, policies, programs and services that can assist in achieving educational goals.
3. Use e-mail to communicate with faculty and peers.
4. Communicate effectively on academic and individual matters with instructors, counselors, and peers.
5. Identify behaviors (positive and negative) that contribute to or hinder success.
6. Identify personal, academic, and career goals.
7. Evaluate personal use of time.
8. Use alternative methods of self-exploration and expression.

LSK 90 Basic Intensive Preparatory Program For Deaf Students (12) (Inactive)

10 hours lecture, 2 hours lecture/lab, and 3 hours lab per week

Prerequisite(s): Consent of instructor; ASL 102 or equivalent.

Comment: Credit/no credit grading only. LSK 90 may not be taken for a letter grade. LSK 90 may not be audited. LSK 90 is currently inactive.

LSK 90 is designed specifically for deaf and hard of hearing students who need additional preparation to successfully transition into college level courses. Instruction will be in American Sign Language with intensive focus on reading strategies, writing skills, and vocabulary enrichment. Development of academic survival skills and enhancement of background knowledge will also be included in the course work.

Upon successful completion of LSK 90, students should be able to:

1. Apply a systematic approach to writing which includes: pre-writing, writing, revising and editing to generate a two paragraph narrative.
2. Express feelings and ideas through use of basic sentence structure.
3. Follow basic signed directions.
4. Utilize pre-reading strategies, including making predictions to enhance comprehension of basic reading material.
5. Retell the key concepts of a written work effectively through signed expression.
6. Adapt reading style to understand the meaning of the entire text and distinguish between fact and opinion.
7. Demonstrate effective communication skills in interpersonal situations.
8. Apply academic survival skills (i.e. time management, stress management, test taking skills) to find and obtain help when necessary.

LSK 91 Intermediate Intensive Preparatory Program for Deaf Students (12) (Inactive)

10 hours lecture, 2 hours lecture/lab, and 3 hours lab per week

Prerequisite(s): Consent of instructor; ASL 102 or equivalent.

Comment: Credit/no credit grading only. LSK 91 may not be taken for a letter grade. LSK 91 may not be audited. LSK 91 is currently inactive.

LSK 91 is designed specifically for deaf and hard of hearing students who need additional preparation to successfully transition into college level courses. Instruction will be in American Sign Language with intensive focus on reading strategies, writing skills, and vocabulary enrichment. Development of academic survival skills and enhancement of background knowledge will also be included in the course work.

Upon successful completion of LSK 91, students should be able to:

1. Apply a systematic approach to writing which includes: pre-writing, writing, revising and editing to generate a composition which includes an introduction, body and conclusion.
2. Express feelings and ideas through the use of compound sentence structure.
3. Follow basic written and signed directions.
4. Utilize pre-reading strategies, including making predictions and drawing conclusions to enhance comprehension of reading material.
5. Retell the key concepts of a written work effectively through signed expression and a written response.
6. Use analytical thinking skills to compare and contrast information.
7. Demonstrate effective communication skills in interpersonal situations and small group settings by turn-taking and respecting other opinions in the communication process.

LSK 92 High Intermediate Intensive Preparatory Program for Deaf Students (12) (Inactive)

10 hours lecture, 2 hours lecture/lab, and 3 hours lab per week

Prerequisite(s): Consent of instructor; ASL 102 or equivalent.

Comment: Credit/no credit grading only. LSK 92 may not be taken for a letter grade. LSK 92 may not be audited. LSK 92 is currently inactive.

LSK 92 is designed specifically for deaf and hard of hearing students who need additional preparation to successfully transition into college level courses. Instruction will be in American Sign Language with intensive focus on reading strategies, writing skills, and vocabulary enrichment. Development of academic survival skills and enhancement of background knowledge will also be included in the course work.

Upon successful completion of LSK 92, students should be able to:

1. Apply a systematic approach to writing including pre-writing, writing, revising and editing to generate a composition targeted at a specific audience.
2. Begin using complex sentence structure to express intent and meaning.
3. Follow complex written and signed directions.
4. Use reading comprehension strategies, such as predicting, previewing, scanning and summarizing to derive meaning from readings at the students' instructional level.
5. Identify the main idea in a variety of paragraphs.
6. Use analytical thinking skills to compare and contrast information and recognize cause and effect relationships.
7. Demonstrate effective expressive and receptive sign language skills during interpersonal communication.
8. Apply academic survival skills (i.e. time management, stress management, test taking skills) to find and obtain help when necessary.

LSK 94 Advanced Intensive Preparatory Program For Deaf Students (12) (Inactive)

10 hours lecture, 2 hours lecture/lab, and 3 hours lab per week

Prerequisite(s): Consent of instructor; ASL 102 or its equivalent.

Comment: Credit/no credit grading only. LSK 94 may not be taken for a letter grade. LSK 94 may not be audited. LSK 94 is currently inactive.

LSK 94 is designed specifically for deaf and hard of hearing students who need additional preparation to successfully transition into college level courses. Instruction will be in American Sign Language with intensive focus on reading strategies, writing skills, and vocabulary enrichment. Development of academic survival skills and enhancement of background knowledge will also be included in the course work.

Upon successful completion of LSK 94, students should be able to:

1. Apply a systematic approach to writing that includes, prewriting, writing, revising, and editing to clearly express intent and meaning through a variety of complex sentences.
2. Follow complex, implicit and explicit written and signed directions.
3. Use reading comprehension strategies, such as predicting, previewing, scanning and summarizing to derive meaning from readings at the students' instructional level.
4. Identify the main idea and supporting details from selected readings.

B-216

5. Use analytical thinking skills to make valid inferences, compare and contrast information and recognize cause and effect relationships.
6. Demonstrate effective expressive and receptive signing skills in interpersonal communication, in small groups, and through an interpreter.
7. Apply academic survival skills to manage time appropriately, set attainable goals for the future, find and obtain help when necessary, and manage stressful situations appropriately.
8. Utilize information gained from classroom and field trip experiences to enhance knowledge base and apply toward future learning.

LINGUISTICS

LING 102 Introduction to the Study of Language (3)

3 hours lecture per week

Prerequisites(s): ENG 100, ENG 160, or ESL 100 with a grade of "C" or higher.

Linguistics 102 offers an introduction to language: how it is used, how it is acquired, how it changes over time, how it is patterned, how it is represented in the brain. Students will learn about the major concerns, methods, and discoveries of this exciting field. The course covers such topics as language and the human species, formal linguistics, applied linguistics, and how languages are related in time and space.

Upon successful completion of LING 102, the student should be able to:

1. Identify stages of language acquisition and distinguish between first and second language acquisition.
2. Explain the relationship between language behavior and its physical foundations.
3. Demonstrate an awareness of gender-related issues in language use.
4. Transcribe the sounds of English using phonetic symbols.
5. Perform basic phonological, morphological and syntactical analyses of language data.
6. Demonstrate a deeper understanding of and appreciation for the nature of language and a livelier interest in all its manifestations
7. Distinguish geographic, historical and social variation in language.
8. Explain the historical relationships among modern languages and explain linguistic methods for reconstructing ancestral languages.
9. Employ discipline-specific research methods.

MANAGEMENT

MGT 118 Principles of Supervision (3)

3 hours lecture per week

Recommended Preparation: ICS 100 or Microsoft Word, Microsoft Excel, Microsoft PowerPoint; ENG 100; MATH 24.

MGT 118 focuses on supervisory concepts applying business terminology and practices of today's first line managers. The relationship of these five functions of management (planning, organizing, staffing, influencing/leading, and controlling) and the role of the supervisor in the business organization will be studied in detail.

Upon successful completion of MGT 118, the student should be able to:

1. Utilize terms, concepts and theories of supervision that are to be applied in a problem solving activity.
2. Conduct research both primary and secondary that address a management problem. Research is to be applied in the construction of a formal management plan.
3. Present in writing and verbally a formal management plan constructed through the application of supervision terms, concepts, theories and research results that solves a management problem.

MGT 122 Organizational Behavior (3)

3 hours lecture per week

Recommended Preparation: ENG 100.

MGT 122 covers key concepts and issues underlying the modern practice of interpersonal relations from the supervisor's perspective. Major topic areas are self-awareness, communication, interpersonal relationships, values, attitudes, working with others, working with supervisors, customer service, and self-improvement. This course will enable students to develop the ability to handle human relations constructively, develop a greater comprehension of the causes of interpersonal conflict, and to make intelligent choices when people-related problems arise.

Upon successful completion of MGT 122, the student should be able to:

1. Develop a personal performance plan to maximize workplace productivity.
2. Identify personality types and strategies to motivate others.
3. Create an organization structure and management strategy to support different company cultures.

MGT 124 Human Resource Management (3)

3 hours lecture per week

Recommended Preparation: ICS 100 or Microsoft Word, Microsoft Excel, and Microsoft PowerPoint; ENG 100; MATH 24.

MGT 124 introduces principles, organizations, techniques and strategies of personnel administration, procurement and placement, improvement of performance, management and labor relations, pay and benefits, workplace security and safety and other services provided to the firm by the personnel section. This course provides the practical and operational knowledge of the responsibilities involved in personnel management within the business profession.

Upon successful completion of MGT 124, the student should be able to:

1. Utilize terms, concepts and theories of Human Resource Management that are to be applied in a problem solving activity.
2. Conduct research in both primary and secondary that addresses management problem(s). Research is to be applied in the construction of a formal human resource management plan.
3. Present in writing and verbally a formal human resource management plan constructed through the application of human resource terms, concepts, theories and research results that solves a management problem.
4. Utilize terms, concepts and theories of Human Resource Management that are to be applied in a problem solving activity.

MARKETING

MKT 120 Principles of Marketing (3)

3 hours lecture per week

MKT 120 introduces students to marketing concepts and the application of the process of marketing products, services, and ideas to provide value and benefits to both for-profit and non-profit organizations. Students will develop an understanding of the marketing process, analyze marketing opportunities and develop strategies to fulfill the needs of the target markets.

Upon successful completion of MKT 120 the student should be able to:

1. Explain and discuss the impact that various business cultures have on the marketing process.
 - a. Explain the marketing process
 - b. Discuss and give examples of companies practicing social responsibility.
 - c. Discuss the significance of Customer Relationship Management (CRM).
2. Analyze marketing opportunities to develop new and to improve markets for business sales growth.
 - a. Describe the marketing research process
 - b. Explain business marketing
 - c. Distinguish different consumer behaviors
 - d. Identify global marketing opportunities
3. Analyze business functions and practices to develop marketing strategies that will result in profits for a business.
 - a. Summarize market segmentation strategies
 - b. Explain product strategies
 - c. Describe place (distribution) strategies
 - d. Discuss price strategies
 - e. Explain promotion (communication) strategies
 - f. Explain positioning strategies
 - g. Describe the strategic planning process
 - h. identify Internet marketing strategies

MKT 130 Principles of Retailing (3)

3 hours lecture per week

MKT 130 introduces the concepts and principles of retailing and their roles in the function of marketing. Emphasis is on organization, operation and management of a retail store. Buying, handling and aspects of merchandising management will be presented. Topics such inventory and expense control, personnel, e-commerce, merchandise and sales promotion are also covered.

Upon successful completion of MKT 130, the student should be able to:

1. Describe the role of retailing in the free enterprise system.
2. Apply principles of store organization and operations.
3. Explain the concepts of store location, design, and layout.
4. Apply principles of the buying function.
5. Describe the techniques of retail promotion.
6. Summarize the principles of merchandise and expense control systems.
7. Construct a merchandise plan.
8. Construct an assortment plan.
9. Prepare a buying plan.
10. Calculate open-to-buy.

MKT 150 Principles of Customer Service and Selling (3)

3 hours lecture per week

MKT 150 focuses on the principles and methods of customer service and selling in the marketing process. Emphasis is on the use of customer service to retain customers and grow revenue, the retail and business-to-business sales process and the various aspects of selling strategically. Students will develop a sales presentation and customer service program.

Upon successful completion of MKT 150, the student should be able to:

1. Demonstrate the principles of customer service for customer retention and to increase customer revenue contribution.
2. Demonstrate various sales principles and methods of retail and business-to-business selling.
3. Demonstrate the steps in the retail and business-to-business sales process.
4. Design and deliver a sales presentation.
5. Develop a customer service program.
6. Explain terminology associated with the field of selling and customer service.

MKT 180 International Marketing (3)

3 hours lecture per week

MKT 180 studies and applies concepts and principles of international marketing in the global economy. Major topic areas include export market selection, market entry strategies, product and pricing decisions, promotion and marketing communication, physical distribution, and other international marketing activities.

Upon successful completion of MKT 180, the student should be able to:

1. Identify the nature and scope of international business.
2. Apply concepts of international marketing and exporting to make appropriate business decisions.
3. Examine the role of culture and politics in international marketing.
4. Demonstrate knowledge of economic and geographic influences on trade.
5. Evaluate global marketing opportunities.
6. Incorporate importing, exporting, and international trade into a marketing project.
7. Analyze strategies for entering foreign markets.
8. Demonstrate knowledge of Product, Price, Promotion, and Place (the 4 Ps) of marketing in the international global economy.

MKT 185 e-Commerce Marketing (3)

3 hours lecture per week

Recommended Preparation: MKT 120.

Conducting business in today's digital age means using the Internet and other forms of digital sales and marketing. MKT 185 provides the foundation for marketing using the Internet. Coursework includes managing e-Commerce through customer service, interfacing with customers by e-mail, understanding the digital mentality and netiquette, fulfilling e-Commerce orders, what not to do online, and thriving in the virtual international marketplace.

Upon successful completion of MKT 185, the student should be able to:

1. Understand how to use the Internet for e-Commerce.
2. Know the tools that customers use on the Internet.
3. Appreciate the importance of netiquette.
4. Appreciate the importance of being sensitive to the Internet's global nature.
5. Understand security issues involved in e-Commerce.
6. Articulate appropriate responses to customer's inquiries about security issues.
7. Analyze different business models for e-Commerce.
8. Recognize the role of customer service for e-Commerce.
9. Compose e-mail letters for various situations of customer service.

MKT 235 Principles of Merchandise Management (3)

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in MKT 120; a grade of "C" or higher in MKT 130 or concurrent enrollment in MKT 130, with consent of instructor.

MKT 235 focuses on the performance and application of the principles of buying, physical handling, and managing the financial aspects of merchandising. This is a practical course on merchandise plans, customer demand, merchandise sources, evaluation methods, negotiating, reordering, merchandise forecasting and budgeting, and inventory controls. Students learn strategies to effectively compete in a market through the construction and implementation of a merchandising system.

Upon successful completion of MKT 235, the student should be able to:

1. Apply concepts and principles of an effective buying process.
2. Differentiate the buying processes for different types of retail stores.
3. Describe the different roles of the retail buyer.
4. Construct a merchandise plan.
5. Construct an assortment plan.
6. Construct a buying plan.
7. Formulate and apply an open-to-buy system.
8. Explain fundamentals of inventory management, inventory shrinkage control and inventory turn.
9. Identify target consumer for a particular store.
10. Explain the importance of positive vendor relationships.
11. Identify professional and ethical business practices.
12. Demonstrate negotiating skills.
13. Explain the buyer's role in visual merchandising, advertising, public relations, sales promotion, and sales support services.
14. Design a seasonal merchandising strategy based on store needs.
15. Prepare a sales projection.
16. Differentiate the types of technologies used to effectively execute a merchandise plan.

MKT 260 Integrated Marketing Communication (3)

3 hours lecture per week

Prerequisites: A grade of "C" or higher in MKT 120; a grade of "C" or higher in MKT 150 or concurrent enrollment in MKT 150, with consent of instructor.

MKT 260 focuses on the application of strategies of all aspects of the marketing communication process of advertising, sales promotion, personal selling, public relations, direct marketing and online channels to integrate and coordinate its message and media to deliver, clear reinforcing communication. Students analyze, integrate, and apply marketing communication tools appropriately and effectively in a targeted marketing campaign.

B-220

Upon successful completion of MKT 260, the student should be able to:

1. Evaluate the role of each integrated marketing communication tool in an integrated plan: advertising, sales promotion, direct marketing, personal selling, and public relations.
2. Build customer segments around promotional strategies using a variety of selection variables.
3. Assess the appropriateness of various print, broadcast, and online media for marketing communication efforts for different product classifications.
4. Apply appropriate public relations strategies to maintain a positive image, educate the public about the company's goals and objectives, introduce new products or services, and help support the sales efforts.
5. Develop sales promotion activities that stimulate consumer purchasing.
6. Develop direct marketing campaigns that increase sales.
7. Demonstrate methods of retail, business-to-consumer, and business-to-business selling.

MKT 293 Marketing Internship (3)

1 hour lecture, 8 hours practicum per week

Prerequisite(s): A grade of "C" or higher in MKT 130; a grade of "C" or higher in MKT 150; a grade of "C" or higher in MKT 180; credit or concurrent enrollment in MKT 235 or consent of program coordinator or instructor; credit or concurrent enrollment in MKT 260 or consent of program coordinator or instructor.

MKT 293 is a capstone work-study course providing opportunities to reinforce skills learned in Marketing courses by applying them in an actual job situation. This course provides students the ability to analyze their work and the business operation in relationship to the principles, concepts and procedures learned in their courses.

Upon successful completion of MKT 293, the student should be able to:

1. Integrate the accumulated knowledge and skills from previous course work into a practical comprehensive working knowledge base through work application.
2. Develop a bridge between academia and the professional world.
3. Attain practical on-the-job experience in an actual occupational situation compatible to the student's major curriculum.
4. Communicate effectively and use appropriate social skills within the work environment..
5. Employ to the fullest extent the student's abilities, initiative, and creativity.
6. Describe the social and economic responsibilities of those engaged in marketing.
7. Build practical work experience while under the guidance of professionals who will help identify the personal qualities and work skills required of employees in your chosen field.
8. Perform job duties at a worksite according to industry standards.
9. Demonstrate progressive leadership that is competent, assertive, self-reliant and cooperative through the exploration of vocational opportunities.
10. Demonstrate the ethical and professional practices necessary to work in the field.
11. Explain the impact of marketing on the economy.
12. Identify areas of self-improvement in knowledge, skills, attitude and behavior.

MATHEMATICS

MATH 24 Elementary Algebra I (3)

3 hours lecture per week

Prerequisite(s): A grade of "P" in PCM 23, or a placement test recommendation of MATH 24 or higher.

Comment: Credit/No Credit grading only. A scientific calculator is required.

An introduction to basic algebra topics, MATH 24 is the first course in a two semester sequence of Elementary Algebra courses. Instruction includes units on operations with signed numbers, linear equations and inequalities in one variable, the coordinate plane, and linear systems in two variables.

Upon successful completion of MATH 24, the student should be able to:

1. Translate word phrases into algebraic expressions.
2. Use the order of operations to find the value of algebraic expressions.
3. Identify whole numbers, integers, rational numbers, irrational numbers, and real numbers.
4. Find the absolute value, additive inverse, and multiplicative inverse of a real number.
5. Perform the basic operations (add, subtract, multiply, and divide) with signed rational numbers.

