

HAW 101 Elementary Hawaiian I (4) KCC AA/HSL*3 hours lecture, 2 hours lab per week*

HAW 101 is the study of basic structures of the Hawaiian language with emphasis on the five recognized skills: listening, speaking, reading, writing, and cultural understanding.

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

- Demonstrate the ability to respond to simple Hawaiian speech, including common demands, questions/answers about family and community, time/calendar, daily activities. (listening skills)
- Demonstrate emerging ability to make short statements, ask simple questions, identify objects, people and places, and carry on limited conversations about daily activities; express agreement or disagreement as well as simple desires/choices such as preferred food, music, clothes, etc. (speaking skills)
- Demonstrate ability to read beginning level stories or short paragraphs of simple language; read and follow simple instructions and standardized messages such as store prices, times/dates on schedules, etc. (reading skills)
- Demonstrate emerging ability to write simple sentences, using memorized idiomatic phrases and use common vocabulary pertaining to daily activities; supply simple autobiographical information and information about family and community, times/dates, daily activities and so forth. (writing skills)
- Demonstrate emerging acquisition of important Hawaiian cultural values (such as hospitality and sharing) and customs through dance, song, chant, wise sayings or stories used to greet visitors, to begin and end class and in other customary and traditional circumstances. (cultural understanding)
- Speak Hawaiian with proper intonation and pronunciation, including place names and peoples names.
- Use a vocabulary of approximately 400 to 500 Hawaiian words and be familiar with greetings, classroom commands, and questions.

H**HAWAIIAN****HAW 50 Basic Conversational Hawaiian (3)***3 hours lecture per week*

In HAW 50, the basic Hawaiian conversational patterns will be taught to those in visitor industry and to those who want to enrich themselves in knowing and understanding Hawai'i by way of the language. As an aid to understanding and appreciating the Hawaiian language, familiar place names of Hawai'i based on myths, legends, and historical accounts will be introduced.

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

- Understand conversational Hawaiian spoken at normal conversational speed on subject matters covered in class.
- Recognize about 300 Hawaiian words and be able to use 80 percent of them.
- Speak Hawaiian with the proper inflection, intonation, and rhythm.
- Ask basic questions and be able to give appropriate responses in Hawaiian.
- Ask for directions and give directions in Hawaiian.
- Introduce each other in Hawaiian.
- Exchange about 30 greeting expressions.
- Understand and use loan words in Hawaiian.
- Pronounce correctly names of people and places and know their meanings about 90 percent of the time.
- Count in Hawaiian and use numbers to express money matters and telling time.
- Recognize and reproduce sounds of vowels, consonants and diphthongs 90 percent of the time.
- Retell historical events and legends pertaining to the history of Honolulu.
- Understand the meanings of traditional Hawaiian songs.

HAW 102 Elementary Hawaiian II (4) KCC AA/HSL

3 hours lecture, 2 hours lab per week

Prerequisite(s): HAW 101 or appropriate score on language placement test.

HAW 102 focuses on basic structures of the Hawaiian language with emphasis on the five recognized skills of language acquisition: listening, speaking, reading, writing, and cultural understanding. This course is taught within the context of the contemporary culture of the Hawaiian people.

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

- Demonstrate increasing ability to respond to Hawaiian speech including description of places, people; instructions for simple activities; questions/answers about family and community, time/calendar, daily activities, weather, hobbies or sports. (listening skills)
- Demonstrate increasing ability to make short sentences, ask and answer questions and participate in conversations about daily activities; narrate past, present, future events; express simple desires/choices such as preferred food, music, clothes, etc. (speaking skills)
- Demonstrate increasing ability to read simple short stories or paragraphs from modern Hawaiian language books or newspapers; read and follow simple instructions and standardized messages such as store prices, time/dates on schedules, etc. (reading skills)
- Demonstrate increasing ability to write a variety of beginning sentence patterns, including negation, comparison, possession; ability to narrate past, present and future events; emerging ability to use more intermediate level sentences to convey information about their family, community, and daily activities. (writing skills)
- Demonstrate increasing acquisition of important cultural values (such as hospitality and sharing) and customs through dance, song, chant, wise sayings or stories used to greet visitors, to begin and end class and in other customary and traditional circumstances. (cultural understanding)
- Speak Hawaiian with increasing fluency and correct intonation and pronunciation, including place names and people's names.
- Use a vocabulary of approximately 1,000 words plus idiomatic expressions, classroom commands and questions.

HAW 201 Intermediate Hawaiian I (4) KCC AA/HSL

3 hours lecture, 2 hours lab per week

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

HAW 201 is a continuation of HAW 102. Further development of the five recognized skills of language acquisition: listening, reading, writing, speaking, and cultural understanding in the Hawaiian language. Students will gain these five skills, attaining the Intermediate Mid level on the ACTFL-ETS (America Council on the Teaching of Foreign Languages) proficiency scale.

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

- Listen and identify sentence-length utterances which consist of re-combinations of learned elements on a variety of topics.
- Listen and identify sentences on topics that refer primarily to basic personal background and needs, social conversations and some complex tasks.
- Listen and identify sentences on basic functions such as traveling, schooling, shopping and a diversity of instruction and directions.
- Read consistently with increased understanding of simple connected texts dealing with basic personal and social needs, such as public announcements and short, straightforward instructions dealing with public life.
- Read and comprehend some authentic material as it reflects similarity to specially prepared material and/or to high frequency oral vocabulary and structure.
- Write and meet a number of practical writing needs.
- Write simple letters which involve personal preference, daily routine, everyday events, and other topics grounded in personal experience and personal opinion.
- Speak and handle successfully a variety of uncomplicated task-oriented and social functions pertaining to personal background and needs, social conversations and some complex tasks.
- Perform such tasks as self-introduction, leaving a message, renting an apartment, mailing a letter, planning a vacation and making airline reservations.

- Demonstrate increasing acquisition of important cultural values (such as hospitality and sharing) and customs through dance, song, chant, wise sayings or stories, used to greet visitors, to begin and end class and in other customary and traditional circumstances.
- Use a vocabulary of approximately 1,500 words plus idiomatic expressions, classroom commands and questions.

HAW 202 Intermediate Hawaiian II (4) KCC AA/HSL

3 hours lecture, 2 hours lab per week

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

HAW 202 is a continuation of HAW 201. Further development of the five recognized skills of language acquisition: listening, reading, writing, speaking, and cultural understanding in the Hawaiian language. Students will gain these five skills, attaining the Intermediate High level on the ACTFL-ETS (America Council on the Teaching of Foreign Languages) proficiency scale.

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

- Listen and sustain understanding over longer stretches of connected discourse on a number of topics pertaining to different times and places.
- Read consistently with full understanding of simple connected texts dealing with basic personal and social needs about which the student has personal interest and/or knowledge.
- Write and meet most practical writing needs and limited social demands.
- Take notes in some detail on familiar topics and respond in writing to personal questions.
- Write simple letters, brief synopses and paraphrases, summaries of biographical data, work and school experience.
- Develop oral proficiency to successfully respond to simple communicative tasks and social situations.
- Initiate, sustain and close a general conversation with a number of strategies appropriate to a range of circumstances and topics.
- Demonstrate increasing acquisition of important cultural values (such as hospitality and sharing) and customs through dance,

song, chant, wise sayings or stories, used to greet visitors, to begin and end class and in other customary and traditional circumstances.

- Use a vocabulary of approximately 2000 words plus idiomatic expressions, classroom commands and questions.

HAW 224 Intermediate Hawaiian Reading (3)

3 hours lecture per week

Prerequisite(s): HAW 202 with a grade of "C" or higher or instructor recommendation.

HAW 224 is an intermediate level course taught in the medium of Hawaiian language. This course will serve as a bridge course to the third year Hawaiian language classes by increasing fluency in reading, writing, and speaking in the target language.

Upon successful completion of HAW 224, the student should be able to:

- Demonstrate increased ease and fluency in reading a variety of Hawaiian language texts including historical documents, stories, chants, songs, newspapers, fiction and non-fiction.
- Apply pre-reading skills to Hawaiian texts in order to focus attention on the material and be able to better comprehend overall theme and major ideas without having to translate word for word.
- Show increasing ability to read and decipher older Hawaiian language documents written without diacritical marks and understand orthographic conventions and grammar patterns unique to written Hawaiian.
- Explain basic elements of Hawaiian literary style including the use of wise sayings, repetition, play on words, natural imagery, dualism, naming, songs of praise glorifying heroes and chiefs.
- Demonstrate increasing ability to formulate comprehension questions, to summarize and analyze written Hawaiian materials.
- Demonstrate increased sensitivity to the vibrant poetic, cultural heritage and distinctly Hawaiian world views embodied in Hawaiian language texts.

HAW 261 Hawaiian Literature in Translation: Pre-1800 Traditions (3) KCC AA/DL and KCC AS/AH*3 hours lecture per week**Prerequisite(s): HWST 100 or HWST 107.**Recommended Preparation: HAW 101 and ENG 100.*

HAW 261 is a survey of Hawaiian narratives, chants, and proverbs from the period before Western contact (c. 1800), translated into English with reference to Polynesian and Western themes and forms.