B-221

6. Identify the following properties: commutative, associative, identity, inverse, distributive.
7. Identify terms, like terms, and numerical coefficients in a polynomial.
8. Solve linear equations and inequalities in one variable.
9. Solve a formula for a specified variable.
10. Write and solve ratios and proportions including those from word problems.
11. Plot an ordered pair and state the quadrant in which it lies.
12. Graph linear equations and inequalities by point plotting, the intercept method, and the slope-intercept method.
13. Write the equation of a line given two points or the slope and y-intercept or the slope and a point on the line.
14. Solve linear systems of equations or inequalities in two variables by algebraic and graphic methods.
15. Use linear systems to solve word problems.

MATH 25 Elementary Algebra II (3)

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in MATH 24, or a grade of "C" or higher MATH 81, or a COMPASS Placement test recommendation of MATH 25.

Comment: A scientific calculator is required.

MATH 25 is the second course in the two-semester sequence of Elementary Algebra courses. Instruction includes units on exponents, polynomials, factoring, rational expressions and equations, radical expressions and equations, and quadratic equations.

Upon successful completion of MATH 25, the student should be able to:

1. Identify and use the laws of exponents to simplify expressions with integral exponents.
2. Use scientific notation in calculations.
3. Add, subtract, multiply, and divide polynomials in one or two variables.
4. Factor the greatest common factor from a polynomial expression.
5. Factor a polynomial of four terms by grouping.
6. Factor general trinomials $ax^2 + bx + c$, where a , b , and c are integers.
7. Recognize and factor the difference of two squares.
8. Recognize and factor a perfect square trinomial.
9. Write rational expressions in lowest terms.
10. Add, subtract, multiply, and divide algebraic fractions.
11. Solve equations containing rational expressions.
12. Solve word problems that lead to equations containing rational expressions including indirect variation.
13. Identify a given radical as rational, irrational, or not real.
14. Evaluate a radical expression.
15. Simplify a radical expression.
16. Add, subtract, multiply, or divide radical expressions.
17. Solve equations containing radicals.
18. Solve word problems that lead to equations containing radical expressions.
19. Solve a quadratic equation with integral coefficients by factoring.
20. Solve equations of the form $(ax + b)^2$, using the square root property of equations.
21. Complete the perfect trinomial square given a partial trinomial.
22. Use the quadratic formula to solve quadratic equations.

MATH 81 Foundations of Mathematics (6)

6 hours lecture per week

Prerequisite(s): Qualification for English 22, completion of PCM 23 with a grade of "C" or higher, or recommendation by the COMPASS placement test.

Comment: A TI-83 or TI-84 graphing calculator is required. Satisfactory completion of MATH 81 qualifies students for MATH 100, BUS 100, MATH 111, and MATH 115. MATH 81 does not qualify students for MATH 103, MATH 135 or higher level mathematics.

MATH 81 is designed to introduce students to problem solving, hands-on activities, technology, basic algebra, data analysis, graphing and geometry. It is intended to prepare students for college level mathematics (BUS 100, MATH 100, MATH 100H, or MATH 115). TI-83 graphing calculators will be used extensively.

Upon successful completion of MATH 81, the student should be able to:

1. View mathematics as connected to the real world in everyday life and in vocational disciplines.
2. Apply technology (computers and graphing calculators) to solve mathematical problems and judge the reasonableness of the results.

3. Translate problem situations into symbolic representations and use these representations to solve problems.
4. Work effectively in groups and communicate mathematics both orally and in writing.
5. Use various graphical representations of data to uncover important patterns and to interpret these patterns in a real-world context.
6. Summarize and interpret data using statistical measures.
7. Use a graphing calculator to enter, manipulate, and display data in various ways.
8. Use the correct order of operations with expressions involving signed numbers and absolute values.
9. Solve and graph linear equations.
10. Solve problems involving ratios and proportions.
11. Graph quadratic functions and exponential functions.
12. Use laws of exponents for expressions with integral exponents.
13. Use scientific notation.
14. Simplify and evaluate square roots.
15. Find perimeters, areas, and volumes of various 2- and 3-dimensional figures.
16. Use the Pythagorean Theorem.

MATH 100 Survey of Mathematics (3) KCC AA/FS

3 hours lecture per week

Prerequisite(s): Qualification for MATH 100; qualification for ENG 22 or ESOL 94 on placement test.

Comment: Students will need a scientific calculator for MATH 100.

MATH 100 is a survey of important concepts in algebra, logical structure, numerical systems, financial mathematics, and probability and statistics, designed to acquaint non-specialists with examples of mathematical reasoning, and to develop an appreciation and understanding of their historical development and of the relationship of mathematics to the modern world.

Upon successful completion of MATH 100 the student should be able to:

1. Demonstrate basic knowledge of numeration systems.
2. Use basic techniques in symbolic logic to draw deductive conclusions in simple situations.
3. Solve some problems in finance, including compounded interest, annuity, and installment payments etc. using scientific calculators.
4. Identify the concepts of permutations and combinations and be able to apply those concepts in real situations.
5. Demonstrate knowledge of probability and statistics by solving simple statistical problems.

MATH 103 Fundamentals of College Algebra (3) KCC AA/FS

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in MATH 25 or a KCC Placement Test recommendation of MATH 103.

MATH 103 extends topics introduced in the elementary algebra sequence and prepares students for precalculus. Instruction includes units on algebraic simplification of polynomial, rational, exponential, and radical expressions, as well as solving equations and inequalities involving absolute value, polynomial, rational, exponential, and radical expressions, and the graphing of lines and parabolas. The topic of functions is introduced early in the course and is integrated in the subject matter throughout the course. A scientific calculator is required.

Upon successful completion of MATH 103, the student should be able to:

1. Add, subtract, and multiply polynomial expressions.
2. Factor polynomial expressions.
3. Divide polynomial expressions using synthetic division.
4. Determine if a mathematical relation is a function.
5. Find the domain of polynomial, rational, and radical functions.
6. Simplify, add, subtract, multiply and divide rational expressions.
7. Simplify, add, subtract, multiply, and divide exponential expressions with rational exponents, and radical expressions with an index of 3 or higher.
8. Solve linear and absolute value equations and inequalities.
9. Solve quadratic and rational inequalities.
10. Solve quadratic, rational and radical equations.
11. Solve a 3 X 3 system of linear equations.
12. Solve equations that are quadratic in form.
13. Determine the equation of a line (including lines parallel or perpendicular to a given line).
14. Graph a parabola, a system of 2 X 2 equations and inequalities, and graph square root and cube root functions.
15. Model and solve problems involving systems of linear equations (2 X 2 and 3 X 3), polynomial equations with Rational solutions, and quadratic and rational equations with Real solutions.

B-223

16. Solve compound inequalities.
17. Solve problems involving direct, inverse, and combined variation.

MATH 111 Mathematics for Elementary School Teachers I (3)

3 hours lecture per week

Prerequisite(s): A grade of "A" in MATH 24, a grade of "C" or higher in MATH 25, a grade of "C" or higher in MATH 81, or Placement Test recommendation of MATH 100 or higher; qualification for ENG 100.

MATH 111 gives prospective elementary education majors the depth of understanding necessary to teach mathematics in the elementary classroom. Topics will include numbers, operations on sets, patterns, functions and algebra. Emphasis will be on understanding, communication, problem solving, representing mathematical ideas, and reasoning and proof.

Upon successful completion of MATH 111, the student should be able to:

1. Explain ways of representing numbers, relationships among numbers, and number systems.
2. Perform various operations on sets; union, intersection, etc.
3. Identify and describe various types of patterns and functional relationships.
4. Use symbolic forms to represent, model, and analyze mathematical situations.
5. Solve a variety of problems.
6. Communicate mathematical ideas verbally, in writing, and through mathematical representations to various audiences.
7. Apply appropriate mathematical reasoning to justify solution paths to various problems.

MATH 112 Mathematics for Elementary Teachers II (3) KCC AA/FS

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in MATH 111.

MATH 112 gives prospective elementary education majors the depth of understanding necessary to teach mathematics in the elementary classroom. Topics will include representations of and operations on the natural numbers, integers, rational numbers and real numbers, and properties of those operations. Emphasis will be on communication, connections to other parts of mathematics, problem solving, representations, and reasoning and proof.

Upon successful completion of MATH 112, the student should be able to:

1. Demonstrate various representations of Natural numbers and Integers.
2. Define the operations on Natural numbers and Integers.
3. Identify, describe, and demonstrate the proper use of the properties of operations on Natural numbers and Integers.
4. Demonstrate various representations of Rational and Real numbers.
5. Define the operations on Rational and Real numbers.
6. Identify, describe, and demonstrate the proper use of the properties of operations on Rational and Real numbers.
7. Apply appropriate mathematical reasoning to justify solution paths to various problems.
8. Solve a variety of problems.
9. Communicate mathematical ideas verbally, in writing, and through mathematical representations to various audiences.
10. Demonstrate mathematical literacy and fluency.

MATH 115 Statistics (3) KCC AA/FS

3 hours lecture per week

Prerequisite(s): A grade of C or higher in MATH 25 or higher, or placement at MATH 100 or higher level mathematics course. Qualification for ENG 22 or ESOL 94 or higher level English course

MATH 115 offers a study of elementary probability and statistics including standard deviation, calculations and inferences about means and proportions, normal distributions and linear correlation.

Upon successful completion of MATH 115, the student should be able to:

1. Articulate and interpret various descriptive statistics, such as mean, median, mode, range, variance and standard deviation.
2. Draw and interpret various graphs, such as frequency histograms, bar graphs and cumulative frequency histograms.
3. Solve probability problems involving the concepts of independent events, mutually exclusive events and conditional probability.
4. Calculate probabilities involving normal random variables.

B-224

5. Determine and interpret (for large samples) confidence interval estimates of population means and proportions
6. Draw a scatter diagram, determine and draw the corresponding regression line, and calculate and interpret the corresponding correlation coefficient.

MATH 135 Elementary Functions (3) KCC AA/FS

3 hours lecture per week

Prerequisite(s): MATH 103 or qualification for MATH 135 on the math placement test.

Comment: Students will need a scientific calculator for MATH 135.

MATH 135 focuses on elementary functions and graphs, polynomials, absolute values, inequalities, logarithms and exponentials.

Upon successful completion of MATH 135, the student should be able to:

1. Apply definitions of functions, inverse functions, and composite functions.
2. Show familiarity with all principles involving linear functions.
3. Find roots, evaluate, sketch and solve inequalities involving polynomial functions.
4. Graph rational functions using the concepts of asymptotes.
5. Apply definitions and principles of logarithmic and exponential functions.
6. Use knowledge and techniques of this course in solving applied problems.

MATH 140 Trigonometry and Analytic Geometry (3) KCC AA/FS

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in MATH 135, qualification for MATH 140 on math placement test.

MATH 140 covers trigonometric functions and their inverses, plane trigonometry, polar coordinates, vectors, and conic sections.

Upon successful completion of MATH 140, the student should be able to:

1. Solve problems in Plane Trigonometry.
2. Graph trigonometric functions and their inverses.
3. Relate vectors with trigonometric functions.
4. Simplify algebraic expressions involving complex numbers.
5. Relate functional and geometric properties of conic sections.
6. Use knowledge and techniques in this course in solving applied problems.

MATH 203 Calculus for Business and the Social Sciences (3) (Inactive)

3 hours lecture per week

MATH 203 covers the mathematics of finance - annuities, perpetuities, present value, derivatives, integrals, graphical analysis, and mathematical models as applied to business. MATH 203 also covers applications of the derivative to curve sketching and the solutions of optimization problems, and involves the algebra and geometry of linear, quadratic, polynomial, exponential, and logarithmic functions, including functions of more than one variable.

Upon successful completion of MATH 203, the student should be able to:

1. Apply the concepts of function, limits, and continuity to business and financial problems.
2. Compute the derivatives and integrals of power functions, exponential, logarithmic functions and any combination of these functions.
3. Apply the derivative to problems involving slopes, tangent lines, rates of changes, and optimization.
4. Apply the concepts of limits and derivatives to graphing.
5. Apply the derivative and integral in solving applied problems by using more than one variable.

MATH 205 Calculus I (4) KCC AA/FS

4 hours lecture per week

Prerequisite(s): MATH 140 with a grade of "C" or higher or a math placement test recommendation of MATH 205.

Comment: Students will need a scientific calculator for MATH 205.

MATH 205 focuses on limits and continuity, techniques and applications of differentiation of algebraic and trigonometric functions, introduction to integration.

Upon successful completion of MATH 205 the student should be able to:

1. Apply the concept of limit.
2. Differentiate polynomial and trigonometric functions and sums, products, quotients, roots, and compositions of polynomial and trigonometric functions.
3. Use differential calculus to sketch curves and to solve applied problems.
4. Integrate functions by approximation and by use of antiderivatives.
5. Use integral calculus to determine area and to solve applied problems.

MATH 206 Calculus II (4) KCC AA/FS

4 hours lecture per week

Prerequisite(s): A grade of "C" or higher in MATH 205.

Comment: Students will need a scientific calculator for MATH 206.

MATH 206 is the second course in the calculus sequence, which focuses on techniques of integration and on integrals of specific functions and their applications. MATH 206 explores infinite series.

Upon successful completion of MATH 206 the student should be able to:

1. Differentiate and integrate elementary transcendental functions.
2. Integrate functions using special methods.
3. Apply L'Hospital's Rule and evaluate improper integrals.
4. Determine the convergence of infinite sequences and series and approximate functions with Taylor polynomials.
5. Use the techniques developed in this course to solve applied problems.

MATH 206L Calculus Computer Lab (3)

3 hours lab per week

Comment): A student may also register for MATH 206L if the student has completed MATH 206 with a "C" or higher grade, but has not successfully completed MATH 206L.

MATH 206L is an introduction to mathematics computer software for solving calculus problems, graphing functions, and gaining graphical and numerical comprehension of calculus concepts. No prior knowledge of computers is required.

Upon successful completion of MATH 206L the student should be able to:

1. Use symbolic mathematics software to find solutions of equations and systems of equations.
2. Use symbolic mathematics software to find first and second derivatives.
3. Use symbolic mathematics software to find estimates of function zeros using Newton's Method.
4. Use symbolic mathematics software to find definite and indefinite integrals.
5. Use symbolic mathematics software to find estimates of definite integrals using numerical methods.
6. Use symbolic mathematics software to find Taylor polynomials and estimate their remainders.
7. Use symbolic mathematics software to determine the convergence or divergence of infinite series.
8. Apply the fundamental calculus concepts of: limit of a function, derivative of a function, application of Newton's Method, definite integral, and numerical methods for estimating the definite integral.
9. Apply the fundamental calculus concepts of: convergence of Taylor polynomials and solutions of differential equations of the form $F(x) = G(x,y)$.

MATH 231 Calculus III (4) KCC AA/FS

4 hours lecture per week

Prerequisite(s): A grade of "C" or higher in MATH 206, or qualification for MATH 231 on the math placement test.

Comment: Students will need a scientific calculator for MATH 231.

MATH 231 prepares students for Calculus IV. Topics include differential calculus on functions of several variables, polar coordinates functions and vector valued functions.

Upon successful completion of MATH 231, the student should:

1. Use differential calculus on functions of several variables.
2. Differentiate functions of several variables and use the derivative to solve problems.
3. Explain what a limit is and the properties of limits of vector functions.
4. Describe the methods and logic of mathematics.

MATH 232 Calculus IV (4) KCC AA/FS

4 lecture hours per week

Prerequisite(s): A grade of "C" or higher in MATH 231 or qualification for MATH 232 on the math placement test.

Comment: Students will need a scientific calculator for MATH 232.

MATH 232 is the fourth course in the calculus sequence and focuses on multiple integrals, line and surface integrals and applications, and an introduction to ordinary differential equations.

Upon successful completion of MATH 232, the student should:

1. Use multivariable and basic differential equations calculus as a tool of mathematics.
2. Solve problems using multivariable calculus and differential equations.
3. Describe the methods and logic of mathematics.

MECHANICAL ENGINEERING

ME 213 Introduction to Engineering Design (3)

2 hours lecture and 3 hours lab per week

Prerequisite(s): A grade of "C" or higher in PHYS 170; or consent of the instructor.

Comment: Letter grade only. ME 213 may not be audited. ME 213 may not be taken credit/no credit.

This course is designed for pre-engineering majors who intend to transfer to a four-year engineering program and major in Mechanical Engineering. This course is required in the University of Hawai'i at Manoa's Mechanical Engineering program.

ME 213 is an introductory experience in communication, presentation, professional ethics, social responsibility, engineering economics, quality control, and computer-aided drafting. Teamwork and a project are required. The goal of the course is to learn the design process and associated skills in teamwork, communication, and computing, to recognize the role of fundamentals in design and problem solving, and to be exposed to different examples of engineering projects, disciplines, and careers.

Upon successful completion of ME 213, the student should be able to:

1. Effectively design a project using the standard engineering design process
2. Apply computer aided drawing and engineering drafting to a project
3. Apply engineering design concepts and fundamentals
4. Work effectively with a team in an engineering design project
5. Identify and use spreadsheets and word processing to document a design process
6. Make effective slide show and poster presentations
7. Participate in a STEM design competition or a mentored research experience.

MEDICAL ASSISTING

MEDA 101 Understanding the Ambulatory Care Patient (1)

1 hour lecture per week

Prerequisite(s): Acceptance into the Medical Assisting program.

Comment: Letter grade only. MEDA 101 may not be taken credit/no credit. MEDA 101 may not be audited. MEDA 101 was formerly a component of MEDA 100.

MEDA 101 is an introductory course that provides a knowledge base for the medical assistant's interaction with ambulatory care patients. It covers basic principles of psychology and human growth and development.

Upon successful completion of MEDA 101, the student should be able to:

1. Discuss the application of basic principles of psychology in dealing with patients of various backgrounds and medical conditions.
2. Describe possible ways of dealing with noncompliant patients.
3. Discuss stages of human growth and development in relation to medical conditions.
4. Explain variations in selected health conditions at different life stages.
5. Discuss the role of culture in health and wellness.
6. Discuss the role of family and support systems in health care among different cultures.

MEDA 102 Communication in the Medical Office (1)

1 hour lecture per week

Prerequisite(s): Acceptance into the Medical Assisting program.

Comment: Letter grade only. MEDA 102 may not be taken credit/no credit. MEDA 102 may not be audited. MEDA 102 was formerly a component of MEDA 100.

MEDA 102 is an introductory course that focuses on communication in the medical office/ambulatory care setting.

Upon successful completion of MEDA 102, the student should be able to:

1. Adapt communications to individual's ability to understand.
2. Communicate patient instructions clearly and effectively.
3. Use appropriate terminology in communicating with other health care team members.
4. Recognize and respond effectively to verbal, nonverbal, and written communications.
5. Use professional telephone technique.
6. Use electronic technology to receive, organize, prioritize, and transmit information.

MEDA 103 Math Applications in the Medical Office (1)

1 hour lecture per week

Prerequisite(s): Acceptance into the Medical Assisting program.

Comment: Letter grade only. MEDA 103 may not be taken credit/no credit. MEDA 103 may not be audited. MEDA 103 was formerly a component of MEDA 100.

MEDA 103 is an introductory course that focuses on applications of basic mathematical principles in the medical office/ambulatory care setting.

Upon successful completion of MEDA 103, the student should be able to:

1. Use applicable mathematical principles to solve problems in the medical office.
2. Convert measurements from one system to another.
3. Perform drug dosage calculations.

MEDA 104 Basic Nutrition for the Medical Assistant (1)

1 hour lecture per week

Prerequisite(s): Acceptance into the Medical Assisting program.

Comment: Letter grade only. MEDA 104 may not be audited. MEDA 104 may not be taken credit/no credit. MEDA 104 was formerly a component of MEDA 100.

MEDA 104 is an introductory course that identifies the relationship of food and nutrition to health. It covers the application of basic nutrition principles to personal well-being and the importance of nutrition in preventing chronic diseases.

Upon successful completion of MEDA 104, the student should be able to:

1. Identify nutrients and their functions.
2. Utilize the food pyramid and dietary guidelines in planning a healthy diet.
3. Explain the relationship between nutrition and chronic diseases.
4. Identify deceptive nutrition advertising.

MEDA 111 Medical Assisting Science I (4)

4 hours lecture per week

Prerequisite(s): Acceptance into the Medical Assisting program.

Comment: Letter grade only. MEDA 111 may not be audited. MEDA 111 may not be taken Credit/No Credit.

MEDA 111 covers basic concepts of human anatomy and physiology as well as medical terminology related to the body as a whole and to each major body system.

Upon successful completion of MEDA 111, the student should be able to:

1. Name and locate the parts and state the major functions of the human organ systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive.
2. Define medical terms related to the body as a whole.
3. Define and use word parts to build medical terms.
4. Apply knowledge of word parts, analyze and define medical terms associated with the systems of the human body and related diagnostic, surgical, and treatment procedures and disease conditions.
5. Recognize and apply terminology pertaining to injuries and disease processes.

MEDA 121 Clinical Medical Assisting I (1)

1 hour lecture per week

Prerequisite(s): Acceptance into the Medical Assisting program.

Corequisite(s): MEDA 121L

Comment: Letter grade only. MEDA 121 may not be audited. MEDA 121 may not be taken credit/no credit. MEDA 121 was formerly a component of MEDA 120.

MEDA 121 provides principles of basic clinical care skills as an assistant to a physician in an ambulatory care facility setting.

Upon successful completion of MEDA 121, the student should be able to:

1. Explain basic ambulatory care concepts and principles in the performance of back office duties.
2. Discuss routine patient care/diagnostic procedures to assess the health status of patients.
3. Explain the role of the medical assistant in preparation of back office, equipment and supplies to facilitate the smooth flow of patients through the clinic and/or physician's office.
4. Discuss the role and responsibilities of the medical assistant in preparing the patient for specific examinations and medical procedures.
5. Discuss principles of aseptic technique and infection control.
6. Discuss the role of the medical assistant in assisting the physician to carry out specific examinations and procedures.
7. Describe procedures for screening and following up on patient test results.
8. Employ electronic media to access information about clinical medical assisting principles and methods.

MEDA 121L Clinical Medical Assisting Lab I (1)

3 hours lab per week

Prerequisite(s): Acceptance into the Medical Assisting program.

Corequisite(s): MEDA 121

Comment: Letter grade only. MEDA 121L may not be audited. MEDA 121 may not be taken credit/no credit. MEDA 121L was formerly a component of MEDA 120L.

MEDAS 121L provides instruction and lab practice in preparing for and performing medical office procedures and diagnostic tests and follow-up care.

Upon successful completion of MEDA 121L, the student should be able to correctly:

1. Apply basic ambulatory care concepts and principles with entry-level proficiency in the performance of duties in the back office.
2. Demonstrate routine patient care procedures to assist the physician in the examining room.

B-229

3. Apply aseptic techniques and infection control in the back office.
4. Demonstrate sterilization/disinfection of instruments and supplies.
5. Assemble and record medical data from patients.
6. Prepare patients for exams and/or treatments.
7. Measure and record vital signs, height and weight.

MEDA 122 Clinical Medical Assisting II (1)

1 hour lecture per week

Prerequisite(s): A grade of "C" or higher in MEDA 121.

Corequisite(s): MEDA 122L.

Comment: Letter grade only. MEDA 122 may not be audited. MEDA 122 may not be taken credit/no credit. MEDA 122 was formerly a component of MEDA 120.

MEDA 122 prepares the student to carry out clinical care procedures as an assistant to a physician in an ambulatory care facility setting.

Upon successful completion of MEDA 122, the student should be able to:

1. Describe routine patient care/diagnostic procedures to assess the health status of patients including vision testing, hearing testing, electrocardiography.
2. Examine the role of the medical assistant in facilitating the smooth flow of patients through the clinic and/or physician's office.
3. Discuss the role and responsibilities of the medical assistant in preparing the patient for specific examinations and medical procedures.
4. Discuss the role of the medical assistant in assisting the physician to carry out specific examinations and procedures.
5. Explain the role of the medical assistant in screening and following up on patient test results.
6. Describe quality assurance practices applicable to the medical office.
7. Express the importance of radiation safety principles and practices in preparing patients for imaging and related procedures.
8. Use electronic media to access information about clinical medical assisting principles and methods.

MEDA 122L Clinical Medical Assisting Lab II (1)

3 hours lab per week

Prerequisite(s): A grade of "C" or higher in MEDA 121L.

Corequisite(s): MEDA 122.

Comment: Letter grade only. MEDA 122L may not be audited. MEDA 122L may not be taken credit/no credit. MEDA 122L was formerly a component of MEDA 120L.

MEDA 122L provides instruction and lab practice in preparing for and performing routine and specialty medical office procedures, diagnostic tests, in-office/ambulatory surgical procedures, and follow-up care.

Upon successful completion of MEDA 122L, the student should be able to correctly:

1. Demonstrate back office duties with entry-level proficiency.
2. Dramatize routine patient care procedures to assist the physician in the examining room in simulated lab situations.
3. Demonstrate screening and follow up procedures related to patient test results in simulated lab situations.
4. Demonstrate compliance with quality assurance practices applicable in the medical office.
5. Perform hearing and vision screening.
6. Perform single-channel or multi-channel electrocardiography.
7. Demonstrate instructing patients in follow-up care/procedures in simulated lab situations.

MEDA 143 Administrative Medical Assisting I (3)

6 hours lecture/lab per week

Prerequisite(s): Acceptance into the Medical Assisting program.

Comment: Letter grade only. MEDA 143 may not be taken credit/no credit. MEDA 143 may not be audited. MEDA 143 was formerly a component of MEDA 140. Supplies required for MEDA 143 include a USB data storage device, printer paper, manila folder and optional 3-ring binder. Students should also have a medical dictionary. Approximate cost \$30.

MEDA 143 presents basic concepts and applications of computers and computer systems in administrative medical assisting practice. The course provides beginning instruction in administrative medical assisting practice and in the front office.

Upon successful completion of MEDA 143, the student should be able to:

1. Identify, describe, and use basic computer application programs used in medical assisting.
2. Accurately process and communicate information in a medical office using keyboarding, proofreading, and editing skills.
3. Perform basic administrative medical assisting functions.
4. Schedule, coordinate, and monitor appointments, inpatient admissions and outpatient procedures.
5. Input, obtain, and process accurate data for various medical office applications.
6. Demonstrate ergonomically correct "touch" keyboarding techniques with a minimum keyboarding rate of 30 gross words a minute with good accuracy.
7. Adhere to managed care policies and procedures.
8. Apply bookkeeping principles and manage accounts receivable.
9. Apply third-party payment guidelines.
10. Perform basic procedural and diagnostic coding.
11. Ethically handle confidential medical data.

MEDA 152 Medical Assisting Science II (4)

4 hours lecture per week

Prerequisite(s): Acceptance into the Medical Assisting program. A grade of "C" or higher in MEDA 111.

Comment: Letter grade only. MEDA 152 may not be audited. MEDA 152 may not be taken Credit/No Credit.

MEDA 152 covers basic concepts and characteristics of disease processes; etiology, methods of control, and development of selected diseases from each major body system and application of principles to the function of a medical practice. MEDA 152 also includes an overview of the broad scope of pharmacology, and a survey of medications commonly used in the prevention, diagnosis, and treatment of diseases.

Upon successful completion of MEDAS 152, the student should be able to:

1. Identify and discuss basic concepts, principles, and characteristics of disease processes.
2. Recognize and apply terminology pertaining to injuries and disease processes.
3. Identify and discuss the etiology of selected diseases from each of the major body systems.
4. Identify and discuss methods of external control and treatment of known diseases.
5. Apply knowledge of disease processes and conditions to the smoother functioning of a medical office or clinic.
6. Interpret abbreviations and symbols accurately as they relate to drug administration.
7. Discuss standards and legislation as they related to selected drugs.
8. Use appropriate references for obtaining drug information.
9. Identify drugs commonly used in the prevention, diagnosis, and treatment of disease
10. Discuss current status of pharmaceuticals commonly used in immunizations for the prevention of specific diseases.
11. Identify major drug classifications, and drugs within each classification, commonly used in treatment of specific disease conditions encountered in the medical office.
12. Cite specific action, side effects, and responsibilities related to use of all pharmaceuticals discussed in class.

MEDA 163 Administrative Medical Assisting II (3)

6 hours lecture/lab per week

Prerequisite(s): A grade of "C" or higher in MEDA 143.

Comment: Letter grade only. MEDA 163 may not be taken credit/no credit. MEDA 163 may not be audited. MEDA163 was formerly a component of MEDA 140 and MEDA 140L. Supplies required include a USB data storage device, printer paper, manila folder and optional 3-ring binder. Students should also have a medical dictionary. Approximate cost \$30.

MEDA 163 provides further instruction in administrative medical assisting practice and the application of computers in medical assisting in the front office, administrative practice including transcription of medical reports and documentation, coding, and maintaining patient records and accounts.

Upon successful completion of MEDA 163, the student should be able to:

1. Accurately submit claims, obtain reimbursement, and monitor third-party reimbursement.
2. Perform procedural and diagnostic coding.
3. Manage accounts payable and process payroll.
4. Proficiently apply computer systems in maintaining patient records and accounts.
5. Apply knowledge of medical terminology and transcription skills in processing medical data.
6. Document and maintain accounting and banking records.
7. Develop and maintain fee schedules.
8. Manage renewals of business and professional insurance policies.

B-231

9. Manage personnel benefits and maintain records.
10. Perform marketing, financial, and strategic planning
11. Transcribe reports dealing with terminology, disease conditions, and procedures related to various body systems and medical specialties.
12. Apply spreadsheet and database management programs in a medical office administrative setting.
13. Proofread and edit medical documents.

MEDA 175 Administration of Medications (1)

4 hours lecture/lab per week for eight weeks

Prerequisite(s): A grade of "C" or higher in MEDA 152 or program director consent.

Comment: Letter grade only. MEDA 175 may not be audited. MEDA 175 may not be taken credit/no credit. MEDA 175 was formerly PHRM 115.

MEDA 175 provides instruction in the application of basic concepts required for medication administration: choice of equipment, proper technique, hazards and complications, patient care; performance of intramuscular, subcutaneous, and intradermal injections; preparation and administration of oral medications; immunizations.

Upon successful completion of MEDA 175, the student should be able to:

1. Apply the basic concepts required for medication administration.
2. Solve conversion problems within and among the following systems: household, metric, and apothecary.
3. Interpret abbreviations and symbols accurately as they relate to drug administration.
4. Discuss legislation relating to drug administration.
5. Calculate pharmaceutical equations correctly.
6. Apply the specific rules of safe drug administration.
7. Prepare and administer oral, ophthalmic, otic, nasal, and parenteral preparations in simulated lab situations.

MEDA 201 Medical Law and Ethics (2)

2 hours lecture per week

Prerequisite(s): A grade of "C" in MEDA 121; a grade of "C" in MEDA 143.

Comment: Letter grade only. MEDA 201 may not be taken credit/no credit. MEDA 201 may not be audited.

MEDA 201 focuses on legal and ethical responsibilities in patient care and management: laws pertaining to medical practice and medical assistants, application of medical ethics in performance of duties.

Upon successful completion of MEDA 201, the student should be able to:

1. Correlate laws that affect medical practice and the practice of Medical Assistants.
2. Discuss basic concepts of medical ethics in relationships with physicians, patients and co-workers as applied to the performance of duties as a Medical Assistant.
3. Use electronic media to gain knowledge of basic concepts of laws and medical ethics in the practice of Medical Assistants.

MEDA 210 Medical Assisting Critique (1)

15 hours lecture total

Prerequisite(s): A grade of "C" or higher in MEDA 122; a grade of "C" or higher in MEDA 122L; a grade of "C" or higher in MEDA 152; a grade of "C" or higher in MEDA 163; a grade of "C" or higher in MEDA 175; a grade of "C" or higher in MEDA 201; and a grade of "C" or higher MLT 100; and consent of instructor.

Corequisite(s): MEDA 215.

Comment: Letter grade only. MEDA 210 may not be audited. MEDA 210 may not be taken credit/no credit.

MEDA 210 provides an analytical approach to the correlation of theory and learned skills to practical experience in the delivery of quality patient care in the ambulatory healthcare setting.

Upon successful completion of MEDA 210, the student should be able to:

1. Discuss knowledgeably the responsibilities of the Medical Assistant as a health care team member in the delivery of quality patient care.
2. Describe standards of performance of entry-level skills and proficiency in all aspects of a beginning professional medical assistant.
3. Correlate basic ambulatory patient care concepts and principles to analyze, synthesize, and evaluate patient situations in the externship experience.

4. Describe potential ethical and legal ramifications of both medical and economic aspects of patient management.
5. Discuss applicable laws, safety standards, record maintenance, quality patient care and education in regard to patient situations in the externship experience.
6. Effectively use electronic media to apply knowledge about medical assisting principles, practices, and methods.
7. Identify problem areas in clinical practice, discuss possible ways to solve them, and select the best one using problem-solving methods, effective communication skills, and active participation in class.
8. Perform satisfactorily in objective testing of in-depth knowledge of illness/wellness, medical care objectives and/or philosophies and the role of the Medical Assistant in procedures for diagnosis, examination, and treatment of the ambulatory patient.
9. Select and complete individual projects; seek out and pursue avenues for professional development.
10. Compile a procedure manual as a guide and reference for a medical office.
11. Review and prepare for certification as a Professional Medical Assistant.

MEDA 215 Externship (5)

225 total hours clinical experience

Prerequisite(s): A grade of "C" or higher in MEDA 122; a grade of "C" or higher in MEDA 122L; a grade of "C" or higher in MEDA 152; a grade of "C" or higher in MEDA 163; a grade of "C" or higher in MEDA 175; a grade of "C" or higher in MEDA 201; a grade of "C" or higher in MLT 100; and consent of instructor.

Corequisite(s): MEDA 210.

Comment: Letter grade only. MEDA 215 may not be audited. MEDA 215 may not be taken credit/no credit. Students are expected to provide their own uniforms, shoes, and stethoscope and to provide for their own transportation to and from clinical site.

MEDA 215 provides clinical experience for the development of professional characteristics as a practicing Medical Assistant.

Upon successful completion of MEDA 215, the student should be able to:

1. Function as a clinical professional and demonstrate professional characteristics expected of a beginning practicing Medical Assistant.
2. Apply basic ambulatory patient care concepts and principles with entry level proficiency in the performance of his/her duties in the administrative and clinical areas.
3. Perform routine patient care procedures to assist the physician in examination and treatment rooms.
4. Perform simple laboratory diagnostic tests to assist the physician in the health appraisal of patients.
5. Prepare the back office, equipment and supplies to facilitate the smooth flow of patients through the clinic and/or physician's office.
6. Perform routine front office procedures to assist the physician in the care (health appraisal) of patients.
7. Prepare the front office, equipment and supplies to facilitate the smooth functioning of this area.
8. Apply the working knowledge by which the law affects a medical practice and himself/herself specifically as a Medical Assistant.
9. Apply the basic concepts of medical ethics and economics in relationships with the physician, patients and co-workers in the performance of identified duties as a Medical Assistant.

MEDA 222 Advanced Clinical Medical Assisting (2)

4 hours lecture/lab per week

Prerequisite(s): Completion of Certificate of Achievement in Medical Assisting, or consent of program director.

Comment: Letter grade only. MEDA 222 may not be audited. MEDA 222 may not be taken credit/no credit.

By using lab simulation and role-playing of actual clinical situations students in MEDA 222 will problem solve, think analytically and modify care as it relates to observed responses and conditions presented.

Upon successful completion of MEDA 222, the student should be able to:

1. Demonstrate and evaluate health status appraisal of patients using prescribed medical office diagnostic tests and follow-up care.
2. Identify and problem-solve mechanical artifacts on ECG tracings.
3. Demonstrate and evaluate patient skills in basic principles of physical therapy.
4. Demonstrate coordination of patient preparation procedures with treatment modalities.
5. Demonstrate coordination of patient preparation procedures with diagnostic radiographic procedures.
6. Compare and contrast selected medical specialties and the role of the medical assistant in demonstrating and coordinating care.
7. Develop and present Patient education materials.
8. Locate, research and disseminate information on a community resource.

MEDA 271 Coding for the Physician's Office (5)

5 hours lecture per week

Prerequisite(s): Completion of Certificate of Achievement in Medical Assisting, or consent of program director.

Comment: Letter grade only. MEDA 271 may not be audited. MEDA 271 may not be taken credit/no credit.

MEDA 271 provides detailed instruction in the application of an internationally accepted set of codes for the specific description of any medical procedure to treat a condition or injury to substantiate claims for reimbursement from third-party payers.

Upon successful completion of MEDA 271, the student should be able to:

1. Correctly use Volumes I and II of the ICD-9-CM text
2. Discuss the format of the ICD-10 text and reasons for the new format.
3. Discuss the CPT-4 format, including section numbers and sequences, terminology and format.
4. Correctly use the CPT-4 index.
5. Discuss the three levels of HCPCS coding conventions and search for various HCPCS codes.
6. Use coding conventions for identifying and selecting the appropriate evaluation and management service.
7. Define key components and determine patient status.
8. Implement correctly the variety of evaluation and management documentation guidelines.
9. Schedule and perform a chart audit.
10. Discuss frequency, prospective versus retrospective, and sampling.
11. Describe the global surgical package concept and coding conventions.
12. Discuss starred, separate, and add-on procedure codes
13. Describe in detail CPT modifiers.
14. Apply a set of coding rules for surgery across all anatomical subsections of surgery codes.
15. Discuss procedures and techniques specific to the integument.
16. Describe procedure and coding guidelines for procedures and techniques specific to the musculoskeletal system.
17. Discuss procedure and coding explanations pertaining to the respiratory system.
18. Discuss coding challenges presented by cardiothoracic surgery of the heart, coronary arteries, and great vessels.
19. Correctly apply coding conventions unique to pacemaker and auto-defibrillator placement.
20. Describe and apply coding conventions applied to vascular surgery.
21. Discuss coding conventions applied to diagnostic tests, procedures, and endoscopies pertaining to the digestive system.
22. Discuss coding for procedures of the kidney, ureter, urinary bladder, and the male genitalia.
23. Describe coding conventions applied to gynecological procedures and obstetrical care.
24. Discuss coding procedures and techniques of the skull, meninges and the brain, spine and spinal cord, and the extracranial nerves, peripheral nerves and the autonomic nervous system.
25. Discuss procedures and coding explanations pertaining to the eye and auditory system.
26. Discuss the American Society of Anesthesiologists (ASA) relative values, anesthesia guidelines, modifiers, code organization and crosswalk.
27. Discuss radiological procedures and coding guidelines.
28. Discuss procedure and coding issues related to pathology and lab tests.
29. Discuss coding guidelines for consultations, emergency department services, critical care, preventive medicine, and home care.
30. Identify and select appropriate immunizations, therapeutic and diagnostic infusions, psychiatry, dialysis, gastroenterology codes, cardiovascular codes, physical medicine, and other special services.