Upon successful completion of HAW 261 the student should be able to:

- Demonstrate knowledge of the world view that is exemplified in Hawaiian oral arts and traditions.
- Consider works of Hawaiian oral arts and traditions as reflections of their cultural milieu and compare that milieu with his or her own.
- Demonstrate knowledge of the forms and content of Hawaiian oral arts and traditions.
- Discuss major themes in Hawaiian oral arts and traditions, explain their implications, and identify their basic assumptions.
- Identify and explain figurative language and narrative, poetic, and linguistic techniques used by storytellers, chanters, and orators.
- Express ideas and opinions about Hawaiian oral arts and traditions clearly and convincingly, both orally and in writing, using the terminology of literary and/or cultural analysis and providing textual evidence to support opinions and ideas.

HAW 262 Hawaiian Literature in Translation: 1800 to Present (3) KCC AA/DL and KCC AS/AH*3 hours lecture per week**Recommended Preparation: HWST 100; HWST 107; HAW 261; HAW 101-102; ENG 100.*

HAW 262 offers a survey of Hawaiian literature, featuring selected works by Hawaiian authors from the period following Western contact (c. 1800) and the introduction of writing and the printing press. While texts translated into English will be the required readings, selected Hawaiian texts may be presented for comparative purposes.

Upon successful completion of HAW 262, the student should be able to:

- Demonstrate knowledge of some major authors of Hawaiian literature.

- Consider works of Hawaiian literature as reflections of their cultural milieu and compare that milieu with his or her own.
- Demonstrate knowledge of the forms and content of Hawaiian literature.
- Discuss major themes in Hawaiian literature, explain their implications, and identify their basic assumptions.
- Identify and explain figurative language and narrative, poetic, and linguistic techniques used by authors of Hawaiian literature.
- Express insights and responses to Hawaiian literature clearly and effectively both orally and in writing, using the terminology of literary and/or cultural analysis and providing textual evidence to support opinions and ideas.

HAWAIIAN STUDIES**HWST 100 Introduction to Hawaiian Culture (3) KCC AA/DH and KCC AS/AH***3 hours lecture per week*

HWST 100 is an introduction to Hawaiian cultural traditions and history, from ancient to modern times. It provides an overview of ancient concepts that still influence Hawaiian thinking today, including the sacredness of the land, the intimate connection between human beings and nature, and the importance of connection to a place and a genealogy.

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

- Contrast, compare and explain Hawaiian creation traditions and genealogies.
- Demonstrate a knowledge of Hawaiian voyaging migration traditions and the voyaging revival in modern times.
- Describe Hawaiian social organization, traditional values, and protocol, including performing protocol related to greeting guests and outsiders.
- Utilize a basic knowledge of the Hawaiian Language, including linguistic history, pronunciation, commonly used words and phrases, and the current revival of Hawaiian Language in the State's educational systems.

- Explain the major tenets and beliefs of Hawaiian religion, including its gods, the kapu system, and places of worship.
- Explain the Hawaiian view of the land, sea and nature, including place names and sacred places, irrigation systems (lo'i) and fishponds, relationships to indigenous plants and animals, and current environmental issues from a Hawaiian perspective.
- Demonstrate a knowledge of Hawaiian arts including hula, verbal arts, 3D arts, and arts of daily life.
- Recount the major events and trends of Hawaiian history, including traditional chiefs, responses to foreigners, and the monarchy and its legacy and the foundation it created for Hawai'i today.
- Evaluate and analyze modern Hawaiian issues, including political status, burial rights, social and educational issues, native gathering rights and traditional cultural practices, and the impact of tourism on Hawaiian culture.

**HWST 107 Hawai'i: Center of the Pacific (3)
KCC AA/DH and KCC AS/AH**

3 hours lecture/lab per week

Recommended Preparation: ENG 100, ENG 160 or ESL 100.

HWST 107 is a survey of the Pacific Islands of Melanesia, Micronesia, and Polynesia; their various origins, geography, languages, religions, colonial histories and modern development, seen through the cultural lens of the Hawaiian people.

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

- Demonstrate a knowledge of Pacific geography and the origins and patterns of migration and settlement of Melanesia, Micronesia and Polynesia.
- Understand the similarities and differences between the cultures and histories of Pacific Islanders through the study of their languages, religious traditions, artistic accomplishments, material culture and political and economic development.
- Demonstrate an understanding of islanders' physical environments and its role in shaping culture, as well as the effects of increasingly altered environments in the modern period.
- Explore the importance of land to island civilizations and to trace the cultural importance of land historically; from ancient chiefdoms, through European colonization,

and contemporary problems arising through the loss of lands.

- Show knowledge of the comparative effects of colonization on Pacific Islanders and the similarities and differences of nationalist movements throughout the Pacific.
- Demonstrate a familiarity with a variety of texts that make up the knowledge embodied by Pacific islanders, including oral traditions, primary and secondary literature, as well as visual and tactile expressions of their cultures.

HWST 210 Ancient Ritualistic Athletics of Hawai'i (3) KCC AA/DH

3 hours lecture per week

Prerequisite(s): HWST 107 or HAW 101.

Comment: May not be taken credit/no credit.

HWST 210 is a study of the traditional native sports practices of the Hawaiian people (i.e., surfing, ho' lua sledding, 'ulumaika, etc.) that symbolize the native people's relationship to the 'a'ina (land) and how such sports as significant components to understanding the Hawaiian culture) were/are unique identifiers of the native identity.

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

- Identify traditional sports practices of the Hawaiian and their cultural significance.
- Demonstrate a technological understanding and working knowledge of these various sports (papa la 'a u, papaho lua, 'ulumaika, moa pahe'e, etc.) through hands on construction and application.
- Reconstruct, through archaeology, origins of native architecture.
- Describe the native environment and resources, and the significance of proper management.
- Explain the significance of native imagery and physical characteristics.
- Analyze critically the cultural impact and the residual effects of the Western value system on the physical and spiritual world of the Hawaiian.

HWST 216 History of Surfing (3) KCC AA/DH

3 hours lecture per week

Prerequisite(s): HWST 107 or HAW 101.

HWST 216 is a study of the traditional native sports practices of the Hawaiian people that symbolized the native people's relationship to the 'a'ina (land)

and how such sports are significant components to understanding the Hawaiian culture, and were/are unique identifiers of the native identity.

Upon successful completion of HWST 216, the student should be able to:

- Identify traditional sports practices of the Hawaiian and their cultural significance.
- Demonstrate a conceptual and working knowledge of the sport through hands on construction and application.
- Reconstruct, through archaeology, the origins and significance of native architecture associated to this practice.
- Describe the native environment and resources, and the significance of proper management.
- Explain the significance of native imagery and physical characteristics.
- Analyze critically the cultural impact and the residual effects of the Western value system on the physical and spiritual world of the Hawaiian people.

HWST 270 Hawaiian Mythology (3) KCC AA/DL *3 hours lecture/per week*

Prerequisite(s): Credit or concurrent enrollment in HWST 107 or HAW 102, or instructor or Department Chair consent.

HWST 270 is an overview of Hawaiian mythology, cosmology, and legendary beings. Mythologies as a foundation for Hawaiian culture, values and world view.

Upon successful completion of HWST 270, the student should be able to:

- Evaluate and analyze the relationship between Hawaiian mythologies, Hawaiian religion and Hawaiian social structure.
- Analyze how Hawaiian mythologies illustrate and set precedents for Hawaiian cultural values.
- Compare and contrast Hawaiian and Western concepts of "history" and "myth."
- Demonstrate knowledge of the major written and oral sources for Hawaiian mythologies.
- Recount with details at least one major Hawaiian mythological epic, and illustrate familiarity with others.
- Describe and classify different legendary beings from Hawaiian mythological sources.

HEALTH

HLTH 110 Medical Terminology (2)

2 hours lecture per week

HLTH 110 covers pronunciation, spelling, and definition of medical terms pertaining to all systems of the body and supplementary terms applicable to specialty areas of medicine and selected paramedical fields. Emphasis is on increasing professional vocabulary and proficiency in correct pronunciation and spelling of medical terms.

Upon satisfactory completion of HLTH 110, the student should be able to:

- Spell, define, and pronounce medical words correctly.
- Identify and use correctly prefixes, suffixes, and roots of words.
- Recognize and correctly use medical and drug terms, specialized terminology, and commonly used medical abbreviations and symbols.
- Correctly pronounce and spell terms pertaining to the structure, function, disorders and diseases, also surgical, treatment, and diagnostic procedures of all systems of the human body.
- Identify and differentiate spoken medical terms.

HLTH 118 Therapeutic Interpersonal Skills (3)

3 hours lecture per week

Comment: Letter grade only. HLTH 118 may not be audited. HLTH 118 may not be taken credit/no credit. Students may be required to participate in service learning.

HLTH 118 provides students with the opportunity to assess themselves, their values, and associated professional attitudes and behaviors. Characteristics of effective helpers, appropriate communication techniques, assertiveness skills, and problem-solving for ethical and cultural issues are examined.

These concepts are applied in health care settings that involve individuals and groups who require intervention services.