MEDA 280 Medical Office Management (2)

2 hours lecture per week

Prerequisite(s): A grade of "C" or higher in MEDA 222 or consent of instructor.

Comment: Letter grade only. MEDA 280 may not be audited. MEDA 280 may not be taken credit/no credit.

MEDA 280 provides instruction in preparing for the roles of office manager and human resources representative of a medical office or ambulatory care facility. It also provides a specialty career pathway open to program graduates, professionalism, continuing education, correlation of theory and practice.

Upon successful completion of MEDA 280, the student should be able to:

1. Identify preferred qualities and characteristics of a manager/leader and management styles.
2. Discuss benefits of a teamwork approach.
3. Describe appropriate evaluation tools for employees.
4. Recall and role-play methods of resolving conflict.
5. List methods of increasing productivity and efficient time management.
6. Discuss and recognize the impact of HIPAA's privacy policy in ambulatory care settings.

7. Describe the general concept, tools, purpose and benefit of marketing.
8. Define records management, financial management, facility and equipment management, and risk management.
9. Identify and select the appropriate qualities in the role of the human resources manager.
10. Identify methods of recruiting employees for a medical practice
11. Discuss and role-play the interview process.
12. Identify items to keep in an employee's personnel record.
13. List and define laws related to personnel management.
14. Identify and select appropriate responsibilities of the Medical Assistant with advanced skills as a health care team member in the delivery of quality patient care.
15. Identify and select appropriate standards of performance of a professional medical assistant with advanced clinical and administrative skills.
16. Describe and identify regulatory policies that affect specialized areas of administrative medical assisting.

MEDICAL LABORATORY TECHNICIAN

MLT 100 Introduction to the Clinical Laboratory (2)

4 hours lecture/lab per week

Prerequisite(s): Credit or concurrent enrollment in BIOL 130.

MLT 100 is an introduction to the field of medical technology, with instruction in basic laboratory skills including phlebotomy.

Upon successful completion MLT 100, the student should be able to:

1. Demonstrate knowledge of clinical laboratory organizations and the roles of various laboratory personnel within the organization.
2. Perform basic laboratory techniques.
3. Use basic laboratory instruments and equipment.
4. Demonstrate competence in obtaining blood specimens.
5. Demonstrate ability to effectively interact with patients, hospitals and laboratory personnel.
6. Describe quality control in the clinical laboratory.

MLT 100B Phlebotomy Practicum (1)

40 clinical hours

Prerequisite(s): Acceptance into the MLT program; credit or concurrent enrollment in MLT 100.

Comment: Letter grade only. MLT 100B not be taken for credit/no credit. MLT 100B not be audited. MLT 100B may not be repeated for additional credit.

MLT 100B is the clinical application of the skills and knowledge learned in MLT 100. Forty hours will be spent in an affiliated clinical laboratory collecting and processing specimens for the laboratory.

Upon successful completion of MLT 100B, the student should be able to:

1. Effectively select and utilize vacutainers, syringes and butterflies to obtain venous blood samples.
2. Perform a minimum of 50 successful, unaided venipunctures after choosing the appropriate supplies for each sample.
3. Perform a minimum of 5 successful, unaided finger sticks after choosing the appropriate supplies for each sample.
4. Explain and follow the basic rules and regulations essential for safe and accurate phlebotomy.
5. Process specimens accurately, according to the procedures set in the specific clinical laboratory.
6. Exhibit appropriate interpersonal skills with patients, coworkers and other health care personnel in person and on the telephone.
7. Explain the policies and use the procedures in the clinical laboratory to assure quality in the obtaining of blood specimens.
8. Exhibit a professional demeanor while performing phlebotomist duties.

MLT 107 Clinical Microbiology I (3)

6 hours lecture/lab per week

Prerequisite(s): Acceptance into the MLT program or consent of MLT program director; a grade of "C" or higher in MLT 100 or consent of MLT program director; a grade of "C" or higher in MICR 130 or consent of MLT program director.

Comment: Letter grade only. MLT 107 may not be taken credit/no credit. MLT 107 may not be audited. MLT 107 may not be repeated for additional credit. Students will be expected to purchase latex or vinyl gloves for this course.

MLT 107 will provide the basic laboratory experience in Clinical Microbiology, including slide preparation, gram stain and isolating bacteria in order to identify the organisms.

Upon successful completion of MLT 107, the student should be able to:

1. Make smears of bacterial cultures, stain and identify the cellular characteristics of bacteria by color, shape and arrangement.
2. Streak a culture plate for isolation of bacteria and describe colonial morphology.
3. Explain the collection and proper handling of specimens received in a clinical microbiology lab and list pathogens and non-pathogens found in each specimen.
4. Perform laboratory exercises on selected bacterial organisms to define characteristic and biochemical reactions useful in identification of bacteria.
5. Identify the bacteria in an unknown specimen with 100% accuracy.
6. Utilize the safety precautions necessary in the Clinical Microbiology laboratory.

MLT 108 Hematology (5)

10 hours lecture/lab per week

Prerequisite(s): Acceptance into the MLT program or consent of MLT program director; a grade of "C" or higher in MLT 100 or consent of MLT program director.

Comment: Letter grade only. MLT 108 may not be taken credit/no credit. MLT 108 may not be audited. MLT 108 may not be repeated for additional credit.

MLT 108 will enable the students to learn the basics of human red and white blood cell structure and function and the theoretical aspects behind the enumeration and identification of the blood cells, as well as the diseases associated with these cells. The basic techniques of red and white blood cell counting and microscopic identification, as well as hemoglobin and Hematocrit determinations are included. The student will also learn specialized hematology techniques and instrumentation and coagulation procedures, as well as safety and quality control.

Upon successful completion of MLT 108, the student should be able to:

1. List the different types of human blood cells
2. Identify the following cells under the microscope:
 - a. Erythrocytes
 - b. Leukocytes
 - c. Thrombocytes
3. Describe the theory behind the following laboratory procedures and perform the testing procedures within + 2 standard deviations:
 - a. Hemoglobin
 - b. Hematocrit
 - c. Manual cell counting
 - d. Differential count
 - e. Sedimentation rate
4. List the normal values for the laboratory tests listed above
5. Define and identify the various inclusion bodies found in red and white blood cells and the conditions in which they occur.
6. Describe the clinical significance of and differences among the various hemoglobins
7. Summarize the facets of hemostasis and their interrelationship
8. Discuss the coagulation mechanism, its stages and each factor involved in coagulation
9. List and describe coagulation abnormalities and the laboratory results associated with each disorder.
10. Describe and discuss the fibrinolytic system
11. Identify microscopically the cellular picture and describe the following disease states:
 - a. Anemias (macrocytic, normocytic, microcytic, hemolytic)
 - b. Polycythemias
 - c. Pancytopenias
 - d. Leukemias
 - e. Lymphomas
 - f. Multiple Myelomas
12. Operate and maintain equipment applicable to hematology and coagulation laboratories

13. Perform the following laboratory procedures within + 2 standard deviations:
14. Prothrombin time
 - a. Activated Partial Thromboplastin time
 - b. Thrombin time
 - c. Fibrinogen titer
15. Perform the following tests with 100% accuracy
 - a. Sickle cell test
 - b. Fibrin split products
 - c. Clot retraction
16. Perform the appropriate quality control procedures for Hematology
17. Utilize the safety precautions necessary in the Hematology laboratory.

MLT 112 Clinical Biochemistry I (3) Spring

6 hours lecture/lab per week

Prerequisite(s): Credit or concurrent enrollment in CHEM 162/162L or consent of MLT program director; acceptance into the MLT program or consent of MLT program director.

Comment: Letter grade only. MLT 112 may not be taken credit/no credit. MLT 112 may not be audited.

MLT 112 introduces principles of clinical biochemistry pertaining to testing for chemical constituents in blood and body fluids. It covers general biochemistry of metabolism, carbohydrates, protein and enzymes. Student will practice techniques for spectrophotometry, glucose, protein, and protein fractionation and enzyme analysis.

Upon successful completion of MLT 112, the student should be able to:

1. Integrate knowledge of the theoretical principles of clinical biochemistry in laboratory diagnosis.
2. Describe the metabolic pathways basic to the physiology of the human body.
3. Describe the collection and handling of all clinical specimens to be processed for clinical chemistry.
4. Describe the function, structure, mode of action, and clinical significance of glucose, protein and protein fractions.
5. Describe the theory underlying laboratory procedures for glucose, glycosylated glucose, protein, albumin, and protein fractionation by electrophoresis and chromatography.
6. Correlate abnormalities of blood and urine chemistry associated with glucose and protein determinations.
7. Explain enzyme kinetics and relate the concept to laboratory testing for enzymes.
8. Calculate and prepare percent, normal and molar solutions and dilutions of concentrated solutions.
9. Calculate mean and standard deviation and apply basic statistics to quality control in the chemistry laboratory.
10. Use the appropriate statistical formula for determining reliability of clinical chemistry assays.
11. Perform the following manual clinical chemistry determinations on serum, plasma or urine within +/- two standard deviations of the stated value of the sample:
 - a. Glucose
 - b. Total Protein
 - c. Albumin
 - d. Protein Electrophoresis
 - e. Other protein fractionation
12. Operate and maintain according to standardized procedures and describe the principle of spectrophotometry.
13. Utilize and calibrate serological and volumetric pipettors and micropipettors.
14. Prepare written laboratory reports on each procedure performed and each instrument used.
15. Perform all tests utilizing appropriate safety measures as stated in safety manuals.
16. Organize their work in an orderly manner and maintain the laboratory area in a clean, working condition.

MLT 118 Body Fluids (1)

2 hours lecture/lab per week

Prerequisite(s): Acceptance into the MLT program or consent of MLT program director; a grade of "C" or higher in MLT 100 or consent of MLT program director; a grade of "C" or higher in MLT 108 or consent of MLT program director.

Comment: Letter grade only. MLT 118 may not be taken credit/no credit. MLT 118 may not be audited. MLT 118 may not be repeated for additional credit. Students will be expected to purchase latex or vinyl gloves for this MLT 118 course.

MLT 118 is the study of body fluids, other than blood. The course focuses on basic principles and procedures of the chemical and cellular analysis of various body fluids.

Upon successful completion of MLT 118, the student should be able to:

1. Discuss the basic principles underlying routine laboratory procedures in the analysis of various body fluids.
2. Describe normal and abnormal chemical and cellular constituents of various body fluids.
3. Perform chemical and macroscopic analysis of urine.
4. Identify normal and abnormal structures in the microscopic analysis of various body fluids.
5. Perform laboratory techniques utilizing necessary safety and quality control procedures

MLT 204 Immunohematology (2)

4 hours lecture/lab per week

Prerequisite(s): A grade of "C" or higher in MICR 160; a grade of "C" or higher in MLT 108 or consent of MLT program director.

MLT 204 will include the principles of Blood Banking, donor patient testing, and antibody identification in human blood. Inheritance and transfusion problems will be discussed, as well as disease states affected by antigen- antibody reactions on blood cells.

Upon successful completion of MLT 204, the student should be able to:

1. Describe the red cell antigens and the characteristics of their corresponding antibodies.
2. Discuss the causes of transfusion reactions, hemolytic disease of the newborn and hemolytic anemia.
3. Describe the clinical significance of antibody and antiglobulin testing.
4. List donor qualifications.
5. Accurately determine the ABO and RHh type of blood specimens and identify atypical antibodies.
6. Accurately perform crossmatch procedures with donor and patient blood specimens.

MLT 207 Clinical Microbiology II (3)

6 hours lecture/lab per week

Prerequisite(s): Acceptance into the MLT program or consent of MLT program director; a grade of "C" or higher in MLT 107 or consent of MLT program director.

Comment: Letter grade only. MLT 207 may not be taken credit/no credit. MLT 207 may not be audited. Students will be expected to purchase latex or vinyl gloves for this MLT 207 course.

MLT 207 includes the study of microorganisms and parasites as they relate to human disease. MLT 207 will provide the advanced laboratory experience in Clinical Microbiology, including a continuation of MLT 107 techniques and parasitology and mycology lab techniques.

Upon successful completion of MLT 207, the student should be able to:

1. Identify unknown cultures of medically significant bacteria to genus and species level and determine antibiotic susceptibility.
2. Describe the technique used to collect, handle, and/or preserve specimens received in the laboratory for parasite examination.
3. List and describe methods of concentrating stool specimens for parasites.
4. Identify the most commonly found parasites to genus and species upon observation of appropriate material.
5. List and describe: methods of preparing fungal smears and culturing fungi; collection and handling of specimens for fungal examination; and media used in the isolation and identification of fungi.
6. Utilize the safety precautions necessary in the Clinical Microbiology laboratory.

MLT 211 Clinical Microscopy (1)

2 hours lecture/lab per week

Prerequisite(s): A grade of "C" or higher in MLT 108; a grade of "C" or higher in MLT 118; a grade of "C" or higher in MLT 207 or permission of MLT program director.

MLT 211 will provide the student with additional experience in identifying microscopic elements in blood and body fluids prior to participating in the clinical rotations.

Upon successful completion of MLT 211, the student should be able to:

1. Identify the parts of a microscope and perform preventative maintenance and make minor repairs.
2. Identify Erythrocytes, Leukocytes, Thrombocytes, urinary casts, urinary crystals, bacteria, yeast and parasites under the microscope with at least 90 percent accuracy.
3. Perform the appropriate quality control and safety procedures for analysis of blood and body fluids.

MLT 212 Clinical Biochemistry II (4)

8 hours lecture/lab per week

Prerequisite(s): Acceptance into the MLT program or consent of MLT program director; a grade of "C" or higher in MLT 112 or consent of MLT program director.

Comment: Letter grade only. MLT 212 may not be taken credit/no credit. MLT 212 may not be audited.

MLT 212 covers the principles of clinical biochemistry as it pertains to testing for chemical constituents in blood and body fluids. This advanced level course will include lipid chemistry, acid-base balance, diagnostic enzymes, endocrinology, chemistry of body systems instrumentation and recent advances in clinical chemistry. The student will learn the techniques for analyzing blood and body fluids for diagnosis of various disease states by manual and automated methods.

Upon successful completion of MLT 212, the student should be able to:

1. Describe the function, structure, mode of action and clinical significance of each of the following chemical substances: Electrolytes, Blood Gases, non-protein nitrogen, Lipids, Clinically significant enzymes, Hormones - steroid, protein & peptide
2. Describe the theory behind the preceding laboratory procedures and list the normal values associated with each.
3. Correlate abnormalities of blood and urine chemistry associated with: altered acid base balance, kidney disease, liver disease, heart disease, neurological system disorders, endocrine and reproductive system disorders, bone and muscle disease, neoplasms
4. Describe the mode of action, clinical significance and methods for determining therapeutic drugs and drugs of abuse.
5. List and describe tumor markers found in blood and body fluids.
6. List the substances measured to determine fetal maturity and the clinical significance of each test.
7. Perform the following manual clinical chemistry determinations on serum, plasma or urine within +/- two standard deviations of the stated value of the sample: Cholesterol, Triglyceride & HDL, AST, ALT, ALP, CK, LD, Amylase and lipase, csalicylate, Electrolytes, Immunoassay
8. Operate and maintain according to standardized procedures and describe the principles of the following instruments: Ion selective electrode, Atac 2000, Pointe 180, Gilford Stasar, Ortho Vitros II, Dade Dimension
9. Prepare written laboratory reports on each procedure performed and each instrument used.
10. Perform all tests utilizing appropriate safety measures as stated in safety manuals.
11. Organize their work in an orderly manner and maintain the laboratory area in clean, working condition.

MLT 240 Seminar (1) Spring II

Prerequisite(s): MLT 108; MLT 118; MLT 204; MLT 207; MLT 211; MLT 212; and consent of MLT program director.

Corequisite(s): MLT 242B; MLT 242C; MLT 242D; MLT242E.

Comment: Letter grade only. MLT 240 may not be taken for credit/no credit. MLT 240 may not be audited.

MLT 240 is a seminar in which students discuss clinical experiences and other topics related to clinical laboratory medicine.

Upon successful completion of MLT 240, the student should be able to:

1. Think critically about the clinical laboratory as a career choice
2. Communicate ideas relevant to laboratory medicine to his/her peers
3. Develop skills for lifelong learning
4. Correctly answer at least 70% of the questions asked on a comprehensive medical laboratory technician exam.
5. Present a two-hour seminar for his/her peers on a topic relevant to laboratory medicine as a career choice.
6. Prepare a resume for obtaining a position in a clinical laboratory.
7. Describe the basic requirements for a successful job interview.

MLT 242B Clinical Rotation II – Blood Bank (2) Spring II

100 hours total

Prerequisite(s): MLT 204 with grade of "C" or higher or consent of MLT Program Director.

Corequisite(s): MLT 240.

Comment: Letter grade only. MLT 242B may not be taken for credit/no credit. MLT 242B may not be audited. MLT 242B is offered in the Spring semester only.

MLT 242B is the application of knowledge and skills learned in MLT 204. The work is performed in affiliated clinical laboratories.

Upon successful completion of MLT 242B, the student should be able to:

1. Transfer knowledge and skills learned in MLT 204 to the clinical laboratory.
2. Interact effectively with patients and laboratory personnel.

MLT 242C Clinical Rotation II – Chemistry (5) Spring II

240 total hours

Prerequisite(s): A grade of "C" or higher in MLT 112; a grade of "C" or higher in MLT 212 or consent of MLT program director.

Corequisite(s): MLT 240.

Comment: Letter grade only. MLT 242C may not be taken for credit/no credit. MLT 242C may not be audited. MLT 242C is offered in the Spring semester only.

MLT 242C is the application of knowledge and skills learned in MLT 112 and MLT 212. The work is performed in affiliated clinical laboratories.

Upon successful completion of MLT 242C, the student should be able to:

1. Transfer knowledge and skills learned in MLT 112 AND MLT 212 to the clinical laboratory.
2. Interact effectively with patients and laboratory personnel.

MLT 242D Clinical Rotation II–Microbiology (5) Spring II

240 total hours

Prerequisite(s): A grade of "C" or higher in MLT 107; a grade of "C" or higher in MLT 207 or consent of MLT program director.

Corequisite(s): MLT 240.

Comment: Letter grade only. MLT 242D may not be taken for credit/no credit. MLT 242D may not be audited. MLT 242D is offered in the Spring semester only.

MLT 242D is the application of knowledge and skills learned in MLT 107 and MLT 207. The work is performed in affiliated clinical laboratories.

Upon successful completion of MLT 242D, the student should be able to:

1. Transfer knowledge and skills learned in MLT 107 AND MLT 207 to the clinical laboratory.
2. Interact effectively with patients and laboratory personnel.

MLT 242E Clinical Rotation II – Hematology (4) Spring II

200 total hours

Prerequisite(s): A grade of "C" or higher in MLT 108; a grade of "C" or higher in MLT 118; a grade of "C" or higher in MLT 211 or consent of MLT program director.