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

- Define self awareness and values and their effect on human behavior and helping.
- Discuss strategies for analyzing issues and making decisions to resolve personal and organizational ethical conflicts.
- Describe the effects of disability on the individual within the cultural context of family and society, as well as on occupational performance.
- Describe how sociocultural, socioeconomic, diversity factors and lifestyle choices impact contemporary society.
- Describe positive health behaviors and identify the importance of balancing areas of occupation with the achievement of health and wellness.
- Give examples of effective communication techniques and application using characteristics of effective helping, cultural sensitivity and assertiveness.
- Define professional burnout and identify stress management techniques to promote wellness.

HLTH 120 Introduction to the Health Professions (1)

1 hour lecture per week

HLTH 120 introduces students to concepts of health and disease, health care systems, organizational structure and function of primary, tertiary, and community-based health facilities, health care ethics, and the health care team in individualized patient care.

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

- Use electronic media to learn about the health care professions.
- Use electronic communications effectively.

- Identify requirements to study in selected program or occupation.
- Explain the characteristics of community-based health care.
- Describe the role of the health care team in providing patient care.
- Describe the organizational structure of a hospital, health care clinic, or community-based agency.
- Explain the differences between licensure and credentialing in health professions.
- Describe examples of ethical concerns facing health care practitioners.

HLTH 121 Health Care Career Shadowing (1)

45 hours observation and discussion

Prerequisite(s): A grade of "C" or higher in HLTH 120.

Comment: HLTH 121 may not be audited. HLTH 121 may only be taken credit/no credit.

HLTH 121 is intended for the student who desires an in-depth opportunity to explore various health care careers and to decide which would be most appropriate to pursue.

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

- Describe five health care occupations in terms of responsibilities, role in patient care, interaction with at least two other types of health care providers, working conditions, educational requirements, licensure or certification required, and how they might or might not serve as career options.
- Describe the one health care occupation the student is most interested in pursuing as a possible career option in terms of the student's own interests, values, abilities, and circumstances.
- Identify the gaps between personal skill levels in math and English and the levels required for the health care occupation of interest.
- Identify steps to be taken to acquire the necessary education, skills, etc. required to meet the job requirements of the selected health care occupation.
- Describe the basic requirements of the Health Insurance Portability and Accountability Act (HIPAA).

HLTH 125 Survey of Medical Terminology (1)*1 hour lecture per week*

HLTH 125 builds on knowledge of prefixes, suffixes, and word roots to analyze and build medical terms. It includes definition, spelling, and pronunciation of selected medical words dealing with all human body systems as well as surgical and diagnostic procedures, and disease conditions. Commonly used medical abbreviations and pharmacological terms as well as plural endings are also covered.

Upon successful completion of HLTH 125, the student should be able to:

- Define, give examples of, and use correctly the following word parts used in building and analyzing medical terms: prefixes, suffixes, word roots, and combining forms.
- Correctly use plural endings for medical terms.
- Correctly define, spell, and correlate selected medical terms dealing with:
 - o Body structure
 - o Anatomical planes and regions
 - o Blood and the immune system
 - o Cardiovascular and lymphatic systems
 - o Respiratory, digestive, urinary, and reproductive systems
 - o Musculoskeletal system
 - o Nervous system and psychological disorders
 - o Integumentary and endocrine systems
- Define and give examples of terminology used for surgical and diagnostic procedures and pathology.
- Build medical terms by correctly putting word parts together.
- Analyze the components of medical words and derive the meaning of the words.
- State the meaning of common medical abbreviations and pharmacological terms.
- Analyze and define terms dealing with various medical and dental specialties.

HLTH 160 Study of Diseases (3)*3 hours lecture/discussion per week*

Prerequisite(s): A grade of "C" or higher in BIOL 120, BIOL 130, or both ZOOL 141 and 142; a grade of "C" or higher in HLTH 110 or HLTH 125.

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

HLTH 160 covers basic concepts and characteristics of disease processes; etiology, methods of control, and development of selected diseases from each major body system.

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

- Identify and discuss basic concepts, principles, and characteristics of disease processes.
- Recognize and apply terminology pertaining to injuries and disease processes.
- Identify and discuss the etiology of selected diseases from each of the major body systems.
- Identify and discuss methods of external control and treatment of known diseases.

HLTH 201 Transfers, Positioning, Mobility, and Assistive Devices (1.5)*4.5 hours lecture/lab per week for 10 weeks*

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

HLTH 201 provides the basic standard patient care skills and training in the use of wheelchairs, ambulatory aids, selected hospital equipment, transfers, and environmental assessment.

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

- Identify and assess architectural barriers to mobility.
- Communicate data and information from PT interventions in written documentation with the patient, family, significant other, PT, health care delivery personnel and others in an effective, appropriate and capable manner.
- Identify individual and cultural differences and respond appropriately in all aspects of physical therapy services.
- Present conduct and practice standards that reflect the APTA Guide to Physical Therapy Practice and are legal, ethical, and safe, a commitment to the profession of physical

therapy and meet the expectations of consumers receiving health care services.

- Implement the plan of care developed by the PT to achieve the short and long-term goals of treatment and intended outcomes.
- Implement safe, effective and efficient competencies in selected components of PT interventions identified in the plan of care: Activities of daily living, assistive/adaptive devices, transfer skills - bed, chairs, automobile, bathroom, body mechanics, gait and locomotion training, wheelchair management skills, lifts, balance and coordination with and without assistive devices.
- Apply problem-solving knowledge to address symptoms aggravated by activities such as respiratory and circulatory changes.
- Measure and document patient height and weight.
- Identify the individual's or care giver's ability to care for wheelchair, assistive, adaptive, and supportive devices in a safe manner.
- Assess skin condition before, during and after removal of external support devices such as wheelchair fitting, assistive and supportive devices.
- Explain and implement progression or status change with ambulation, mobility and wheelchair management status and balance.
- Demonstrate activities by using comparison and contrasting situations, positions and postures that aggravate or relieve pain or skin sensation.
- Communicate architectural barriers in the home or community with the patient, family, significant other, PT, health care providers and others.
- Assess and communicate contraindications, precautions, and interventions within the plan of care in response to the patient's clinical indications to the supervising PT.
- Report and communicate contraindications, precautions and changes of any PT intervention to the supervising PT.
- Explain when an intervention is outside the scope of PTA practice.
- Instruct patient, family members, significant other, care givers, and others of the plan of care and treatment regimens to enhance the rehabilitation process.
- Demonstrate appropriate action and behavior in emergency situations.
- Demonstrate knowledge of OSHA regulations.
- Identify the personal responsibility for career development, patient advocacy, life-long learning and membership in the professional

association by reading, locating and interpreting health care literature, documents or Internet information.

HLTH 203 Therapeutic Exercise (3)

6 hours lecture/lab per week

Prerequisite(s): A grade of "C" or higher in HLTH 290; a grade of "C" or higher in HLTH 290L.

Comment: Letter grade only. HLTH 203 may not be audited. HLTH 203 may not be taken credit/no credit.

HLTH 203 presents the basic principles and clinical application of therapeutic exercise and the body's response to exercise in both normal and pathological states. It will introduce the concepts of passive, assisted and active range of motion, isometric, concentric, eccentric, progressive resisted exercise, neuromuscular facilitation/ inhibition and isokinetic exercise. Indications and contraindication to exercise in the fitness and wellness settings, acute, sub acute and chronic stages of healing will be included. Use of lab simulation and role playing of actual clinical situations will develop the student's ability to problem solve, think analytically and modify exercise programs as they relate to the conditions presented and the observed physiologic responses. The use of appropriate communication skills, the ability to progress exercise programs and follow the treatment plans will be stressed.

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

- Describe the basic concepts of ROM and stretching exercises to include end-feel, resting length and stretch.
- Describe the basic concepts of Progressive Resisted Exercises (PREs) to include strength, power and endurance using among others DeLorne, Oxford and Daily Adjustable Progressive Resistance Exercise (DAPRE) principles.
- Describe the basic concepts of aquatherapy as it applies to the rehab population.
- Describe and perform the basic concepts and skills of functional activity as it

applies to the rehab population to include neuromuscular facilitation and inhibition techniques, trunk stabilization, posture and back care.

- Identify and discuss the effects of chronic abnormal pathology and pain on the musculoskeletal system as it applies to the performance of exercise and function.
- Use kinesiology concepts and principles for exercise intervention techniques.
- Design and implement specific exercise programs and progressions to address goals of treatment as indicated in a treatment plans.
- Analyze exercise programs for their efficacy and appropriateness for ROM, strength, endurance and flexibility.
- Demonstrate competency in the presented therapeutic exercises applications. Exercise interventions may include, ROM, Stretching, Strengthening, PREs, Aerobic, Endurance, Neuromuscular facilitation and inhibition and Functional activities.
- Explain and demonstrate competent use of various types of therapeutic exercise supplies and equipment such as Theraband, free weights, pulley systems, exercise equipment, wands, isokinetic equipment
- Demonstrate the ability to apply safety factors, indications, contraindications, precautions, and appropriate progression suggestions for presented exercise interventions simulations.
- Demonstrate the ability to problem solve, think analytically and modify exercise parameters as they relate to observed patient responses and conditions presented.
- Recognize the physiological effects of the applied exercise techniques
- Demonstrate an ability to explain and educate an exercise program to patient and families in an professional and acceptable manner being sensitive to ethical and cultural issues.
- Document accurately the exercise

programs created using approved terminology presented in the course.

HLTH 206 Massage (1.5)

4 hours lecture/lab per week for 12 weeks

Prerequisite(s): A grade of "C" or higher in HLTH 290; a grade of "C" or higher in HLTH 290L.

Recommended Preparation: HLTH 125.

Comment: Letter grade only. HLTH 206 may not be audited. HLTH 206 may not be taken credit/no credit.

HLTH 206 provides the basic knowledge and manual skills in therapeutic massage techniques applicable in all body areas. HLTH 206 examines the different mediums used in therapeutic massage. This course also explores other selected massage techniques for diversity and cultural appreciation.

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

- Competently perform a basic therapeutic massage in an appropriately applied sequence of strokes such as effleurage, petrissage and friction.
- Choose the appropriate massage medium for the various massage techniques and outcomes.
- Apply massage techniques safely, effectively, efficiently and appropriately to body parts in relation to the desired physiological effects.
- Recall, assess, and report indications and contraindications for massage.
- Demonstrate conduct that reflects the APTA Guide to Physical Therapy Practice, practice standards that are legal, ethical, and safe and a commitment to the profession of physical therapy.
- Define Universal/Standard precautions of the CDC.
- Observe and monitor responses to positional changes, breathing patterns, thoracoabdominal movements, respiratory and circulatory changes affected by massage.
- Demonstrate problem-solving skills needed to address symptoms from activities, positions, postures, and massage techniques that aggravate or relieve pain and sensation.
- Define and distinguish normal and abnormal integumentary changes before, during and after a massage treatment.
- Identify normal and abnormal joint movements, muscle mass and tone.
- Accomplish entry-level massage technique skills for employment as documented on the clinical internship competency sheet.

- Identify billing and reimbursement issues for massage.
- Demonstrate time management skills to function as an entry level PTA practitioner.
- Locate the APTA code of conduct, APTA website of information for standardized practice and individual state practice acts for physical therapy.

HLTH 207 Aquatherapy (1)

4.5 hours lecture/lab for 7 sessions

Prerequisite(s): A grade of "C" or higher in HLTH 203; a grade of "C" or higher in HLTH 203L; or consent of the instructor.

Recommended Preparation: HLTH 290; HLTH 290L; experience or knowledge in therapeutic exercise.

Comment: Letter grade only. HLTH 207 may not be taken credit/no credit. HLTH 207 may not be audited. Transportation is required for the attendance at a pool. Swimsuit is required for each session. Must be able to swim. Current CPR and first aid certification are required. Students must pay a pool rental fee of approximately \$25. Students must also pay a liability insurance fee of approximately \$15.

HLTH 207 is a course specific to the therapeutic benefits of aquatic physical therapy. The course will cover topics in the design and maintenance of therapeutic pools, developing aquatic physical therapy programs and the incorporation of movement in water to physiological conditions presented in the course. Subtopics will include reimbursement issues, exercise skills, referral sources, kinesiology review, and needs assessment. The course requires demonstration of competence in the application of skills based on the theories and philosophies of aquatic physical therapy.

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

- Design an aquatic therapy pool.
- Develop an aquatic physical therapy program.
- Identify indications, contraindications, and benefits of aquatic physical therapy.
- Perform aquatic therapy skills for the program development.
- Identify referral sources and reimbursement issues to aquatic therapy.
- Compare and contrast therapeutic exercise in water versus gravity-resisted environments.

HLTH 250 Basic Cardiac Arrhythmias (3) Fall

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in BIOL 130 or a grade of "C" or higher in BIOL 120, or a grade of "C" or higher in both ZOO 141 and ZOO 142 or a grade of "C" or higher in higher-level human anatomy and physiology course.

Comment: Letter grade only. HLTH 250 may not be audited. HLTH 250 may not be taken credit/no credit. HLTH 250 is offered in the fall semester only.

HLTH 250 presents a survey of cardiac anatomy and function, electrophysiological properties of the heart, common rhythms and arrhythmias.

Upon successful completion of HLTH 250, the student should be able to:

- Describe and diagram the electrical conduction system of the heart.
- Identify and measure waves, intervals, rhythms and rates.
- Identify and describe the sinus rhythms with and without atrial arrhythmias.
- Define and identify fibrillation and cardioversion.
- Define junctional rhythm and identify junctional arrhythmias.
- Analyze and classify supraventricular tracings by specific names.
- Identify atrioventricular (AV) blocks and bundle branch blocks and list common causes.
- Diagnose active and passive ventricular arrhythmias, assess effect on cardiac output, and describe appropriate clinical response.
- Describe and identify artificial pacemakers and their rhythms.
- Interpret mixed tracings.

HLTH 252 Pathophysiology (3) Spring

3 hours lecture/discussion per week

Prerequisite(s): A grade of "C" or higher in BIOL 120, or a grade of "C" or higher in BIOL 130, or a grade of "C" or higher in both ZOO 141 and ZOO 142, or a grade of "C" or higher in higher-level human anatomy and physiology course; a grade of "C" or higher in HLTH 110 or a grade of "C" or

higher in HLTH 125; a grade of "C" or higher in HLTH 160; a grade of "C" or higher in PHRM 110.
Comment: Letter grade only. HLTH 252 may not be audited. HLTH 252 may not be taken credit/no credit. HLTH 252 is offered in the spring semester only.

HLTH 252 is a clinical case study approach to the study of underlying principles, manifestations, and clinical implications of disease processes and alterations of functions in body systems in all age groups.

Upon satisfactory completion of HLTH 252, the student should be able to:

- Describe
 - 1) structural and functional reactions of cells and tissues to injurious agents.
 - 2) neurology dysfunction and alterations of neurologic function in adults and children.
 - 3) alterations of hematologic functions in adults and children.
 - 4) clinical implications of respiratory diseases in adults and children.
 - 5) disorders of the musculoskeletal system in adults and children.
- Describe genetic and environmental factors causing disease.
- Explain the body's normal and altered responses to disease processes.
- Identify disorders of organs and systems in clinical case studies
- Compare clinical manifestations and treatment of cancer in children and adults to clinical cases.
- Explain manifestations and control of alterations of hormonal regulation in adults and children.
- Identify specific disorders and their etiologic agents and effects.
- Describe types of alterations of cardiovascular function and effects in adults and children.
- Explain various disorders of the urinary system in terms of structure and function.
- Identify alterations of digestive function in

adults and children and compare them to clinical cases.

- Describe alterations and disorders of the integument in adults and children.

HLTH 270 Aging and Rehabilitation (1)

1 hour lecture per week

Prerequisite(s): A grade of "C" or higher or concurrent enrollment in ZOOL 141 or a grade of "C" or higher or concurrent enrollment in BIOL 130 or equivalent or consent of program director.

Comment: Letter grade only. HLTH 270 may not be audited. HLTH 270 may not be taken credit/no credit. A service learning project is highly recommended in this course.

HLTH 270 provides a basic overview of the aging process, age-related conditions, psychosocial issues on aging, other age-related topics and reimbursement issues. The course also discusses the current trend of the aging population and quality of life issues.

Upon successful completion of HLTH 270, the student should be able to:

- Identify the normal and abnormal changes with aging.
- Discuss introductory concepts of geriatrics and gerontology.
- Identify pathological changes with aging and the care-giver role in this process.
- Discuss issues in health care and rehabilitation associated with aging.
- Identify individual and cultural differences and respond appropriately in all aspects of physical therapy services
- Define psychosocial and reimbursement issues facing the elderly population.
- Effectively explain the purpose of physical therapy to clients, community and others.
- Effectively distinguish the scope of practice between the various health care services.
- Read, locate and interpret health care literature, documents or Internet information.
- State and recognize ethical and professional conduct in health care.

HLTH 280 Disease and Disability for Rehabilitation (3)

3 hours lecture per week

Prerequisite(s): A grade of "C" or higher in BIOL 130, or a grade of "C" or higher in ZOOL 141, or a grade of "C" or higher in equivalent or higher-level human anatomy and physiology course.

Recommended Preparation: BIOL 130L or ZOOL 141L.

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

HLTH 280 investigates the study of disease and disability in the human body with emphasis on conditions commonly treated in physical therapy and other rehabilitation services. This course includes a brief review of the structures and function of the organ systems in relation to the specific pathology. The etiology, pathogenesis, clinical manifestations, prognosis, and clinical management of diseases and disabilities will be presented. HLTH 280 also focuses on the relationship of the neuromusculoskeletal system to all pathology of the human body. Discussions of physical therapy interventions and other rehabilitation services as appropriate for Physical Therapist Assistants (PTAs) and others in the patient's care are explored.

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

- Identify the general causes and processes of disease and disability in relation to the human body systems.
- Discuss the clinical course, mechanism, and medical management of injuries and possible interventions for commonly seen diagnoses of the human body adhering to the sensitivity of ethnicity and cultural issues.
- Identify the benefits of rehabilitation in the treatment of various medical conditions and trauma with a focus on neuromusculoskeletal conditions such as the selected pathologies of the spine, related soft tissues and the joints of the body.
- Identify the relationship and role of the following organ systems to each other in selected trauma and medical conditions:
 - o integumentary,
 - o musculoskeletal,
 - o cardiopulmonary,
 - o neurological,
 - o psychological,
 - o genitourinary,
 - o gastrointestinal,
 - o obstetrics,
 - o pediatrics.