Corequisite(s): MLT 240.

Comment: Letter grade only. MLT 242E may not be taken for credit/no credit. MLT 242E may not be audited. MLT 242E is offered in the Spring semester only.

MLT 242E is the application of knowledge and skills learned in MLT 108, MLT 118 and MLT 211. The work is performed in affiliated clinical laboratories.

Upon successful completion of MLT 242E, the student should be able to:

1. Transfer knowledge and skills learned in MLT 108, MLT 118 and MLT 211 to the clinical laboratory.
2. Interact effectively with patients and laboratory personnel

METEOROLOGY

MET 101 Introduction to Meteorology (3) KCC AA/DP (Inactive)

3 hours lecture per week

Comment: MET 101 may not be audited. MET 101 is currently inactive.

MET 101 is an introductory course intended for non science majors, prospective science teachers, and prospective science majors. This course will include an overview of basic atmospheric physics, sun-Earth-atmosphere interrelationships, pollution, major weather systems, weather forecasting, and Hawai'i weather.

Upon successful completion of MET 101, the student should be able to:

1. Identify the physical processes shaping the weather.
2. Apply scientific systems of measurement to describe natural phenomena.
3. Use and summarize weather patterns on meteorological charts.
4. Evaluate and use computer generated data to explain weather phenomena.
5. Critique problems within the framework of the course and communicate this knowledge in oral and written form.

MET 101L Introduction to Meteorology Lab (1) KCC AA/DY (Inactive)

3 hours lab per week

Prerequisite(s): Credit or concurrent enrollment in MET 101.

Comment: MET 101L may not be audited. MET 101 is currently inactive.

MET 101L is an introductory course intended for non science majors and prospective science teachers. This course involves exercises with meteorological data and measurement systems with particular focus on the characteristics of Hawaiian winds, temperatures, and rainfall.

Upon successful completion of MET 101L, the student should be able to:

1. Describe the components and processes of resulting weather patterns in the atmosphere.
2. Interpret the components of weather maps, and forecast weather.
3. Apply the scientific method and theories and concepts of meteorology to explain major weather systems.
4. Describe and explain weather phenomena typical and atypical to Hawaiian weather.
5. Explain critically the relationship between humans and the atmospheric environment.

MICROBIOLOGY

MICR 130 General Microbiology (3) KCC AA/DB and KCC AS/NS

3 hours lecture per week

Recommended Preparation: MATH 25; CHEM 100, CHEM 151, CHEM 161 or BIOC 241.

MICR 130 covers the fundamentals of microbiology with an emphasis on the biology of microorganisms and a study of how microbes affect people, property and the environment. Broad aspects of biochemistry, genetics, molecular biology, physiology, host-parasite relationships, infectious diseases, immunology, public health, epidemiology, food microbiology, and environmental microbiology will be covered.

Upon successful completion of MICR 130, the student should be able to:

1. Describe the organization of life at the cellular and subcellular levels.
2. Describe the main characteristics of bacteria such as their morphology, growth, reproduction and classification.
3. Describe in general terms, the fundamental biochemistry of bacterial metabolism and compare it to eucaryotic cell metabolism.
4. Describe the basic principles of molecular genetics as they relate to cell division, mutation, genetic engineering, bacterial virulence, and antibiotic resistance.
5. Describe the fundamental principles of the host-parasite relationship both in health and in disease.
6. Describe the components of the human immune system and evaluate how these components interact to generate an immune response.
7. Express and describe the growth characteristics of bacterial culture logically and in mathematical terms.
8. Classify and describe the major, common infectious diseases of humans.
9. Describe the methods of controlling microbes that are used to prevent disease transmission, food spoilage, and the destruction of other items of commercial importance.
10. Read and critique microbiology articles in the popular press and in professional health science journals.

MICR 140 General Microbiology Laboratory (2) KCC AA/DY and KCC AS/NS

4 hours lecture/lab per week

Prerequisite(s): Credit or concurrent enrollment in MICR 130.

Recommended Preparation: MATH 25.

MICR 140 covers the fundamental laboratory aspects of microbiology with a public health and medical emphasis.

Upon successful completion of MICR 140, the student should be able to:

1. Accurately use various measuring methods and instruments, the metric system and scientific notation in routine laboratory exercises and experiments.
2. Effectively use and properly care for the compound microscope, including the oil immersion lens, in laboratory exercises and experiments.
3. Accurately prepare, examine and interpret various stained slide specimens including gram stained, capsule stained, endospore stained and flagella stained specimens.
4. Demonstrate and properly execute aseptic technique while handling bacterial cultures and infectious specimens.
5. Evaluate the ubiquity of microbes as part of our normal flora and as present in the environment.
6. Demonstrate, evaluate and rationalize the principles and the techniques used to control microorganisms such as antibiotics, preservatives and the chemical and physical disinfecting and sterilizing agents.
7. Enumerate and evaluate the bacteria in biological, food, water and environmental samples and mathematically project the growth characteristics of these bacteria.
8. Demonstrate, evaluate and predict the effect of different habits and personal hygiene practices on human normal flora and on pathogenic microbes.
9. Demonstrate and evaluate the nutritional requirements and characteristics of the various medically important bacteria.
10. Demonstrate the ability to isolate, maintain and identify common bacteria.

MICR 161 Immunology and Protein Chemistry (2) KCC AA/DY

4 hours lecture/lab per week

Prerequisite(s): Credit or concurrent enrollment in MICR 130 or BIOL 171; credit or concurrent enrollment in MICR 140, or MLT 107, or BIOL 171L; credit or concurrent enrollment in CHEM 161; credit or concurrent enrollment in CHEM 161L.

MICR 161 lecture/laboratory course covers the fundamental aspects of both immunology and protein chemistry as it is performed in clinical and biotechnology laboratories.

Upon successful completion of MICR 161, the student should be able to:

1. Describe the structure and function of the human immune system and its cellular and molecular components.
2. Describe the structure and chemistry of proteins, with special emphasis on the immunoglobulins.
3. Describe the principles underlying antigen antibody reactions.
4. Demonstrate proficiency in performing a variety of immunoassays including agglutination, precipitation, ELISA, and fluorescent antibody procedures.
5. Demonstrate proficiency in performing a variety of immunoassays including agglutination, precipitation, ELISA, and fluorescent antibody procedures.
6. Explain the principles of electrophoresis and perform various electrophoretic separations.
7. Explain the principles and perform fundamental protein fractionation, separation and purification techniques such as salt fractionation, size exclusion chromatography and ion exchange chromatography.
8. Describe the principles underlying immunization strategies particularly as they relate to the production of monoclonal antibodies.
9. Describe the principles involved in developing screening assays for monoclonal antibody production; then, coat plates with candidate antigens and perform the assays.

MICR 230 Molecular Biology (3) KCC AA/DB

6 hours lecture/lab per week

Prerequisite(s): Credit or concurrent enrollment in MICR 130, MICR 135 or BIOL 171; credit or concurrent enrollment in MICR 140, MLT 107 or BIOL 171L; credit or concurrent enrollment in CHEM 151 or higher level chemistry course; credit or concurrent enrollment in CHEM 151L or higher level chemistry lab course.

Comment: Cross-listed as BIOL 275L.

MICR 230 serves as an introduction into the world of molecular biology with particular emphasis on human cancer, recombinant DNA techniques and microbial gene expression. Fundamental concepts covered will include: microbial manipulation, genetic manipulation, biomolecule isolation/characterization and biotechnology methodology.

Upon successful completion of MICR 230, the student should be able to:

1. Describe the structure of proteins, nucleic acids and macromolecular complexes.
2. Describe the function of nucleic acids, proteins and macromolecules in DNA replication, transcription, translation, mutagenesis and DNA repair.
3. Describe the regulation of gene activity in prokaryotes and eukaryotes.
4. Describe basic principles and techniques of molecular biology including the use of plasmids and transposons to generate recombinant DNA.
5. Prepare, sterilize and dispense the basic types of media used for the cultivation of bacteria.
6. Operate all the basic equipment of a molecular biology laboratory, including but not limited to large autoclaves and bench top autoclaves, water distillation apparatus and biological safety cabinets.
7. Operate all the basic equipment of a molecular biology laboratory, including but not limited to spectrophotometers and ELISA readers, electrophoresis equipment, centrifuges and microcentrifuges.
8. Perform agarose gel electrophoresis.
9. Isolate and quantitate chromosomal and plasmid DNA from bacteria.
10. Perform and analyze restriction enzyme digestions of DNA.
11. Perform polymerase chain reactions under a variety of conditions.
12. Analyze DNA and amino acid sequence data by searching sequence data bases.
13. Identify, characterize and describe the molecular and cellular changes that occur in cancer cells.
14. Describe and explain the roles of oncogenes and tumor suppressor genes in carcinogenesis.

MICR 240 Cell Biology and Tissue Culture (2) KCC AA/DY

4 hours lecture/lab per week

Prerequisite(s): MICR 130 or MICR 135 or BIOL 171; MICR 140 or MLT 107 or BIOL 171L; CHEM 151/151L or higher level chemistry course with lab; or instructor's consent.

Comment: MICR 240 is cross-listed as BIOL 275L.

MICR 240 covers cell biology and the essential principles important to the cultivation and study of cells in tissue culture. Through lectures and laboratory experiments students will acquire a fundamental understanding of the biochemistry and molecular biology of the cell. Students will also acquire competence in tissue culture and experience with modern advances in biotechnology and recombinant DNA technology.

Upon successful completion of MICR 240 the student should be able to:

1. Prepare media and buffers needed for the culture of animal, plant and microalgae cells.
2. Demonstrate proficiency in the specialized sterilization and quality control procedures used in a tissue culture laboratory.
3. Demonstrate proficiency in routine cell culture protocols such as feeding schedules and medium supplements, subcultivation procedures, cell enumeration and viability testing, cryopreservation, and the detection and disposition of contaminated cultures.
4. Demonstrate knowledge of the basic principles of protein chemistry by applying these principles in the designing and reporting of experiments utilizing enzymatic reactions, electrophoresis and immunoassays.
5. Demonstrate knowledge of the basic principles of DNA structure, function, and chemistry by applying these principles in the designing and reporting of experiments utilizing DNA extraction and purification, electrophoresis, restriction enzyme analysis, DNA amplification, sequencing, and sequence analysis using standard bioinformatics databases and analysis protocols.
6. Describe in detail the organization of life at the cellular and subcellular levels.
7. Describe the structure and function of biological membranes and demonstrate an understanding of the processes which occur at the cell surface.
8. Describe in detailed and specific terms the fundamental catabolic and anabolic metabolic processes that occur at the cellular level.
9. Describe and experimentally manipulate the cytoskeleton particularly as it relates to intracellular traffic, cytokinesis and cell motility.
10. Describe and experimentally manipulate the basic processes involved in cell signaling and the cell cycle and define the role of these processes in cell differentiation and in cancer.

11. Describe the theories explaining the development of eukaryotes and the evolution of multicellular organisms.
12. Describe and debate the ethical issues surrounding existing and proposed research and applications using living cells.

MOBILE INTENSIVE CARE TECHNICIAN

MICT 150 Pre-Hospital Assessment and Treatment I (12)

8 hours lecture, 4 hours lecture/lab, 6 hours lab per week

Prerequisite(s): Acceptance into the MICT program; completion of a State of Hawai'i approved Emergency Medical Technician program; State licensure at the EMT level.

Comment: Letter grade only. MICT 150 may not be audited. MICT 150 may not be taken credit/no credit. Students are required to have a laptop computer.

MICT 150 is the theory and laboratory practice of advanced life support knowledge and skills used in the assessment and treatment of adult and pediatric patients with medical and trauma conditions requiring pre-hospital emergency care.

Upon successful completion of MICT 150, the student should be able to:

1. Improve knowledge and skills obtained at the EMT level to refine patient assessment, including taking the patient's history and performing a physical examination to assess illness or degree of injury in a multicultural environment.
2. Safely and accurately administer medications.
3. Explain and demonstrate the initiation and continuation of advanced life support care under medical control, including recognition of presenting symptoms and initiation of appropriate invasive and non-invasive treatment for surgical, medical, pediatric, obstetric and psychiatric emergencies, and airway and respiratory problems.
4. Safely and accurately perform in a non-patient care situation including designated advanced life support measures.

MICT 160 Pre-Hospital Assessment and Treatment II (5)

8 hours lecture, 6 hours lab per week for 8 weeks

Prerequisite(s): A grade of "C" or higher in MICT 150; acceptance into the MICT program; completion of a State of Hawai'i approved Emergency Medical Technician program; State licensure at the EMT level.

Comment: Letter grade only. MICT 160 may not be audited. MICT 160 may not be taken credit/no credit.

MICT 160 is the theory and laboratory practice of advanced life support skills in assessment and treatment of patients with cardiac conditions that require pre-hospital emergency care.

Upon successful completion of MICT 160, the student should be able to:

1. Describe detailed anatomy and physiology of the cardiovascular systems.
2. Recognize normal and abnormal cardiac rhythms, including life threatening arrhythmias and relate to cardiac output.
3. Recognize and interpret normal and abnormal 12-lead EKG's and correlate its clinical relevance.
4. Describe specific treatment of arrhythmias according to approved standing orders for Hawaii's MICTs.
5. Perform advanced cardiac life support skills.

MICT 200 Advanced Pre-Hospital Assessment and Treatment (5)

6 hours lecture, 4.5 hours lab per week for 10 weeks

Prerequisite(s): A grade of "C" or higher in MICT 160; acceptance into the MICT program; completion of a State of Hawai'i approved Emergency Medical Technician program; State licensure at the EMT level.

Comment: Letter grade only. MICT 200 may not be audited. MICT 200 may not be taken credit/no credit. ACLS, PALS, AMLS and PHTLS WRITTEN must be passed at 84% in order to complete MICT 200.

MICT 200 is the theory and laboratory practice of additional advanced medical, trauma, cardiac life support in the pre-hospital emergency environment.

Upon successful completion of MICT 200, the student should be able to:

1. Complete the Pediatric Advanced Life Support and the Advanced Cardiac Life Support-Provider courses according to standards set by the American Heart Association.
2. Complete the Advanced Medical Life Support and Pre-Hospital Trauma Life Support-Provider courses according to standards set by the National Association of Emergency Medical Technicians.
3. Recognize signs and symptoms, and perform medical management of various types of burns and chemical, biological, nuclear,

radiological and environmental emergencies in the pre-hospital environment.

4. Perform, in the non-patient care situation, all skills required for functioning as a Mobile Intensive Care Technician (MICT).

MICT 301 Pre-Hospital Assessment and Treatment Clinical Experience (4)

18 hours clinical experience per week for 10 weeks

Prerequisite(s): A grade of "C" or higher in MICT 200; acceptance into the MICT program; completion of a State of Hawai'i approved Emergency Medical Technician program; State licensure at the EMT level.

Comment: Mandatory credit/no credit grading. MICT 301 may not be audited. MICT 301 may not be taken for a letter grade.

MICT 301 provides an opportunity for hands-on skills experience in basic and advanced life support at selected clinical facilities, includes major hospitals and ambulances. During this time the students develop clinical and interpersonal skills. They also develop their written, verbal and non-verbal communication skills. The health care culture and their professional behavior are nurtured through this clinical exposure.

Upon successful completion of MICT 301, the student should be able to:

1. Safely and accurately perform basic and advanced life support procedures, under direct supervision in a hospital or ambulance setting.
2. Correlate the clinical and theoretical aspects of selected patient situations through a series of case reports.

MICT 302 Pre-Hospital Assessment and Treatment Internship I (4)

1 hour lecture, 39 hours ambulance internship per week for 4 weeks

Prerequisite(s): A grade of "C" or higher in MICT 200; a grade of "C" or higher in MICT 301; acceptance into the MICT program; completion of a State of Hawai'i approved Emergency Medical Technician program; State licensure at the EMT level.

Comment: Mandatory credit/no credit grading. MICT 302 may not be audited. MICT 302 may not be taken for a letter grade.

MICT 302 provides the initial experience as a MICT intern on an advanced life support emergency ambulance. MICT 302 includes rotation one of the required five rotations. Each student is assigned one on one with a preceptor.

Upon successful completion of MICT 302, the student should be able to:

1. Safely and accurately perform in the emergency situation, at an introductory level, all advanced life support procedures as listed in the Board of Medical Examiners Rules for Emergency Ambulance Personnel.
2. Exercise personal judgment in case of interruption in medical direction caused by communication failure or in cases of immediate life threatening conditions; provide such emergency care as has been specifically authorized by approved standing orders.

MICT 350 Pre-Hospital Assessment and Treatment Internship II (14)

1 hour lecture, 39 hours ambulance experience per week

Prerequisite(s): A grade of "C" or higher in MICT 302; acceptance into the MICT program; completion of a State of Hawai'i approved Emergency Medical Technician program; State licensure at the EMT level.

Comment: Mandatory credit/no credit grading. MICT 350 may not be audited. MICT 350 may not be taken for a letter grade.

MICT 350 is an internship experience on selected advanced life support ambulances. Each student is assigned one on one with a preceptor and monitored by an instructor.

Upon successful completion of MICT 350, the student should be able to:

1. Safely and accurately perform in the emergency situation, at an introductory level, all advanced life support procedures as listed in the Board of Medical Examiners Rules for Emergency Ambulance Personnel.
2. Exercise personal judgment in case of interruption in medical direction caused by communication failure or in cases of immediate life threatening conditions; provide such emergency care as has been specifically authorized by approved standing orders.

MUSIC

MUS 104 Stage Band (2) KCC AA/DA (Inactive)

4 hours lecture/lab per week

Prerequisite(s): Audition and consent of the instructor.

Recommended Preparation: 2-3 years playing experience on a preferred instrument.

Comment: Students must supply their own instrument.

MUS 104 is a performance-oriented course that involves full and sectional rehearsals leading to performances of stage band standards covering various styles from jazz to Broadway. These performances will be scheduled during the course of the semester as well as at the end of the semester.

Upon successful completion of MUS 104, the student should be able to:

1. Identify and define characteristics of the repertoire presented.
2. Perform basic instrumental technique on their instruments as a soloist and as an ensemble player.
3. Give examples of aural and performing skills with regards to one's musicianship.
4. Perform with musical and stylistic accuracy on their instrument in a jazz ensemble.

MUS 106 Introduction to Music Literature (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

MUS 106 introduces students to western music literature with an emphasis on developing listening skills. Through listening and classroom critiques and analysis, all types of music are surveyed from Gregorian Chant to contemporary genres. Attendance at three (3) varying concerts is required.

Upon successful completion of MUS 106, the student should be able to:

1. Identify masterpieces of classical music repertoire.
2. Distinguish the salient compositional characteristics between several stylistic periods in music/art history including representative composers from each period which help place unfamiliar repertoire into familiar periods.
3. Contrast/compare music of any type (i.e. classical, ethnic, popular, seasonal) for texture, rhythm, form, melodic contour, harmonic orientation and time of composition.
4. Contrast/compare the live performances seen during the semester.
5. Define the elements that make up classical performance tradition and etiquette.

MUS 107 Music in World Cultures (3) KCC AA/FGC and KCC AS/AH

3 hours lecture per week

MUS 107 is an introduction to the field of ethnomusicology in which historical, religious, social, and political aspects of society are studied in relationship to its music traditions and culture. In addition to these aspects, the musical elements of each culture are analyzed for the types of instruments, form/structure, context, activities, and music aesthetics.