- Discriminate between cardiac conditions and cardiopulmonary disorders such as myocardial infarction, angina, CHF, tuberculosis, COPD and respiratory failure.
- Define oncology, metabolic disorders such as diabetes and chronic fatigue syndrome, blood borne pathogens such as HIV, AIDS, hemophilia and other infectious diseases.
- Identify pharmaceutical treatments for conditions presented in the course.
- State the psychological components affecting rehabilitation to include:
 - o schizophrenia,
 - o paranoia,
 - o depression,
 - o bipolar disorder,
 - o defense mechanisms,
 - o death and dying,
 - o stages of adjustment to disability.

HLTH 290 Kinesiology (2)

2 hours lecture per week

Prerequisite(s): A grade of "C" or higher in BIOL 130 or ZOOL 141 or higher-level human anatomy and physiology course.

Corequisite(s): HLTH 290L.

Recommended Preparation: PHYS 100 OR PHYS 122.

Comment: Letter grade only. HLTH 290 may not be audited. HLTH 290 may not be taken credit/no credit.

HLTH 290 explains the principles of kinesiology. It emphasizes the relationship of the musculoskeletal system, body mechanics, postural alignment, biomechanical principles and the nervous system to kinesiology principles for the PTA, OTA, and ESS majors. The student will be required to apply these principles in the companion course, HLTH 290L.

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

- Classify the joints of the body according to structure and explain the relationship between the structure and capacity for movement contributing to joint range of motion and stability.
- Identify the structure and properties for skeletal muscles presented in this course in terms of the proximal and distal attachments, peripheral innervations, actions and lever class.

- Classify skeletal muscle in terms of fiber arrangement as strap, rhomboidal, fusiform, triangular, unipennate, bipennate, multipennate, and relate it to its function.
- State and group skeletal muscles and bony landmarks by body sections.
- Define and explain kinesiology using the concepts of the orientation planes of the body and the axes of motion in relationship to the movements of the extremities and trunk and its importance to movement and activities.
- Identify the concepts and principles of body mechanics related to postural alignment and assessment.
- Name and identify types of muscle contraction as: concentric, eccentric, static, isometric, isotonic, isokinetic, and length-tension relationship.
- Explain the muscle function for the muscles presented in the course in terms of prime mover, agonist, antagonist, synergist and stabilizer.
- Identify the phases of gait and balance.
- Demonstrate fluency in kinesiology and rehabilitation terminology and layman's terms.

HLTH 290L Kinesiology Lab (1)

4 hours lab per week

Prerequisite(s): A grade of "C" or higher in BIOL 130L or ZOO 141L or higher -level human anatomy and physiology course.

Corequisite(s): HLTH 290.

Recommended Preparation: PHYS 100L or PHYS 122L.

Comment: Letter grade only. HLTH 290L may not be audited. HLTH 290L may not be taken credit/no credit.

HLTH 290L provides the application of kinesiological principles. Activities in body mechanics, postural alignment, musculoskeletal system function, and gait patterns will be performed. Students are required to apply biomechanical and kinesiological principles as they relate to the job performance of the PTA, OTA, or ESS majors. Students are required to apply and correlate the principles from HLTH 290 in their lab assignments and activities.

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

- Identify and locate the proximal and distal attachments, peripheral innervations, musculoskeletal actions, lever class for the

skeletal muscles on the human body included in this course according to fiber arrangement, and relate it to its function.

- Identify and locate the joints of the body according to structure and explain the relationship between the structure and capacity for movement contributing to joint ROM and stability.
- Describe and perform movements in the extremities and trunk in terms of joint structure, axes of motion, muscle contractions and interactions such as the length-tension relationship, concentric, eccentric, static, isometric, isotonic, and isokinetic.
- Identify and demonstrate muscle action as prime mover, agonist, antagonist, synergist and stabilizer, as it relates to the concepts and principles of body mechanics, postural alignment, and the purpose of assessment.
- Distinguish the presence or absence of muscle mass and tone.
- Observe and palpate the musculoskeletal anatomy presented in lab such as bony prominences, muscles, tendons, ligaments, associated postures and gait variations.
- Construct mechanical principles in terms of human movement including normal gait patterns and vicarious motions to comprehend biomechanical response motion to pathology.
- Demonstrate fluency in kinesiology and rehabilitation terminology and layman's terms.

HISTORY

HIST 151 World Civilizations I (3) KCC AA/FGA and KCC AS/AH

3 hours lecture per week

HIST 151 is an interpretive survey of the development of civilizations from prehistoric times to the 16th century. It examines the events, personalities, institutions, and ideas that shaped the major world civilizations.

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

- Distinguish between the different characteristics of world's major civilizations in their geographic settings.

- Trace the development of traditional civilizations and recognize their enduring influences.
- Describe global processes (e.g. agricultural and urban revolutions, emergence and growth of civilization, human migration, disease, ecological forces, imperialism, neo-imperialism, decolonization, industrialization, etc.)
- Describe the interactive roles, which social, religious, political, economic, scientific and technological forces have played among the civilizations of the world.
- Manifest a sense of historical time.
- Evaluate such historical theories as the “great person” in history or deterministic interpretations.
- Examine the historical dimensions of contemporary world affairs and issues.
- Compare and contrast responses of the world’s peoples as a result of intercultural contacts and the diffusion of ideas, institutions and inventions.
- Draw upon their knowledge of the varieties of human experiences, and their sympathetic understanding of cultures other than their own, to define their roles as citizens of the contemporary world.
- Express informed judgments on the behavior of peoples and their institutions.
- Analyze cause and effect relationships in history.
- Examine the major attempts to explore the ethical and fundamental questions of life posed throughout history.

**HIST 152 World Civilizations II (3) KCC AA/
FGB and KCC AS/AH**

3 hours lecture per week

HIST 152 is an interpretive survey of the development of civilizations from the 16th century to the present. This course will examine the events, personalities, institutions, and ideas that shaped the modern world.

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

- Distinguish between the different characteristics of the world’s major civilizations in their geographic settings.
- Trace the development of traditional civilizations and recognize their enduring influences.
- Describe global processes (e.g. agricultural and urban revolutions, emergence and growth of civilization, human migration, disease, ecological forces, imperialism, neo-imperialism, decolonization, industrialization, etc.)
- Describe the interactive roles, which social, religious, political, economic, scientific and technological forces have played among the civilizations of the world.
- Manifest a sense of historical time.
- Evaluate such historical theories as the “great person” in history or deterministic interpretations.
- Examine the historical dimensions of contemporary world affairs and issues.
- Compare and contrast responses of the world’s peoples as a result of intercultural contacts and the diffusion of ideas, institutions and inventions.
- Draw upon their knowledge of the varieties of human experiences, and their sympathetic understanding of cultures other than their own, to define their roles as citizens of the contemporary world.
- Express informed judgments on the behavior of peoples and their institutions.
- Analyze cause and effect relationships in history.
- Examine the major attempts to explore the ethical and fundamental questions of life posed throughout history.

HIST 222 Religion and Conflict in the Modern Era (3) KCC AA/DH

3 hours lecture per week

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

Recommended Preparation: REL 150, REL 151, HIST 151, or HIST 152.

Comment: HIST 222 is cross-listed as REL 222.

HIST 222 is an historical analysis of the relationship between religion and conflict in the modern era. The course explores the ways in which religion has served to create, exacerbate, and/or legitimate conflict since 1800. Each semester, the course examines four religion-based conflicts from around the world, including Asia, Africa, the Middle East, Europe, and the Americas.

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

- Explain the relationship between religion and conflict.
- Differentiate between state-sponsored and other forms of religion-based conflict.
- Differentiate between religion-based and ethnicity-based conflicts while recognizing the relationship between religion and ethnicity.
- Describe the theological justifications for religion-based conflicts in the modern era.
- Describe the roles that political, economic, and social forces have played in religion-based conflicts around the world.
- Analyze the historical dimensions of religion-based conflicts in the modern era.
- Assess the characteristics of a wide array of religion-based conflicts in the modern era.
- Formulate informed judgments on the origins and implications of past and current religion-based conflicts.

HIST 231 Modern European Civilization I (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

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

Recommended Preparation: HIST 152.

HIST 231 is a survey of the political evolution and major economic, social and cultural development of European States, 1500-1800.

Upon successful completion of HIST 231, the student should be able to:

- Demonstrate an understanding of the emergence of a distinctive "European" identity in counterpoise to the "Orient" and the "New World."
- Chart the transition from a feudal system of relations in politics, society and economics to an emerging modern capitalist system.

- Examine the shifting bases of authority from kingship and the Christian church to that of a modern, secular democratic state.
- Examine in depth the emergence of the industrial revolution and its various impact across Europe and the world.
- Demonstrate an understanding of the consolidation of European global dominance and the emergence of imperialism and colonialism over the centuries.
- Trace the evolution of the nation and its gradual replacement of all prior forms of association and identity.
- Analyze the dominant ideologies characterizing modernity that first emerged in Europe: liberalism, romanticism, socialism, nationalism and individualism.
- Express an appreciation for the art and culture of modern Europe, especially in relation to the changing social, economic and political currents across the continent.
- Describe the development of modern warfare and military technology and analyze their impact on Europe and the world including changing ideas on war and peace.