Upon successful completion of MUS 107, the student should be able to:

1. Describe the role of music in the different cultures of Asia, Southeast Asia, Africa and the Americas.
2. Describe the distinctive aural features and music aesthetics of a music culture.
3. Describe the historical, religious, social and political aspects of a society that contribute to the development of a music culture.
4. Identify the areas of those music cultures studied.
5. Describe the validity of other music traditions.
6. Contrast/compare your own music traditions within the broader context of other music traditions.

MUS 108 Fundamentals of Western Music (3) KCC AA/DA and KCC AS/AH

3 hours lecture per week

MUS 108 introduces students to western music literature with the emphasis on developing listening skills. Through listening and classroom critiques and analysis, all types of music are surveyed from Gregorian Chant through contemporary genres. Attendance at three varying concerts is required.

Upon successful completion of MUS 108, the student should be able to:

1. Identify and write the basic components of Western music notation: major, minor, and chromatic scales, key signatures, intervals, chords and chord symbols, and chord progressions using primary chords I, IV, and V7.
2. Notate and read basic melodic and rhythmic patterns in both simple and compound meters.
3. Write lyrics that correspond appropriately to natural accents of rhythmic values and patterns studied in class.
4. Write examples of possible basic harmonization for simple melodies.
5. Define the roles of composer, performer, and listener.
6. Identify aurally those melodic intervals studied in class.
7. Write major and minor triads in root position from any given note.
8. Play the piano functionally: play basic scales & arpeggios, chords and chord progressions, and beginning-level pieces studied in class.
9. Compose a short song in lead-sheet format, and perform it for the class.

MUS 114 College Chorus (2) KCC AA/DA

4 hours lecture/lab per week

Comment: MUS 114 is repeatable for a maximum of six credits.

MUS 114 is a performance-orientated course for all students interested in singing in a large ensemble. The selected repertoire is drawn from a range of classical, popular (jazz, musical theater), and Polynesian/ethnic choral literature. Rehearsal and performing practices as well as basic music reading are included in the course of study. An extra-curricular concert is scheduled at the end of the semester. Previous choral experience is not required.

Upon successful completion of MUS 114, the student should be able to:

1. Interpret and perform basic rhythmic and sight-reading skills.
2. Apply the principles of ensemble singing through rehearsals and performances.
3. Perform the chosen repertoire with stylistic and musical accuracy, and musicality.
4. Identify and resolve the problems of performance in a variety of physical settings.
5. Apply performance etiquette.

MUS 121B Voice Class 1 (2) KCC AA/DA

1 hour lecture, 2 hours lecture/lab per week.

Prerequisite(s): Ability to carry a tune on pitch.

MUS 121B is the first of a three-semester sequence in learning solo singing skills. Concepts and skills introduced in the class include proper breath control and support, developing and discovering vocal production and potential, basic musicianship, song interpretation, and the basic principles of performing.

Upon successful completion of MUS 121B, the student should be able to:

1. Apply the principles of tone production, efficient utilization of the breathing apparatus, posture and body awareness, interpretation, and artistic qualities through the performance of traditional song repertoire.
2. Identify the vocal and music requirements in singing classical repertoire.
3. Perform a series of vocal solos applying the vocal techniques/concepts demonstrated in class.
4. Recognize and interpret basic music notation concepts.
5. Demonstrate performance etiquette as a performer and an audience member.

MUS 121C Class Piano I (2) KCC AA/DA

1 hour lecture, 2 hours lecture/lab per week

MUS 121C introduces concepts of learning how to play the piano, and is the first of a multi-course/multi-path sequence. Basic principles of performance will be explored, and students will play on both digital and acoustic pianos in the electric piano lab. Practice facilities are available on weekdays.

Upon successful completion of MUS 121C, the student should be able to:

1. Play the chromatic scale in both contrary and parallel motion, three octaves with both hands.
2. Play all major scales and arpeggios, one octave with both hands.
3. Play and demonstrate at least three different articulation styles: legato, staccato, and marcato.
4. Demonstrate the application of wrist rotation coupled with varied arm weight to achieve greater dynamic contrast, and play using a variety of the following dynamic levels: pp, p, mp, mf, f, ff.
5. Identify major key signatures by observing the sharps or flats in a given key signature.
6. Build major and minor triads in root position from any given point.
7. Play simple songs from first-level literature.
8. Mind-map, then color-map recital repertoire with colors and shapes of phrases, and then perform two of those selections by memory.

MUS 121D Guitar 1 (2) KCC AA/DA

1 hour lecture, 2 hours lab per week

Comment: MUS 121D may not be audited. Each student must supply their own acoustic guitar (classical or steel string).

MUS 121D introduces the student to the basic principles of playing the acoustic guitar. The course provides a comprehensive study of the rudiments of music, guitar notations, finger style techniques, small ensemble literature, solo playing and accompaniment style playing. In-class practices and lectures involve developing a practice routine to prepare for the performance aspects of the course. At the end of the semester, students will select a song and performance style sharing the music making experience with an end-of-semester public recital.

Upon successful completion of MUS 121D, the student should be able to:

1. Tune the guitar properly using the relative tuning method.
2. Produce good tone and sound projection with proper left-hand and right-hand mechanics.
3. Read, write, and play the basic rudiments of music.
4. Read, write, and perform from modern staff notation and popular chord notation.
5. Discern and critique various style interpretations.
6. Show basic playing skills: right-hand picking techniques, chord progressions, major and minor scales, arpeggios, etudes/song exercises.
7. Perform elementary solo pieces, singing with accompaniment style playing, and ensemble literature in a public recital.

MUS 121Z 'Ukulele 1 (2) KCC AA/DA

1 hour lecture, 2 hours lab per week

Comment: MUS 121Z may not be audited. Student must supply their own 'ukulele (soprano, concert or tenor).

Music 121Z introduces the student to basic principle of playing the 'ukulele. Concepts and skills introduced in the class includes: basic musicianship, tuning, chord identification and progressions, basic strumming techniques, and the principles of accompanying and performing.

Upon successful completion of MUS 121Z, the student should be able to:

1. Tune their own instruments properly using the tuning by ear method.
2. Play the basic chord progressions.
3. Clap, write, and count aloud various rhythmic patterns.
4. Identify and perform basic strumming techniques.
5. Identify and perform basic strumming patterns.
6. Locate and name the notes on the fretboard.
7. Read and perform from 3 forms of notation for the 'ukulele (modern staff notation, chord notation and tablature).
8. Perform major and minor scales.
9. Identify and perform standard Hawaiian repertoire specifically written for the 'ukulele.
10. Select, modify, and perform music of other genres to the 'ukulele.
11. Examine the importance of the 'ukulele in the Hawaiian music culture and island history.

MUS 122B Voice Class II (2) KCC AA/DA

1 hours lecture, 2 hours lecture/lab per week

Prerequisite(s): MUS 121B with a grade of "C" or higher or consent of instructor.

MUS 122B is the second of a three-semester sequence in learning solo singing skills as a class. Four vocal styles (classical, jazz, ethnic, and country western) are explored and studied to experience the different vocal and musical skills required for each genre. Performances of each style are required.

Upon successful completion of MUS 122B, the student should be able to:

1. Identify and distinguish between various vocal styles and musical terms, and levels of musicianship.
2. Identify the origin and development of ethnic vocal music studied.
3. Give examples of intermediate level vocal techniques: diction, tone production, and breath control through actual performances and in descriptive writing.
4. Sing at an intermediate level solo vocal literature in a public recital.
5. Identify the different modes of accompaniment for all the vocal styles studied.

MUS 122C Class Piano II (2) KCC AA/DA

1 hour lecture, 2 hours lecture/lab per week

Prerequisite(s): MUS 121C with a grade of "C" or higher or consent of instructor.

MUS 122C is the second of a four-semester sequence in learning how to play the piano. Basic principles of performance will be explored, with a focus on expanding technical facility and sight-reading skills. Students will play on both digital and acoustic pianos in the electronic piano lab. Practice facilities are available on weekdays.

Upon successful completion of MUS 122C, the student should be able to:

1. Play all major scales and arpeggios, as well as the Group I minor scales (all three forms), two octaves/two hands.
2. Play in four different articulation styles: legato, staccato, marcato, and portato.
3. Apply wrist rotation coupled with varied arm weight to achieve greater finesse in dynamic contrast.
4. Identify major key signatures and their relative minor keys.
5. Build major and minor triads in root position, as well as 1st and 2nd inversion triads.
6. Play songs and technique exercises from second-level literature, as well as supplementary repertoire from a text such as First Bach Album.
7. Mind-map recital repertoire with colors and phrase shapes, then perform two of the three required recital selections by memory.

MUS 122D Guitar 2 (2) KCC AA/DA (Inactive)

1 hour lecture, 2 hours lecture/lab per week

Prerequisite(s): MUS 121D or consent of instructor.

Comment: MUS 122D is currently inactive.

MUS 122D focuses on basic principles of classical guitar performance.

Upon successful completion of MUS 122D, the student should be able to:

1. Demonstrate basic playing skills: major scales, arpeggios, etudes/exercises on an intermediate level.
2. Demonstrate ability to play accompaniments and solo songs.
3. Demonstrate an ability to perform elementary solo and ensemble literature in a public recital.
4. Demonstrate more advanced notation and style interpretation.

MUS 170 Music as Therapy (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

MUS 170 is an introductory course in understanding music as a therapeutic tool, both as an arts therapy profession, and as a process integrated into other health care fields. Students will explore the diverse applications and approaches to the therapeutic power of music, personally, professionally, clinically, scientifically, experientially and educationally. The course will include extensive media, weekly readings, weekly discussion posts, module quizzes, final exam and final project.

Upon successful completion of MUS 170, the student should be able to:

1. Identify the nature of music therapy and its role in health care.
2. Identify and describe the variety of populations served by music therapy and other related music fields.
3. Describe and interpret the human responses to music.
4. Describe the pathways of music between different parts of the brain and the human response to music.
5. Identify and interpret the historical development of music and sound therapy.
6. Define basic terminology used in music therapy and related creative arts therapy fields.
7. Discuss basic musical skills (instrumentally and vocally) applicable for therapeutic purposes.

MUS 180 Basic Theory and Aural Skills (2) KCC AA/DA (Inactive)

4 hours lecture/lab per week

Prerequisite(s): MUS 108 with a grade of "C" or higher or consent of instructor.

MUS 180 is an introductory course using the basic concepts of music notation and reading for sight-singing and dictation which includes the recognition of intervals and tonal orientation. This course is designed for potential music majors with limited background in reading and sight-singing as well as for others interested in learning to read music and transcribing sound to notation.

Upon successful completion of MUS 180, the student should be able to:

1. Transcribe intervals accurately.
2. Transcribe rhythmic patterns in both simple and compound meters.
3. Transcribe simple melodies, including the rhythms used.
4. Sight-read (sing) simple melodies.

MUS 183 Ear-provisation: Piano by Ear (2) KCC AA/DA Spring

4 hours lecture/lab per week

Prerequisite(s): MUS 121C or consent of instructor.

Recommended Preparation: MUS 108.

Comment: MUS 183 is repeatable for a maximum of six credits. MUS 183 is offered in the spring semester only.

MUS 183 is designed to teach students the rudiments of how to play the piano by ear, as well as learn the basics for improvisation at the keyboard. These two main goals will be achieved by exploring how to listen strategically and respond to cues. Developing recognition of melodic distances (intervals) and patterns, rhythmic patterns, chord structure, root movement of bass line (by step, by 3rd, by 4th), articulation (variation in touch) styles, dynamic contrast, a variety of standard musical forms, logical fingering principles, and issues in pedaling will be studied both aurally and experientially at the keyboard. The main focus will be on developing a "seeing" ear (rather than seeing music and then reading it/playing it). Five-finger positions, major/minor scales and arpeggios, chromatic scale, whole tone scale, pentatonic scales, key signatures (identifying and building), and triads vs. suspended / 7th / 9th / 11th / 13th chords will be covered, as well as the exploration of artistic gesture and sharing music with/relating to an audience. This course focuses on developing a new skill set for "readers" of music, thus enhancing the enjoyment of playing the piano for personal satisfaction, increased self-esteem, and pleasure.

Upon successful completion of MUS 183, the student should be able to:

1. Play opening song motifs in at least three different keys for each interval studied (both ascending and descending forms) within an octave, for greater learning retention.
2. Play, identify aurally, and accurately transcribe intervals within an octave (given the starting note, in both ascending and descending forms).
3. Tap back and accurately transcribe short rhythmic patterns in both simple (2/4, 3/4, and 4/4) and in compound (6/8, 9/8, and 12/8) meters.
4. Play/accurately transcribe simple melodies (given a starting pitch) including rhythm used.
5. Playbacks: at the keyboard, play a series of melodic patterns that the instructor will highlight, demonstrate, and drill in class.
6. Sing (as a group) simple melodies demonstrated, with rhythm attached.
7. Demonstrate and apply basic music theoretical components of Western Music notation: play major, minor, chromatic, whole tone, pentatonic scales, and blues scale; identify and build major key signatures, and relate to minor keys; play a variety of chords and chord progressions, and demonstrate ability to write chord symbols accurately.
8. Demonstrate ability to differentiate aurally between major, minor, and diminished chords, as well as begin to differentiate between augmented, sus2 vs. sus4, and 7th chords.
9. Improvise to various rhythmic and melodic patterns given in class.

B-250

10. Transcribe or creatively notate/color-map, and play/perform two short solo (individual) projects by ear: the midterm project will be a minimum of eight measures in chosen meter, while the final project will be a minimum of sixteen measures in chosen meter.
11. Play by ear and creatively notate an assigned portion of final group project, and perform it with the class.

MUS 201 Vocal Ensemble (2) KCC AA/DA (Inactive)

1 hour lecture, 2 hours lecture/lab per week

Prerequisite(s): Audition or consent of instructor.

Comment: MUS 201 is currently inactive.

MUS 201 is a performance-oriented course for all students interested in singing in a small ensemble. The selected repertoire is drawn from a range of classical, popular (jazz, musical theater), and Polynesian/ethnic choral literature. An extra-curricular concert is scheduled at the end of the semester. Previous choral experience is helpful but not required.

Upon successful completion of MUS 201, the student should be able to:

1. Identify and give examples of the repertoire presented.
2. Give examples of a more advanced knowledge of basic vocal technique.
3. Identify and list the problems of performance encountered in a variety of physical settings.
4. Give examples of performance etiquette, including behavior expectations prior to and after performances.
5. Perform at a more advanced level of ensemble singing in terms of musicianship and performance practice.

MUS 206 Synthesizer Ensemble (3) KCC AA/DA

6 hours lecture/lab per week

Prerequisite(s): Student must be able to read music in both the treble and the bass clef, and have had at least one semester of piano class or the equivalent, prior to taking this class.

Recommended Preparation: Two years of piano experience; some knowledge of synthesizers.

Comment: MUS 206 is repeatable for a maximum of six credits.

MUS 206 offers rehearsals and performances of the Synthesizer Ensemble, and utilizes an assortment of computerized synthesizers. Students are exposed to classical, pop, jazz, new age, and contemporary music, with a focus on the dichotomy of classical repertoire infused with contemporary synthesized techniques and patches in variation form. For the spring semester, students perform a mixture of classical, popular, jazz, and international music. This is a solo and ensemble class: each student will work on at least one piano/keyboard solo, as well a majority of ensemble selections, to be performed at the 3-5 performances toward the end of the semester. Student must preferably have own equipment.

Upon successful completion of MUS 206, the student should be able to:

1. Demonstrate skill in various techniques of playing the synthesizer: smooth patch changes; use of legato touch when playing string patches, and use of mod wheel to achieve vibrato effect for wind instrumental sounds, etc.
2. Demonstrate knowledge of patch strengths/ weaknesses among the various synthesizers in performance set-up, for optimal sound capabilities and comparisons: be able to easily find acoustic piano, electric piano, digital bell, warm strings, mellow brass, harp, percussion, and other commonly-used patches on each keyboard.
3. Demonstrate ability to shape dynamics and phrasing through strategic control of volume slider on keyboard(s), thus enhancing ensemble performance.
4. Perform at least one contemporary keyboard solo by memory, using pitch and/ or modulation wheels.
5. Contribute at least one musical aspect or part for the ensembles international concert variations, incorporating styles of music ranging from classical to contemporary.
6. Work on at least one individual part by ear from CDs, mp3 recordings, and/or YouTube videos, to contribute to and enhance the spring concert music.
7. Demonstrate skills in teamwork as part of the ensemble: setting up equipment together, breaking down equipment after rehearsals/performances.

B-251

MUS 207 Music of the Pacific (3) KCC AA/DH (Inactive)

3 hours lecture per week

MUS 207 introduces the music of the Pacific island cultures including those of Polynesia, Micronesia, and Melanesia. In each island study, the musical concepts, performance contents, and cultural processes will be surveyed and analyzed through aural and visual classroom activities.

Upon successful completion of MUS 207, the student should be able to:

1. Identify and discuss the role of music in Pacific cultures.
2. Describe the distinctive aural features of a variety of music traditions.
3. Define and give examples of the validity of music traditions beyond one's own music culture.

MUS 221B Voice Class III (2) KCC AA/DA (Inactive)

1 hour lecture, 2 hours lecture/lab per week

Prerequisite(s): MUS 122B with a grade of "C" or higher or consent of instructor.

Comment: MUS 221B is currently inactive.

MUS 221B is the third in a three-semester sequence in developing solo voice as a class. Students will enhance their vocal performance skills on an advanced intermediate level through the selected repertoire which includes musical theater scenes and/or opera scenes.

Upon successful completion of MUS 221B, the student should be able to:

1. Perform at an advanced intermediate level of musicianship.
2. Give examples of advanced body technique and awareness necessary for good vocal tone production.
3. Define and distinguish between vocal and dramatic interpretation used in musical theater and opera scene work.
4. Perform and participate at an advanced intermediate level in public performances.

MUS 221C Piano 3 (2) KCC AA/DA (Inactive)

1 hour lecture, 2 hours lecture/lab per week

Prerequisite(s): MUS 122C or consent of instructor.

MUS 221C is the third in a four-semester sequence in learning to play the piano. Utilizes electronic piano lab. Practice facilities available on weekdays.

Upon successful completion of MUS 221C, the student should be able to:

1. Play third level repertoire on a level with Clementi Sonatinas or easier Chopin Preludes.
2. Play the major scales in flats, two hands/two octaves.
3. Play an elementary harmonization from chord symbols.
4. Participate with growing confidence in a public performance.

MUS 221D Guitar III (2) KCC AA/DA (Inactive)

1 hour lecture, 2 hours lecture/lab per week

Prerequisite(s): MUS 122D or consent of instructor.

Comment: MUS 221D is currently inactive.

MUS 221D is a continuation of MUS 122D Guitar II. MUS 221D is the third in a three-semester sequence in guitar performance.

Upon successful completion of MUS 221D, the student should be able to:

1. Demonstrate advanced playing skills: Major/Minor Scales in moveable positions across the entire fingerboard beginning on the 5th and 6th strings, Arpeggios, Etudes/Exercises on an advanced level.
2. Play third level repertoire on a level with Guiliani, Carassi, Carulli, and Fernando Sor studies.
3. Play intermediate to advanced accompaniments of folk/ popular songs from intermediate/advanced harmonization chord symbols.
4. Perform intermediate/advanced arrangements and transcriptions of guitar ensemble music for more than two guitars.
5. Demonstrate an understanding of advanced notation and style interpretation.
6. Participate with growing confidence in public performances.

MUS 222C Piano 4 (2) KCC AA/DA (Inactive)

1 hours lecture, 2 hours lecture/lab per week

Prerequisite(s): Credit or concurrent enrollment in MUS 221C or consent of instructor.

MUS 222C is the fourth in a four-semester sequence in learning to play the piano. Utilities electronic piano labs. Practice facilities available on weekdays.

Upon successful completion of MUS 222C, the student should be able to:

1. Play all major scales, two hands/four octaves, with correct fingering.
2. Improvise an accompaniment from chord symbols.
3. Sight-read simple songs.
4. Perform on level of Chopin Preludes, Bach Two-Part Inventions or higher.
5. Participate in recital with relative confidence.

MUS 229 Musical Theatre: Song and Dance (3) KCC AA/DA and KCC AS/AH

2 hours lecture, 2 lecture/lab per week

Prerequisite(s): Ability to pass audition by singing in tune and/or exhibiting basic dance technique, or consent of instructor.

Recommended Preparation: MUS 121B, DNCE 131, or THEA 101.

Comment: MUS 229 is repeatable for a maximum of 6 credits.

MUS 229 is a vocal and dance course which focuses on the musical theatre genre. Topics explored in this course include the history of musical theatre, the development and tradition of song and dance, standard musical theatre repertoire, and the necessary preparation for staging a musical production. Activities include song and character analysis as well as basic choreography used in this genre.

Upon successful completion of MUS 229, the student should be able to:

1. Exhibit full range, accurate intonation, clarity in diction, and good tone production using proper vocal techniques in coordination with basic dance skills.
2. Perform at a competent level of musicianship (sing correct pitches, rhythms, the ability to read general musical notation).
3. Perform at a competent level of body awareness necessary for good vocal tone production and basic dance movements (alignment, coordination, strength, and flexibility).
4. Identify notable composers/lyricists and choreographers and their contribution to the musical theatre genre.
5. Identify signature musical theatre repertoire from a historical perspective.
6. Identify basic dance vocabulary used in musical theatre auditions and choreography.
7. Fundamentally master basic technique in a variety of styles of dance commonly utilized in musical theatre choreography.
8. Recognize music, dance and drama as an interdisciplinary art form.
9. Exhibit organizational skills necessary for musical theatre (scheduling, time management).
10. Project appropriate performance energy to express and evoke emotion and meaning for the audience.

MUS 230 Musical Theatre: Production (4) KCC AA/DA and KCC AS/AH Spring

2 hours lecture, 4 hours lecture/lab per week.

Prerequisite(s): MUS 229, audition or consent of Instructor.

Comment: \$25.00 for course materials. MUS 230 is repeatable for a maximum of 8 credits. MUS 230 may not be audited.

MUS 230 is a performance course designed to enhance and develop students' voice, dance, and drama skills through the staging of a selected musical theatre production as well as offering a more in-depth study of performing practices in music, dance and drama and their interdisciplinary relationship.

Upon successful completion of MUS 230, the student should be able to:

1. Perform at an advanced level of vocal and dance skills necessary for any musical theatre audition.
2. Perform at a competent level of vocal, dramatic and dance skills necessary for a musical theatre production as shown through an actual staged production.
3. Analyze the interpretative aspects of a script through vocal and dance skills as shown in rehearsals and the actual staged production.
4. Identify and discuss the origin and historical, political and economic significance of the selected musical theatre production.
5. Identify the different aspects of a musical stage production, such as stage managing, lighting, costuming and set design by staging an actual production.
6. Prepare and write a formal resume required for musical theatre production companies during the audition process.

7. Exhibit the organizational skills required for time management in the performing arena.
8. Project the appropriate performance energy and stamina required in a staged musical theatre production.

MUS 231B Applied Music, Western (Voice) (1 or 2) KCC AA/DA

30 minutes individual lesson per week (one credit) or 1 hour individual lesson per week (two credits)

Prerequisite(s): Credit or concurrent enrollment in MUS 122B or audition and consent of instructor.

Comment: MUS 231B is repeatable for a maximum of six credits. MUS 231B is a special course offered by the Office of Continuing Education and Training (OCET). Special OCET fee per credit in addition to regular tuition. MUS 231B may not be audited. MUS 231B may not be taken credit/no credit. Meeting times arranged between student and instructor on an individual basis.

MUS 231B is a course for individual instruction in the finer details of vocal performance. This entails a focus on the musical fundamentals and the importance of textual content as well. Students meet with the instructor for either 30 minutes per week (one credit) or for 1 hour per week (two credits).

Upon successful completion of MUS 231B the student should be able to:

1. Discern and demonstrate range, good intonation and tone production using proper and vocal techniques from an intermediate to advance level.
2. Identify a variety of song types and singing styles ranging from classical music to present day popular music including musical theater.
3. Perform with a higher degree of body awareness necessary for good vocal tone production.
4. Perform each vocal solo, particularly in English, with a relatively high degree of musicianship throughout all singing styles studied.
5. Distinguish between the different qualities of an artist (interpretation, musicality, the breathing apparatus and stylization, the kinds of accompaniments).
6. Perform a series of vocal songs in a recital program.

MUS 231C Applied Music, Western (Piano) (1) KCC AA/DA

30 minutes individual lesson per week

Prerequisite(s): MUS 121C and 122C; a minimum one year of piano lessons (but preferably 5-10 years of piano lessons/experience); audition/interview and consent of instructor.

Comment: MUS 231C is repeatable for a maximum of six credits. MUS 231C is a special course offered by the Office of Continuing Education and Training (OCET). Special OCET fee per credit in addition to regular tuition.

MUS231C provides individual instruction in piano performance, covering intermediate and advanced piano technique paced to an appropriate level for each student's experience. Applied piano instruction is essentially a performance class. The emphasis will be toward developing piano technique that has clarity, flexibility, dynamic intensity, and sensitivity of phrasing for expressive musicianship through increasingly more confident and skillful performances. Pedaling, theory, sight-reading, and learning/ practicing/ memorization/ performing techniques will also be covered.

Upon successful completion of MUS 231C, the student should be able to:

1. Play piano literature from Two-Part Inventions, and Preludes and Fugues from the WTC Vol. 1 and 2, by J. S. Bach; first movements of a sonata by Haydn, Mozart, and/ or Beethoven; two compositions by a Romantic and/ or Impressionistic composer (these could include music by Chopin, Rachmaninoff, Schubert, Scriabin, Debussy, for example); and at least one composition by a Contemporary composer (these could include music by Bartok, for example, as well as living composers in this century).
2. Learn how to create and then draw colormaps (five) for each composition performed, enabling more secure memorization through the use of color to highlight music motifs and repetitive elements. This is especially important for contemporary (Bartok) repertoire.
3. Show development of confidence in performance skills, through performing with obvious enjoyment at music discipline repertoire recitals, thus enabling the communication of music as a language that is pleasurable to "speak" to others.
4. Play Major and harmonic minor scales and arpeggios, four octaves, hands together, M.M. 92 to the quarter note, as well as play Major and minor triad progressions beginning in root position.

MUS 231G Applied Music, Western (Guitar) (1 or 2) KCC AA/DA

30 minutes private instruction, 2.5 hours independent practice per week (for one credit) 1 hour private instruction, 5 hours independent practice per week (for two credits)

Prerequisite(s): Credit or concurrent enrollment in MUS 221D or consent of instructor.

Comment: MUS 231G is repeatable for a maximum of six credits. Special course offered by the Office of Continuing Education and Training; OCET fee per credit in addition to regular tuition.

MUS 231G provides advanced individual instruction in classical guitar playing.

Upon successful completion of MUS 231G, the student should be able to:

1. Demonstrate an ability to play solo guitar literature (pieces with two or more voices, e.g., melody and harmony), such as Lagrima, by Francisco Tarrega; Romance, anon.; Adelita, by Francisco Tarrega; one etude by Fernando Sor; and one etude by Matteo Carcassi.
2. Demonstrate the ability to play major scales on the entire fingerboard.
3. Demonstrate the ability to play major and minor triads, solid and broken (arpeggios).

MUS 231M Applied Music, Western (Flute) (1 or 2) KCC AA/DA

30 minutes individual instruction per week (one credit) or for one hour per week (two credits)

Prerequisite: 2-3 years private instruction and/or band experience, audition/interview and consent of instructor.

Recommended Preparation: 2-3 years private instruction and/or band experience.

Comment: MUS 231M is repeatable for a maximum of six credits. MUS 231M is a special course offered by the Office of Continuing Education and Training; OCET fee per credit in addition to regular tuition.

MUS 231M is a performance course with an emphasis toward developing greater flexibility of technique as well as expansion of repertoire.

Sight-reading and learning/practicing/memorization/performing techniques will also be covered.

Upon successful completion of MUS 231M, the student should be able to:

1. Demonstrate development and refinement of basic skills and techniques of playing the flute, to include tonguing, slurring, strategic breathing for phrase structure, appropriate vibrato, and dynamic contrast within each phrase of music.
2. Clap and count simple, intermediate, and advanced rhythmic figures in music.
3. Develop and practice sight-reading skills (reading by interval, keeping eyes ahead of fingers, etc.), so that the student can sight-read selected pieces of music.
4. Memorize repertoire for repertoire recitals as well as for board exams (learn colormap technique).
5. Perform solos as well as ensemble literature (ensemble literature could be demonstrated by the student performing with the KCC Synthesizer Ensemble on selected flute features, or performing duet literature with flute professor or other students that play the flute).
6. Write/type two pages of concert critique and discuss flute performance aspects.

MUS 253 Basic Experiences of Music (3) KCC AA/DA

3 hours lecture per week

Comment: Letter grade only. MUS 253 may not be audited. MUS 253 may not be taken credit/no credit.

MUS 253 focuses on musical concepts, philosophy and pedagogy: use of media, singing, movement, and instruments; as well as resources for an active elementary music classroom.

Upon successful completion of MUS 253 the student should be able to:

1. Describe a level of comprehension of the biological, cognitive, social, and musical characteristics of children from six through twelve years of age.
2. Use knowledge of human behavior drawn from the foundations of psychology, such as Gardner's multiple intelligences and brain, research, which provide support for the importance of the early years in musical development.
3. Develop a repertoire of materials including music of the world: Hawaiian, Far East: Chinese & Japanese, Native Americans & North Americans - Appalachian.
4. Identify a basic understanding of technology use for instructional and organizational applications in elementary music teaching.
5. Demonstrate skills and competency levels in reading simple notations, singing solfege with hand signs and chanting with rhythmic syllables.
6. Demonstrate skills and competency levels in playing 'ukulele.
7. Demonstrate skills and competency levels when modeling activities such as singing, movement, listening, reading music, and playing classroom instruments (pitched and non-pitched) for elementary school children.
8. Perform quality music literature and activities to effectively teach elementary school children.

9. Demonstrate effective lesson planning, utilize sequential patterns of instruction and provide effective delivery and pacing in teaching elementary school children.
10. Demonstrate the ability to read and write in journals expressing affirmations and transformations as well as reflections on personal development as teachers.

NURSING

NURS 9 Long Term Care Nurse Aide (6)

60 hours lecture, 36 hours lab and 54 hours clinical for a total of 150 hours.

10 hours lecture and 6 hours lab per week for 6 weeks, and 18 hours clinical per week for 3 weeks. Class may be offered on a different schedule.

Prerequisite(s): Acceptance into the Long Term Care Nurse Aide program. Specific health requirements, current one rescuer CPR and First Aid Certification, medical liability insurance

Comment: NURS 9 may not be audited. NURS 9 may not be taken credit/no credit. Students must pass the lecture portion with a 70% or higher and attain a "Pass" in the clinical portion in order to earn the Certificate of Competence for Long Term Care Nurse Aide. Health requirements, First Aid, CPR and liability insurance are required before registration. A criminal background check is required by the healthcare agency prior to the start of clinical experiences. Some agencies also require drug testing. The agency reserves the right to set the standards of participation for students based on this screening. Students must have uniforms, a watch and duty shoes for clinical and need to bring supplies such as a thermometer and sheets to specific labs.

NURS 9 is a 150 hour course that prepares entry level nurse aides to provide basic nursing care to the elderly, ill, and disabled in the long term care, subacute and home health settings. Students learn to give basic personal care, communicate with patients and staff, respect resident rights and provide physical and emotional support. Graduates are eligible to take the State of Hawai'i Nurse Assistant Competency Evaluation Exam.

Upon successful completion of NURS 9, the student should be able to:

1. Describe the health care delivery system in Hawai'i with special emphasis on agencies that care for the aged.
2. Demonstrate desirable attitudes and behaviors of the nurse aide under the supervision of the RN, LPN or MD.
3. Discuss the physical, psychological, cultural and social services needs of the patient/resident with an emphasis on the aged and cognitively impaired.
4. Perform within the legal limits of the nurse aide and promote patient/resident rights, confidentiality and the prevention of abuse.
5. Assist in maintaining a safe and restful patient care environment including infection control.
6. Use effective communication skills to interact with the patient/resident, family, peers and staff.
7. Perform basic patient care safely.
8. Assist the patient/resident to meet nutritional needs as required or ordered.
9. Make relevant observations and report and record them accurately and in a timely manner.
10. Identify the body systems and the major organs, common diseases, medical terminology and observations to report and record for each system.
11. Discuss adaptations to basic skills and the role of the nurse aide in restorative care, home care and subacute care.
12. Discuss the needs and care of the terminally ill.
13. Perform selected therapeutic skills and procedures safely.
14. Discuss career opportunities for the nurse aide.

NURS 12 ARCH Common Diseases, Diets and Medications (1)

15 hours total - 3 hours per class for 5 days

Prerequisite(s): Acceptance into the Adult Residential Care Home Operator program.

Comment: NURS 12 may not be audited. NURS 12 may not be taken credit/no credit.

NURS 12 is one of three courses required by state law to open a residential care home. It prepares the adult residential care home (ARCH) operator observe the resident for signs and symptoms of common diseases, communicate with the health care team, make medications available and prepare a balanced diet.

Upon successful completion of NURS 12, the student should be able to:

1. Identify the major structures and functions of the body systems.
2. Describe common chronic diseases in the elderly, along with the signs and symptoms and usual treatment of each.
3. Identify common types of therapeutic diets and apply guidelines for preparing a regular diet.
4. Identify the role and responsibilities of the adult residential care home operator in making medications available to residents.

NURS 13 ARCH Helping Therapies and Behavior Management (1)

15 hours of lecture – 3 hours per day for 5 days

Prerequisite(s): Acceptance into the Adult Residential Care Home Operator program.

Comment: NURS 13 may not be audited. NURS 13 may not be taken credit/no credit.

NURS 13 is one of three courses required by state law to open a residential care home. It prepares the adult residential care home (ARCH) operator to assist in the provision of occupational, physical, recreational and diversional therapies. NURS 13 also prepares them to identify the operator's role in fostering mental health, and caring for the mentally ill and developmentally disabled resident.

Upon successful completion of NURS 13, the student should be able to:

1. Describe the major purposes of physical, occupational, speech, recreational and diversional therapies.
2. Identify the operator's role in assisting the resident to carry out prescribed plans by the physical, occupational and speech therapists.
3. Identify common behavior problems of the mentally ill and developmentally disabled residents.
4. Identify the operator's role in caring for the mentally ill and developmentally disabled residents.
5. Create a recreational activity plan based on the needs and interests of the resident.

NURS 14 ARCH Regulations, Accounts and Community Resources (1)

15 hours of lecture – 3 hours per day for 5 days

Prerequisite(s): Acceptance into the Adult Residential Care Home Operator program.

Comment: NURS 14 may not be audited. NURS 14 may not be taken credit/no credit.

NURS 14 is one of three courses required by state law to open a residential care home. NURS 14 prepares the adult residential care home (ARCH) operator to implement specific regulations of Chapter 100, Title II, Department of Health, to identify simple accounting records and identify community resources for the resident and operator.

Upon successful completion of NURS 14, the student should be able to:

1. Identify important provisions of Chapter 100 relating to the operation of an adult residential care home.
2. Select correct resident and home records and reports according to the provisions of Chapter 100.
3. Identify a home environment which is in accordance with the provisions of Chapter 100 and the guidelines with Sanitation Branch and Fire Department.
4. Identify required financial records for the residents in accordance with Chapter 100 and responsible agencies such as the Department of Taxation and the Department of Human Services.
5. Identify community resources which can assist the operator or the resident with special needs related to the care in the adult residential care home.

NURS 16 Nurse Aide Training (8)

60 hours theory, 60 hours lab and 120 hours clinical for a total of 240 hours. 30 hours per week for 8 weeks. Class may be offered on a different schedule.

Prerequisite(s): Acceptance into the Nurse Aide program; Specific health requirements, current one rescuer CPR and First Aid Certification, medical liability insurance.

Comment: NURS 16 may not be audited. NURS 16 may not be taken credit/no credit. Students must pass the theory portion with a 70% or higher and attain a "Pass" in the clinical portion in order to earn the Certificate of Competence for Nurse Aide Training. Health requirements, First Aid, CPR and liability insurance are required before registration. A criminal background check is required by the healthcare agency prior to the start of clinical experiences. Some agencies also require drug testing. The agency reserves the right to set the standards of participation for students based on this screening. Students must have uniforms, a watch and duty shoes for clinical and need to bring supplies such as a thermometer and sheets to specific labs.

NURS 16 is a 240 hour course that prepares entry level nurse aides who can function in acute, subacute, long term care and home health settings. Students will learn to provide basic personal care, communicate with patients and staff, perform simple nursing procedures, and provide basic emotional support to the ill, the elderly and disabled. Graduates are eligible to take the State of Hawai'i Nurse Assistant Competency Evaluation Exam.

Upon successful completion of NURS 16, the student should be able to:

1. Describe the health care delivery system in Hawaii and types of patients/residents they care for.
2. Demonstrate desirable attitudes and behaviors of the nurse aide under the supervision of the RN, LPN or MD in the long term care, acute and subacute settings.
3. Discuss the physical, psychological, cultural and social services needs of the patient/resident with an emphasis on the aged and cognitively impaired.

4. Perform within the legal limits of the nurse aide and promote patient/resident rights, confidentiality and the prevention of abuse.
5. Assist in maintaining a safe and restful patient care environment including infection control.
6. Communicate effectively with the patient/resident, family, peers and staff.
7. Provide safe, basic nursing care to patients in hospital, long term care and home health settings.
8. Assist the patient/resident to meet nutritional needs as required or ordered.
9. Demonstrate restorative care activities.
10. Make relevant observations and report and record them accurately and in a timely manner.
11. Identify common disorders and related nursing care.
12. Perform care for special populations: mentally ill, developmentally disabled, surgical and terminally ill patients/residents.
13. Perform selected therapeutic skills and procedures safely.
14. Discuss career opportunities for the nurse aide.

NURS 101 Nursing Perspectives (1)

A total of 15 hours lecture

Prerequisite(s): Acceptance into the Practical Nursing program.