HIST 232 Modern European Civilization II (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

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

Recommended Preparation: HIST 152.

HIST 232 is a continuation of HIST 231. It is a survey of the political evolution and major economic, social and cultural development of European States from Napoleon (1800s) to the present.

Upon successful completion of HIST 232, the student should be able to:

- Demonstrate an understanding of the emergence of a distinctive "European" identity in counterpoise to the "Orient" and the "New World."
- Chart the transition from a feudal system of relations in politics, society and economics to an emerging modern capitalist system.
- Examine the shifting bases of authority from kingship and the Christian church to that of a modern, secular democratic state.
- Examine in depth the emergence of the industrial revolution and its various impact across Europe and the world.
- Demonstrate an understanding of the consolidation of European global dominance

and the emergence of imperialism and colonialism over the centuries.

- Trace the evolution of the nation and its gradual replacement of all prior forms of association and identity.
- Analyze the dominant ideologies characterizing modernity that first emerged in Europe: liberalism, romanticism, socialism, nationalism and individualism.
- Express an appreciation for the art and culture of modern Europe, especially in relation to the changing social, economic and political currents across the continent.
- Describe the development of modern warfare and military technology and analyze their impact on Europe and the world including changing ideas on war and peace.

HIST 241 Civilizations of Asia I (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

Prerequisite(s): ENG 100, ENG 109, ENG 160 or ESL 100.

Recommended Preparation: HIST 151.

HIST 241 is a survey of South, Southeast, and East Asian civilizations from their earliest development to 1600.

Upon successful completion of HIST 241, the student should be able to:

- Describe common and regional characteristics of Asian civilizations shaped by geographic and climate conditions.
- Trace the development of major Asian political entities and discuss their significance in regional and world history.
- Distinguish among and describe major Asian philosophical and religious traditions, value systems and institutions, and explain their role in Asian civilizations.
- Analyze patterns of contact and exchange, conflict and accommodation of various Asian peoples among themselves and with outside groups and explain the impact of these relationships on Asian societies.
- Describe and acknowledge the creative genius of Asian civilizations expressed through their arts, literature, intellectual discoveries and technological innovations.
- Evaluate factors that have contributed to the continuity and persistence of aspects of Asian cultures and lifestyles.

HIST 242 Civilizations of Asia II (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

Prerequisite(s): ENG 100, ENG 109, ENG 160 or ESL 100.

Recommended Preparation: HIST 152.

HIST 242 is a continuation of HIST 241. Survey of South, Southeast, and East Asian civilizations from 1600 to the present.

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

- Describe common and regional characteristics of Asian civilizations shaped by geographic and climate conditions.
- Trace the development of major Asian political entities from 1600 and discuss their significance in regional and world history.
- Distinguish among and describe major Asian philosophical and religious traditions, value systems and institutions, and explain their role in helping and hindering the development of modern Asian civilizations.
- Analyze patterns of contact and exchange, conflict and accommodation of various Asian peoples among themselves and with Western powers from 1600 and interpret the impact of these relationships on Asian societies.
- Describe and evaluate Asian experiences with imperialism and colonialism and their role in the rise of nationalist movements and the emergence of independent nation states.
- Identify and discuss major events, issues, and concepts that affect Asian national identities and Asia's place in the global community.

HIST 252 History of Africa (3) KCC AA/DH and KCC AS/AH (Inactive)

3 hours lecture per week

Prerequisite(s): HIST 152; ENG 100, ENG 160 or ESL 100.

Recommended Preparation: HIST 151.

HIST 252 is a survey of the history of Africa with emphasis on sub-Saharan Africa from the 18th century to the present.

Upon successful completion of HIST 252, the student should be able to:

- Describe political, social, cultural, economic, and other contributions of major African civilizations.

- Compare, contrast, and identify the importance of various political, social, and economic philosophies and their effects on Africa.
- Analyze contemporary concerns, issues, and views held by Africans about their countries.
- Distinguish the characteristics of Africa's human and physical geography.
- Discuss the significance of oral history in Africa's history.
- Evaluate historical information and express informed judgments through the development of lucid written and oral arguments.

HIST 281 Introduction to United States History I: US History to Reconstruction (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

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

Recommended Preparation: HIST 152.

HIST 281 is an interpretive survey of United States history covering the major social, political, economic and cultural developments from European settlement to Reconstruction.

Upon successful completion of HIST 281, the student should be able to:

- Describe and explain the impact of the arrival of the Europeans and evaluate the political, environmental and social effects created by the interaction of the two worlds.
- Chart the major political, social and economic issues contributing to the transition of the British colonies from colonial possessions to an independent nation.
- Examine the development of the American system of government and the American party system and discuss its significance in national and world history.
- Analyze patterns of immigration and migration and explain the impact of these movements on American society.
- Comprehend the social, political and economic impact of slavery on American history.
- Identify and analyze the major political, economic and social issues that divided the nation into competing sections after 1820.
- Trace the emergence of America's industrial revolution and its regional, national and global impact.
- Appreciate the art and culture of America, especially in relation to the changing

economic, social and political currents across America.

- Develop an understanding of what it means to be a citizen of the United States, of the privileges and coincident duties and responsibilities that accompany such citizenship.
- Demonstrate the ability to analyze information through writing and/or questioning and discussion.

HIST 282 Introduction to United States History II: US History since 1865 (3) KCC AA/DH and KCC AS/AH

3 hours lecture per week

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

Recommended Preparation: HIST 152.

HIST 282 is a continuation of HIST 281 covering the major social, political, economic and cultural developments in the United States from Reconstruction to the present.

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

- Discuss the origins and development of American political, economic, social, and cultural institutions.
- Analyze the industrial revolution in America and be able to identify the cultural, technological, social, and political changes that accompanied this major shift in the American mode of production.
- Identify the major political, cultural and social movements and discuss their significance on the local, regional and national levels.
- Examine the emergence of the United States first as an imperial power and later as one of the world's superpowers and explain U.S. foreign policy goals as they evolved in the 20th century.
- Identify and discuss the evolution of the domestic U.S. economy and explain the role of the U.S. economy in the context of a world economic system.
- Describe the role of the U.S. in the post-cold war world as a means of demonstrating an understanding of events in the contemporary world.
- Elaborate on the development and value of diversity in American society describing the contributions of a variety of ethnic and racial groups which have served to shape and expand worldview of the American people.
- Discuss the contributions that the United

States has made to the world in the form of technical, political, and social advances while simultaneously understanding the limitations that any one nation faces as a part of the world economic and social system.

HIST 284 Hawaiian History (3) KCC AA/DH and KCC AS/AH

Prerequisite(s): ENG 100, ENG 160 or ESL 100.
Recommended Preparation: HIST 152; HWST 107 or HAW 101.

HIST 284 will survey the origins and evolution of ancient Hawaiian society and culture, the changes during the monarchical period, and the transformation of Hawai'i as an American territory and state.

Upon successful completion of HIST 284, the student should be able to:

- Trace the origins and migrations of ancient Polynesians, culminating in their discovery and settlement of Hawai'i.
- Describe the evolution of Hawaiian society; explain the mythological foundations for the ancient Hawaiian world view; and describe the meaning of pono as a fundamental value of Hawaiian culture.
- Analyze the role that population collapse and foreign influences played in the destruction of Hawaiian cultural practices.
- Describe the cultural, social, political and economic changes that took place during the monarchical period of Hawaiian history.
- Explain how and why the Hawaiian monarchy was overthrown, and how Hawai'i became a territory of the United States.
- Trace significant developments of the Territorial era, and explain the significance of World War II in Hawaiian and Pacific history.
- Express informed judgments and illustrate an historical understanding of issues in writing such as the Hawaiian Renaissance, recent land struggles and Hawaiian sovereignty.
- Communicate an understanding of the common themes in Hawaiian and Pacific islands history.
- Write coherent essays describing, analyzing and explaining specific material from the course.
- Access and retrieve information using electronic media.

HIST 288 Survey of Pacific Islands History (3)

KCC AA/DH and KCC AS/AH

3 hours lecture per week

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

Recommended Preparation: HIST 151 or HIST 152.

HIST 288 is a survey introduction of Pacific Islands history that traces events from first settlement to modern times.

Upon successful completion of HIST 288, the student should be able to:

- Demonstrate an understanding of the geography of Oceania and of the impact of the environment upon history.
- Discuss orally and in writing issues and themes in Pacific Islands history.
- Explain themes in the settlement of Oceania and in the ancient history of its regions.
- Demonstrate knowledge of culture contact among Native peoples and between Natives and outsiders.
- Discuss the impact of missionary activity upon life in the Pacific Islands.
- Articulate an understanding of the complexity of cultural change and cultural persistence in island communities.
- Describe the process of colonization and decolonization for various Pacific Island nations.
- Demonstrate working knowledge of contemporary issues in Oceania.
- Access and retrieve information using electronic media.

HONORS

Honors sections of courses (3)

3 lecture hours per week, identical to the regular courses

Prerequisite(s): Admission to the Honors program.

Honors sections of courses are special sections of required general education/area requirement courses for qualified honor students. The honors section course description is identical to that of the general education course. To distinguish it from the regular course, the class section will have the word "Honors" before the course title. One or more honors section

courses may be offered each semester and the courses would be offered in the general education/area requirements for the AA and AS degrees. An addendum to the existing general education course outline will be reviewed and approved by the Honors Advisory Committee.

Upon successful completion of an Honors section, the student should be able to:

- Demonstrate ability to think and read critically by: distinguishing between verifiable facts and value claims; determining the reliability of a claim or source; determining the accuracy of a statement; distinguishing between warranted and unwarranted claims; distinguishing relevant from irrelevant information, claims or reasons; detecting bias; identifying unstated and stated assumptions; identifying ambiguous or equivocal claims or arguments; recognizing inconsistencies in logical reasoning; determining the strength of an argument; evaluating and utilizing knowledge to form valid conclusions and solutions.
- Develop communication (written and oral) abilities in both individual and group situations by: showing capacity to communicate either in a formal speech or in interpersonal discussion with appropriate diction, choice of ideas and information, and organization; learning to listen, communicate and tolerate opposing viewpoints; communicating effectively within the context of the seminar; for example, writing effectively, expressing one's opinions and be able to express the opinions of others; analyzing research topics and researching primary resource materials; leading a seminar, if required, presenting an assigned topic, which one has researched and organized as well as execute cogent oral presentations; exhibiting skills in critical analysis and persuasive discussion, arriving at possible solutions and establishing a viewpoint that is defensible as evidence accumulates; demonstrating thinking that is clear, constructive and critical in writing and speaking.
- Exhibit decision-making skills and abilities by: defining a goal; identifying obstacles to achieving the goal; identifying alternatives; analyzing alternatives; ranking alternatives; choosing the "best" alternative; implementing decision; evaluating results.
- Exhibit the ability to learn in both independent and cooperative activities by

studying independently and cooperatively with the guidance of the instructor.

- Begin to develop skills for lifelong learning by: exhibiting a value for continuous inquiry by voluntary participation in small group discussions or additional voluntary reading; taking personal responsibility for one's own creations, assertions, decisions, and values; illustrating growth toward a self concept and confidence in expression in written and spoken form; displaying a sense of self direction in the pursuit of knowledge and ideas.
- Exhibit problem solving skills and abilities by: defining the problem, formulating hypotheses, testing hypotheses, drawing conclusions about hypotheses, interpreting findings.
- Examine values and value systems (one's own and others) by: relating values of others to one's own personal belief system; understanding the effect of technology, science and the dynamics of contemporary life on the quality of life; recognizing the commonality, interrelatedness, tensions and affirmations of human existence.

HON 150 Honors Seminar (3)

3 lecture hours per week

Prerequisite(s): Admission to the Honors program.

Comment: HON 150 may be repeated for a maximum of nine credits.

HON 150 is designed to address the exemplary student group of the College. Participants in the seminar will examine a different topic each semester. Emphasis will be on the student's ability to evaluate information, integrate the perspectives of more than one field of learning, relate in-depth knowledge of a specific subject to a larger value system, and to develop critical thinking, problem solving, decision making and lifelong learning skills.

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

- Demonstrate ability to think and read critically.
- Develop communication (written and oral) abilities in both individual and group situations.
- Exhibit problem solving and decision-making skills and abilities.
- Exhibit the ability to learn in both independent and cooperative activities.

- Examine values and value systems (one's own and others).
- Begin to develop skills for lifelong learning.

between hotel, food, transportation, recreation, and other industries comprising tourism. Presentation of this course will feature lectures by industry executives and leaders.

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

- Identify the roles and explain the interrelationships of the various sectors of the travel and tourism industry.
- Identify today's travel market's needs and motivations.
- Describe the characteristics and use of the channels of distribution used in the travel and tourism industry.
- Identify the organizational and operational characteristics of transportation and accommodation firms.
- Describe the tourism systems and services designed to serve the leisure travel market.
- Identify methods for attracting and servicing business travel, including conventions, meeting and incentive travel market segments.
- Describe the sales and marketing activities utilized in the travel and tourism industry.
- Describe the impact of tourism destination development on the society of a destination.
- Identify career opportunities in the various sectors of the travel and tourism industry.

HOSPITALITY & TOURISM

HOST 100 Career and Customer Service Skills (2)

4 hours of lecture per week (8 week course)

2 hours of lecture per week (16 week course)

HOST 100 focuses on the strategies and skills related to career success and customer satisfaction in the Hospitality and Tourism Industry. The general purpose of this course is to strengthen career and customer service skills that complement the concepts taught in other hospitality, tourism, and food service courses.

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

- Identify career opportunities in the Hospitality and Tourism Industry.
- Create a career path to fit his/her interests and needs.
- Utilize job hunting strategies and techniques, such as writing a résumé and answering job interview questions.
- Practice workplace behaviors that display professionalism, such as teamwork, appropriate dress, and business etiquette.
- Explain the ethical principles associated with the hospitality and tourism industry and demonstrate behaviors consistent with those ethical principles.
- Develop a positive attitude toward serving customers.
- Recognize and handle dissatisfied customers.
- Satisfy customers by exceeding their expectations.
- Use behaviors that win customer loyalty.

HOST 101 Introduction to Hospitality and Tourism (3)

3 hours lecture per week

HOST 101 presents an overview of the travel industry and related major business components. Students will develop an understanding of the links

HOST 150 Housekeeping Operations (4)

3 hours lecture / 2 hours lecture/lab per week

HOST 150, Housekeeping Operations is the study of the professional management of housekeeping operations including the planning, organizing, staffing and control techniques required to assure quality service.

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

- Identify the tasks and responsibilities carried out in various housekeeping positions.
- Describe the interrelationships between the housekeeping department and other departments of a hotel.
- Identify the personal attitudes, characteristics, and work practices essential in providing excellence in housekeeping guest service.
- Demonstrate safe, sanitary, and efficient cleaning procedures for various housekeeping tasks.

- Identify effective housekeeping equipment selection, storage, maintenance, and control procedures.
- Describe the housekeeper's role in the renovation and restoration of facilities.
- Describe linen room operations and control techniques.
- Describe laundry room operations and control techniques.
- Describe the use of computers in housekeeping operations.
- Identify techniques for recruiting, selecting, training, scheduling, and motivating housekeeping employees.
- Describe the budgeting, record keeping, and reporting requirements of a housekeeping department.

HOST 152 Front Office Operations (4)

3 hours lecture, 2 hours lecture/lab per week

HOST 152 is the study of the philosophy, theory, equipment and current operating procedures of a hotel front office. This course will concentrate on the human relation skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual, mechanical or computerized front office operation.

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

- Identify the tasks and responsibilities carried out in various front office positions.
- Describe the interrelationships between the front office and other departments of a hotel.
- Identify the personal attitudes, characteristics, and work practices essential in providing excellence in front office guest service.
- Demonstrate computer proficiency in reservations, check-in, posting, settlement, and night audit functions of the front.
- Demonstrate accurate application of guest accounting procedures.
- Identify controls for cash collection, check cashing, and the acceptance and processing of credit cards.
- Demonstrate effective complaint handling procedures.
- Demonstrate effective telephone call handling techniques.
- Produce and analyze management reports.
- Identify staffing requirements of a front office.

HOST 154 Food and Beverage Operations (4)

3 hours lecture / 2 hours lecture/lab per week

HOST 154 introduces students to the principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing, and control systems as they apply to food and beverage management in an operational setting. Food and Beverage Operations includes the study and practical application of food and beverage management techniques to effectively manage resources: money, personnel, food and beverage products, and time.

Upon successful completion of HOST 154, the student should be able to:

- Recognize and demonstrate quality service to guests.
- Identify the importance of trends in food and beverage operations.
- Discuss the management process as it relates to food and beverage operational activities.
- Present, discuss, and analyze marketing and sales tools available to food and beverage operations.
- Practice sound nutrition principles in planning food production and service to meet the wants/needs of today's guests.
- Develop and implement a sanitation and safety program as it pertains to guests, employees, equipment, and facilities.
- Identify the various operational techniques that meet the psychological needs of guests.
- Effectively manage the purchasing, production, and service of food and beverage.
- Describe basic accounting techniques as they apply to food and beverage operations.
- Identify the effects of equipment layout and design on operational efficiency and profitability.

HOST 168 Tour Directing (2)

2 hours lecture per week for 16 weeks or 4 hours per week for 8 weeks

HOST 168 is designed to prepare students for a career in tour escorting, conducting, guiding, managing, directing, travel planning, and customer service positions in the travel and hospitality industry who book tours for their guests. This course incorporates skills which enable the student to deliver tour information in an accurate and engaging

fashion; manage group relations and behavior; and handle unexpected challenges and emergencies while conducting a tour. Students are prepared for the Professional Hawai'i Tour Driver/Guide certification which embodies Hawaiian values, language, history, culture, and points of interest.