Corequisite(s): NURS 110; NURS 120.

Comment: Letter grade only. NURS 101 may not be audited. NURS 101 may not be taken credit/no credit. All policies and procedures in the Practical Nurse Student Handbook apply to this course.

NURS 101 includes a discussion of the role of the practical nurse, the health care delivery system, legal and ethical concepts in nursing, and vocational relationships in nursing.

Upon successful completion of NURS 101, the student should be able to:

1. Describe the role of the practical nurse in health care and nursing teams.
2. Describe factors that influence the practice of nursing.
3. Identify the legal and ethical responsibilities of the practical nurse.

NURS 110 Therapeutic Communication (2)

A total of 15 hours of lecture; 45 hours of laboratory

Prerequisite(s): Acceptance into the Practical Nursing program.

Corequisite(s): NURS 101; NURS 120.

Comment: Letter grade only. NURS 110 may not be audited. NURS 110 may not be taken credit/no credit. Students must pass all theory and laboratory components in order to pass the course. All policies and procedures in the Practical Nurse Student Handbook apply to this course.

NURS 110 focuses on effective communication with the client and health care team. Basic therapeutic communication skills will be reviewed for the psychosocial wellbeing of the client. An emphasis will be placed on team building, caring, advocacy and diversity. An overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health will be provided.

Upon successful completion of NURS 110, the student should be able to:

1. Identify the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning while providing nursing care to clients with needs resulting from altered states of psychosocial wellness.
2. Describe the components of the nursing process used in the care of the client with needs resulting from altered states of psychosocial wellness.
3. Define therapeutic communication techniques used in the care of the client with needs resulting from altered states of psychosocial wellness.
4. Explain the legal standards and ethical concepts which are used in the delivery of nursing care of the client with needs resulting from altered states of psychosocial wellness.

NURS 120 Fundamentals of Nursing (5)

A total of 30 hours lecture; 135 hours clinical/laboratory

Prerequisite(s): Acceptance into the Practical Nursing program; credit or concurrent enrollment in PHRM 110 or higher level pharmacology course.

Corequisite(s): NURS 101; NURS 110.

Recommended Preparation: ENG 100; basic computer skills.

Comment: Letter grade only. NURS 120 may not be audited. NURS 120 may not be taken credit/no credit. Students must successfully complete all math, theory, and clinical components in order to pass the course. All policies and procedures in the Practical Nurse Student Handbook apply to this course. Uniform attire is required for clinical component.

NURS 120 is an introduction to basic nursing theory and skills. It focuses on the nurse/patient relationship, nutrition and rehabilitation. Knowledge is applied in patient care situations in the long term care setting under supervision of the faculty.

Upon successful completion of NURS 120, the student should be able to:

1. Identify the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning used to assist the adult client in satisfying basic needs resulting from altered states of wellness.
2. Describe the components of the nursing process used in the care of the client with needs resulting from altered states of wellness.
3. Define therapeutic communication techniques used in the care of the adult client.
4. Implement an existing teaching plan to assist the adult client in satisfying biological, psychological, sociological, cultural and spiritual needs.
5. Organize basic care for an adult client in a long term care setting.
6. Explain the legal standards and ethical concepts which are used in the delivery of nursing care to the adult client.
7. Identify own responsibility for completion of prescribed learning activities in the delivery of nursing care to the adult client.

NURS 122 Medical-Surgical Nursing (8)

A total of 60 hours lecture; 180 hours clinical/laboratory

Prerequisite(s): A grade of "C" or higher in NURS 101; a grade of "C" or higher in NURS 110; a grade of "C" or higher in NURS 120; a grade of "C" or higher in PHRM 110 or higher level pharmacology course; credit or concurrent enrollment in ZOOL 142.

Comment: Letter grade only. NURS 122 may not be audited. NURS 122 may not be taken credit/no credit. Students must pass all math, theory and clinical components in order to pass the course. All policies and procedures in the Practical Nurse Student Handbook apply to this course. Uniform attire is required for this course.

NURS 122 focuses on the practical nurse's use of the nursing process to apply nursing theory and skills in the care of patients from varied cultural backgrounds who have medical and surgical disorders. Knowledge is applied in patient care situations in acute care settings, including the administration of medications under supervision of the faculty.

Upon successful completion of NURS 122, the student should be able to:

1. Apply the facts and principles of biological, psychological, sociological, cultural, and spiritual functioning to intervene in the nursing care of the adult client with needs resulting from altered states of wellness.
2. Use the nursing process in the care of the client with needs resulting from altered states of wellness.
3. Utilize communication techniques in the care of the adult client.
4. Contribute to a teaching plan which provides the client with information related to identified learning needs for the promotion, restoration, and maintenance of health.
5. Apply organizational skills in caring for an adult client.
6. Apply legal standards and ethical concepts in the delivery of nursing care to the adult client.
7. Identify own strengths and areas for improvement in meeting prescribed learning goals while delivering nursing care to the adult client.

NURS 126 Child Health Nursing (3)

A total of 23 hours lecture; 68 hours clinical/laboratory

Prerequisite(s): A grade of "C" or higher in NURS 122; a grade of "C" or higher in NURS 128; a grade of "C" or higher in ZOOL 142.

Comment: Letter grade only. NURS 126 may not be audited. NURS 126 may not be taken credit/no credit. Students must pass all math, theory, assessment testing, and clinical components in order to pass the course. All policies and procedures in the Practical Nurse Student Handbook apply to this course. Uniform attire is required for the clinical component.

NURS 126 focuses on the use of the nursing process to assist pediatric clients to maintain optimal functioning and to meet needs related to alterations in wellness.

Upon successful completion of NURS 126, the student should be able to:

1. Apply the facts and principles of biological, psychological, sociological/cultural, and spiritual functioning to intervene in the nursing care of the pediatric client their maintain optimal functioning and to meet needs related to altered states of wellness.
2. Use the nursing process to intervene in the care of the pediatric client with identified needs resulting from altered states of wellness.
3. Demonstrate therapeutic and age-specific communication techniques used in the care of the pediatric clients.
4. Implement a teaching plan for the promotion, restoration, and maintenance of health of the pediatric clients with identified learning needs.
5. Participate as a member of the health care team in providing care to the pediatric clients.
6. Describe legal standards and ethical concepts in the delivery of nursing pediatric clients.
7. Develop learning experiences in the delivery of nursing care to pediatric client based on own strengths and identified areas for improvement.

NURS 128 Perinatal Nursing (2)

A total of 23 hours lecture and 23 hours laboratory/clinical

Prerequisite(s): A grade of "C" or higher in NURS 101; a grade of "C" or higher in NURS 120; a grade of "C" or higher in PHRM 110 or higher level pharmacology course; credit or concurrent enrollment in NURS 122; a grade of "C" or higher in ZOOL 142.

Comment: Letter grade only. NURS 128 may not be audited; NURS 128 may not be taken credit/no credit. Students must pass all math, theory, and clinical components in order to pass the course. All policies and procedures in the Practical Nurse Student Handbook apply to this course. Uniform attire is required for the clinical component of this course.

NURS 128 focuses on the use of the nursing process to assist childbearing families and newborns to maintain optimal functioning and to meet needs related to alterations in wellness.

Upon successful completion of NURS 128, the student should be able to:

1. Apply the facts and principles of biological, psychological, sociological/cultural, and spiritual functioning to intervene in the nursing care of the maternal client and newborn to maintain optimal functioning and to meet needs related to altered states of wellness.
2. Use the nursing process to intervene in the care of the maternal client and newborn with identified needs resulting from altered states of wellness.
3. Demonstrate therapeutic and age-specific communication techniques used in the care of the maternal client and newborn.
4. Implement a teaching plan for the promotion, restoration, and maintenance of health of the maternal client and newborn with identified learning needs.
5. Participate as a member of the health care team in providing care to the maternal client and newborn.
6. Apply knowledge of legal standards and ethical concepts in the delivery of nursing care to the maternal client and newborn.
7. Develop teaching strategies in the delivery of nursing care to the maternal client and newborn based on own strengths and identified areas for improvement.

NURS 130 Geriatric Nursing (6)

A total of 45 hours lecture, 135 hours clinical/laboratory

Prerequisite(s): A grade of "C" or higher in NURS 122; a grade of "C" or higher in NURS 128; a grade of "C" or higher in ZOOL 142.

Comment: Letter grade only. NURS 130 may not be audited. NURS 130 may not be taken credit/no credit. Students must pass all math, theory and clinical components in order to pass the course. All policies and procedures in the Practical Nurse Student Handbook apply to this course. Uniform attire is required for the clinical component of this course.

NURS 130 provides nursing principles and skills to enable students to utilize the nursing process in the care of the aging client. The practical nurse role, inter-disciplinary team, partnership, reporting and documenting will be discussed. Knowledge is applied in patient care situations in the long term care, home and community settings under supervision of the faculty.

Upon successful completion of NURS 130, the student should be able to:

1. Apply the facts and principles of biological, psychological, sociological, cultural and spiritual functioning to intervene in the nursing care of the elderly client.
2. Use the nursing process in the care of the elderly client.
3. Utilize therapeutic communication techniques in the care of elderly clients.
4. Contribute to a teaching plan which provides the client with information related to identified learning needs for the promotion, restoration and maintenance of health.
5. Apply organizational skills in caring for the elderly client.
6. Apply legal standards and ethical concepts in the delivery of nursing care to the elderly client.

7. Develop learning experiences in the delivery of nursing care to the elderly client based on own strengths and identified areas of improvement.
8. Differentiate between the roles of the RN versus LPN in the delivery of care to the elderly client and demonstrate understanding of care management with the use of an interdisciplinary team.

NURS 210 Health Promotion Across the Lifespan (9)

3 hours lecture and 18 hours lab/clinical per week

Prerequisite(s): Acceptance into the Associate in Science in Nursing program; high school or college chemistry; ENG 100 or ESL 100; ZOOL 141; ZOOL 141L; MATH 100 or higher level mathematics course; FAMR 230; ZOOL 142; ZOOL 142L; PSY 100 or ANTH 200; MICR 130; credit or concurrent enrollment in NURS 212.

Corequisite(s): NURS 211.

Comment: Letter grade only. NURS 210 may not be audited. NURS 210 may not be taken credit/no credit.

NURS 210 presents a wellness/health promotion model of care, which identifies the needs of the total person across the life-span. It introduces the roles of the nurse, nursing code of ethics and the nursing process, with emphasis on learning self-health and client health practices. To support self 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.

Upon successful completion of NURS 210, the student should be able to:

1. Identify the legal and professional standards and ethical concepts while delivering basic nursing care across the lifespan.
2. Identify own responsibility for reflective practice in a performance based curriculum.
3. Learn how to seek and evaluate information to gain the nursing knowledge and skills necessary to promote health across the life span.
4. Discuss nursing care situations that require delegation and leadership decisions.
5. Identify roles and functions of each member of the health care team.
6. Describe the components of the health care delivery systems in the U.S.
7. Discuss the elements of client centered care in promoting health across the lifespan.
8. Practice effective oral and written communication with clients, peers and faculty.
9. Utilize a systematic process to develop and deliver a plan of care.

NURS 211 Professionalism in Nursing I (1)

1 hour lecture per week

Prerequisite(s): Acceptance into the Associate in Science in Nursing program; high school or college chemistry; ENG 100 or ESL 100; ZOOL 141; ZOOL 141L; MATH 100 or higher level mathematics course; FAMR 230; ZOOL 142; ZOOL 142L; PSY 100 or ANTH 200; MICR 130; credit or concurrent enrollment in NURS 212.

Corequisite(s): NURS 210.

Comment: Letter grade only. NURS 211 may not be audited. NURS 211 may not be taken credit/no credit.

NURS 211 introduces the history of nursing practice and education. Ethical and legal aspects as well as professional responsibilities in the practice of nursing are emphasized.

Upon successful completion of NURS 211, the student should be able to:

1. Demonstrate commitment to the practice of nursing through the professional behaviors reflected in the American Nurses Association (ANA) Code of Ethics.
2. Distinguish legitimate sources of evidence for professional decision-making.
3. Discuss the leadership responsibility of the nurse in the political process as it impacts on health care and health care planning.
4. Identify historical events, nursing and national issues that contribute to the development of standards of practice for the nurse.
5. Describe options for individuals in accessing either allopathic or integrative health care in the US health care delivery system.
6. Discuss the legal and ethical responsibility for delivering client centered care in promoting health across the lifespan.

NURS 212 Pathophysiology (3)

3 hours lecture per week

Prerequisite(s): Acceptance into the Associate in Science in Nursing program or a current Hawaii Practical Nursing License; high school or college chemistry; ENG 100 or ESL 100; ZOOL 141; ZOOL 141L; MATH 100 or higher level mathematics course; FAMR 230; ZOOL 142; ZOOL 142L; PSY 100 or ANTH 200; MICR 130.

Comment: Letter grade only. NURS 212 may not be audited. NURS 212 may not be taken credit/no credit.

NURS 212 introduces nursing students to pathophysiologic concepts which serve as a foundation to understanding the basis of illness and injury and their corresponding spectrum of human response. These concepts will serve as a foundation for the formulation of clinical decisions and care planning.

Upon successful completion of NURS 212, the student should be able to:

1. Recognize ethical and legal concerns associated with clients experiencing selected disease states.
2. Utilize multiple, current, reliable information sources including information and patient care technologies to support an understanding of selected pathophysiologic processes.
3. Begin to incorporate knowledge of physiology and alterations in regulatory mechanisms to provide rationale for the identification of risk factors and clinical manifestations of selected pathophysiologic processes.
4. Use risk factors, pathophysiologic mechanisms, and clinical manifestation of selected pathophysiologic processes to effectively select focused assessments, interpret the findings and identify additional assessments for potential complications.
5. Communicate pertinent patient information regarding selected pathophysiologic processes with other health professionals.

NURS 220 Health and Illness I (10)

4 hours lecture and 18 hours lab/clinical per week

Prerequisite(s): NURS 210 with a grade of "C" or higher; NURS 211 with a grade of "C" or higher; NURS 212 with a grade of "C" or higher; credit or concurrent enrollment in PHRM 203.

Comment: Students accepted into the Associate in Science degree in Nursing (Transition for Licensed Practical Nurses) in Fall 2013 and thereafter should consult with a Nursing department counselor before attempting to register for NURS 220 in Spring 2014 and thereafter, since the NURS 210 and NURS 211 courses are waived for Transition students. Letter grade only. NURS 220 may not be audited. NURS 220 may not be taken credit/no credit.

NURS 220 introduces the use of the nursing assessment to support identification of risk factors, detection/prevention of complications from illness. Nursing skills are integrated into clinical experiences. A range of settings are utilized for clinical applications.

Upon successful completion of NURS 220 the student should be able to:

1. Utilize ANA standards of practice and code of ethics to identify potential legal and ethical issues in the delivery of nursing care.
2. Use a structured plan to reflect on personal nursing practice.
3. Utilize reliable sources of information to support nursing care decisions to individuals.
4. Identify nursing care situations requiring the need for delegation and leadership.
5. Practice in the role of professional nurse as part of the interprofessional health care team.
6. Identify factors that influence access and continuity of health care.
7. Deliver client centered care.
8. Use therapeutic communication skills in the development of relationships with clients and families.
9. Develop a plan of care for clients that incorporates evidence based strategies and clinical judgments using assessments data from information and patient care technologies and an understanding of the clients perspective and illness experience to support safe, quality nursing care.

NURS 320 Health and Illness II (10)

4 hours lecture and 18 hours lab/clinical per week

Prerequisite(s): NURS 220 with a grade of "C" or higher; PHRM 203 with a grade of "C" or higher.

Comment: Letter grade only. NURS 320 may not be audited. NURS 320 may not be taken credit/no credit.

NURS 320 presents nursing care and health promotion for maternal-newborn and pediatric clients and families in the acute care and community settings. Utilization of family theories and assessment tools when providing culturally sensitive, client-centered care.

Upon successful completion of NURS 320 the student should be able to:

1. Apply the American Nurses Association (ANA) Code of Ethics to care of families including clients rights, dilemmas between individuals rights and the common good, identification of choices and possible consequences.
2. Reflect on nursing practice in managing care for groups of patients.
3. Seek information to develop plans of nursing care that are family-centered, age and culturally-appropriate using evidence-based clinical guidelines.
4. Apply basic leadership skills in the care of families.
5. Practice as a member of a multi-disciplinary health care team.
6. Recognize benefits and limitations of community and governmental support for family units and individual members with illness.
7. Deliver family centered care.
8. Demonstrate therapeutic communication skills in interactions and relationships with families, individuals, and other members of the health care team with attention to the identification and correction of non-therapeutic communication techniques.
9. Work with the client to implement plans of care that are based on culturally and age appropriate assessments and best evidence using information and patient care technologies that support safe, quality care.

NURS 360 Health and Illness III (9)

3 hours lecture and 18 hours lab/clinical per week

Prerequisite(s): NURS 320 with a grade of "C" or higher.

Corequisite(s): NURS 362.

Comment: Letter grade only. NURS 360 may not be audited. NURS 360 may not be taken credit/no credit.

NURS 360 provides complex situations requiring strong recognition skills, and rapid decision making. The evidence base supporting assessment and nursing intervention is explored. Case scenarios are used to provide a basis for planning nursing care.

Upon successful completion of NURS 360, the student should be able to:

1. Analyze ethical and legal concerns that are experienced by clients, families, and nurses associated with acute and chronic client care including the dying process.
2. Propose adjustments to plan of care after reflecting on clients' level of comfort and ability to manage symptoms and symptoms of distress.
3. Incorporate evidence based interventions in providing care to groups of clients.
4. Use management principles, strategies, and tools in healthcare team coordination, and providing oversight and accountability for caring for a group of patients in clinical settings.
5. Collaborate with members of the health care team to plan individualized plans of care to meet the needs of groups of clients.
6. Assist clients to obtain available health resources within the community to expand treatment options.
7. Advocate for the delivery of client centered care.
8. Demonstrate sensitivity and responsiveness in interactions with clients.
9. Demonstrate clinical judgment in the delivery of safe, quality care, using information and patient care technologies, to diverse clients across a wide range of settings.

NURS 362 Professionalism in Nursing II (1)

1 hour lecture per week

Prerequisite(s): NURS 320 with a grade of "C" or higher.

Corequisite(s): NURS 360.

Comment: Letter grade only. NURS 362 may not be audited. NURS 362 may not be taken credit/no credit.

NURS 362 introduces current issues in nursing and health care and nursing roles. Principles of organizational structure, leadership, decision-making, priority setting, and change will be discussed.

Upon successful completion of NURS 362, the student should be able to:

1. Identify the legal and ethical responsibilities of the Registered/Professional Nurse.
2. Reflect on concept of self as a professional nurse-to-be.
3. Utilize legitimate sources of evidence for professional decision-making.
4. Identify the structure and inter-relationships of the social organizations through which nursing is provided.
5. Differentiate between the concepts of leadership and management.
6. Analyze the impact of trends in contemporary health care which influence quality and means of delivering nursing care.
7. Apply the problem solving process in resolution of conflicts and stressors encountered in transition to the role of Registered/Professional Nurse.

8. Articulate concepts of reality shock in relation to entry into the practice of nursing.
9. Articulate the leadership responsibility of the nurse in the political process as it impacts on health policy and health care planning.