Upon successful completion of HOST 168, the student should be able to:

- Identify career opportunities in the Travel and Tourism Industry
- Profile the traits and skills needed to be a successful tour leader.
- List the role and function of various types of Guides, including multi-day Tour Leaders.
- Discuss strategies for managing tour group behaviors.
- Interact with tour suppliers (airlines, hotels, ground operators) to assure that guest expectations and reservation arrangements are met.
- Outline procedures for dealing with unexpected challenges (lost, damaged, or stolen client property; flight delays or cancellations; client illness, accidents, or deaths; hotel fires; and other emergencies).
- Describe the principles for creating a successful tour itinerary
- Review industry publications as reference material in tour escorting.
- Prepare industry tour forms for lodging, food, transportation, and attractions.
- Provide interesting and accurate information about the language, history, culture and sites of Hawai'i.

HOST 170 Selling Destinations (3)

3 hours lecture per week

HOST 170 is designed to familiarize students with major domestic and international tourist destinations. This course will prepare students with knowledge of travel destinations as they construct itineraries and Passenger Name Records (PNRS). The students will analyze major domestic and international destinations as defined by the International Air Transport Association (IATA). The focus will be on IATA 1 (North American, Central American, Caribbean, and South American), IATA 2 (Europe, Middle East, and Africa) and IATA 3 (Eastern Russia, Asia and the Pacific). Emphasis on these tourist destinations

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will include regional weather, major attractions, gateways, airlines, routes, and IATA airline and airport codes.

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

- Explain how travel and tourism industry careers require familiarity with destination information.
- Explain the geographic routing direction for the major tourism destination areas within IATA 1 (North America, Central America, Caribbean, and South America), IATA 2 (Europe, Middle East, and Africa) and IATA 3 (Eastern Russia, Asia and the Pacific).
- Define the major attractions in IATA regions 1, 2, and 3 and explain their significance to tourism.
- Identify the major industry suppliers for IATA regions 1, 2, and 3 including IATA airline codes.
- Identify the capitals and major cities in each country in IATA regions 1, 2, and 3, including IATA airport and city codes.
- Explain climatic differences in IATA regions 1, 2, and 3 and how they affect tourism.
- Research visa and health requirement for international travel using TIMATIC, an electronic version of the Travel Information Manual (TIM).
- Interpret the cultural patterns unique to major foreign destinations.
- List motivational factors that encourage a traveler to visit major destinations.

HOST 171 Airline Reservations and Ticketing (3)

2 hours lecture and 2 hours lecture/lab per week

Prerequisite(s): Credit or concurrent enrollment in HOST 170.

HOST 171 is designed to prepare students with the necessary knowledge and skills needed to develop domestic and international itineraries. Students will calculate and construct fares by interpreting and applying the Airline Tariff Publishing Company (ATPCO) tariff rules and the International Air Transport Association (IATA) standards. Students will have the ability through Apollo and Viasinc simulated software to construct, modify and fare passenger name records (PNRs) for a variety of airlines.

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

- Define types of air journeys (one-way, round trip, circle trip, and open jaw) used to create travel itineraries.
- Define types of flight services (direct, non-stop, and connecting) used to create travel itineraries.
- Explain fare basis codes and fare rules.
- Retrieve and identify an airline flight availability display.
- Identify the five mandatory parts of a Passenger Name Record (PNR).
- Construct Passenger Name Records (PNR) on Viasinc and live Apollo to include faring, seat assignments, specials needs request and frequent flyer numbers.
- Memorize IATA airport and airline codes.
- Access information on the Airline computer reservation systems.
- Explain how the history of the Domestic Airline Industry shaped the transportation industry including the impact of the Civil Aviation Bureau (CAB) and the Airline Reporting Corporation (ARC).
- Critique deregulation's success or failure.
- Explain the history and development of international air travel to include government regulations and treaties.
- Elaborate on the role of IATA (past, present and future) in regulating international travel.
- Differentiate between government subsidized and free enterprise airlines.
- Analyze the impact that the "open skies" and freedoms of the air have on the international airline industry.
- Create international fares using the routing and mileage systems and neutral units of construction principles.
- Research all domestic and international airlines that service Hawaii.

HOST 256 Hospitality Accounting (3)

3 hours lecture per week.

HOST 256 is an introduction to basic accounting principles and the accounting cycle as applied to hospitality operations. Includes accounting for expenses, fixed assets, inventory, sales, equities, and the preparation and analysis of financial statements and management reports.

Upon successful completion of HOST 256, the student should be able to:

- Define basic accounting principles and concepts.
- Explain the difference between cash and accrual accounting as used in hospitality operations.
- Explain how transient ledger and city ledger transactions affect the fundamental accounting equation.
- Complete a practice accounting problem following the steps in the accounting cycle.
- Calculate depreciation using three methods.
- Explain expense accounting and control procedures used in hospitality and food & beverage operations.
- Calculate the value of hospitality and food & beverage inventory using four methods and explain how each method affects net income.
- Explain the accounting procedures and government reporting requirements for payroll accounting, including the recording of free room and meals.
- Describe the accounting procedures for the various profit centers of a hospitality operation.
- Interpret basic hospitality accounting reports used by managers for decision-making.

HOST 258 Hospitality Marketing (4)

3 hours lecture and 2 hours of lecture/lab per week.

Prerequisite(s): HOST 101.

Recommended Preparation: Students should have completed at least 2 semesters of study in the Hotel Operations or Travel and Tourism program.

HOST 258 is a study of modern marketing techniques and concepts for the hospitality industry, including human factors, consumer demand, and planning.

Upon successful completion of HOST 258, the student should be able to:

- Describe differences between sales and marketing.
- Identify the techniques of hospitality sales and marketing.
- Describe methods of merchandising tangible and intangible products and services.
- Develop a marketing plan.
- Describe media selection considerations.
- Explain how advertising, public relations and promotions are used.
- Describe the sales relationship between the travel agent and tour wholesaler.

- Explain the importance of various sales tools used to sell goods and services.
- Describe the principles and mechanics of advertising.
- Demonstrate the mechanics of layouts for ads, publicity releases and collateral materials used for promoting hotel rooms, food and beverage and meeting and conventions facilities.
- Describe the importance of the message in the creation of hotel ads.
- Discuss the development of a sales and marketing budget.

HOST 261 Meeting and Convention Management (3)

3 hours lecture per week

Prerequisite(s): HOST 101.

HOST 261 prepares students to plan and administer successful meetings and conventions. Students explore topics such as: marketing, sales and service, channels of distribution, organization as well as catering and meeting technology.

Upon successful completion of HOST 261, the student should be able to:

- Identify the channels of distribution.
- Explain how to effectively promote and market to this segment of the industry.
- Describe the steps of servicing a group before, during and after a meeting.
- Create effective meeting manifests.
- Identify the necessary support requirements.
- Identify the multimedia and technology requirements.
- Demonstrate an understanding of the complexity of the jobs of meeting planners and convention service managers.
- Synthesize all the components required to plan and administer successful meetings and conventions.
- Demonstrate knowledge of the techniques of blocking space with suppliers, and the arrangement of deposits and payments.

HOST 265 Tourism and Destination Development & Planning (3)

3 hours lecture per week

Recommended Preparation: HOST 101.

HOST 265 exposes students to planning, developing, implementing and managing tourism within a destination. This course presents tourism

development as a process with its own organizational structures and its own responses to the economic cycle of supply and demand. Students study various destinations in order to analyze and identify the components of successful tourism programs.

Upon successful completion of HOST 265, the student should be able to:

- Identify the historical growth and development of tourism.
- Explain the global significance and impact of tourism.
- Describe future trends and opportunities of tourism.
- Analyze the economic impact tourism have on a destination.
- Explain the effects of supply and demand and product life cycle have on a destination.
- Detect the social and environmental impacts tourism have on a destination.
- Propose the required agencies and organizations needed with in a destination to develop and manage tourism.
- Compare various destinations strategic plans to assess effectiveness.
- Identify various traveler behaviors and unite these with sustainable tourism development planning.
- Develop a tourism plan.
- Demonstrate knowledge of the components of an effective marketing plan for a destination.

HOST 275 Computer & Information Technology for the Hospitality Industry (4)

3 hours lecture per week, 2 hours of lecture/lab per week

Prerequisite(s): HOST 101, ICS 100 or ICS 101 .

HOST 275 presents an introduction to the business applications and technology in the tourism industry. Students review the history of computers and technology and the impact they have had on the development and evolution of service, systems and products in the visitor industry. Students have a hands-on opportunity to work with current software and systems in use in the industry. Students explore future trends and have an opportunity to develop on-line applications utilizing the Internet.

Upon successful completion of HOST 275, the student should be able to:

- Describe the evolution of computers and technology in their application in all phases of the visitor industry.

- Explain the role, functions, and importance of information and technology within the tourism business.
- Create on-line applications utilizing the internet.
- Demonstrate knowledge of the applications of telecommunication systems.
- Evaluate the tools and techniques of system development.
- Demonstrate knowledge in correctly selecting and implementing operating systems.
- Analyze the components of an effective POS system.
- Describe trends and future developments and analyze the impact and potential for the visitor industry.

HOST 278 Travel and Tour Operations (3)

2 hours lecture and 2 hours lecture/lab per week.

Prerequisite(s): HOST 101; HOST 170; HOST 171.

HOST 278 is designed to introduce the student to the operations of travel companies. These companies will include travel agencies, tour and cruise companies. This course explains the requirements for appointment and membership by the Airline Reporting Corporation (ARC), International Air Transport Association (IATA), Cruise Line International Association (CLIA), and United States Tour Association (USTA). Basic travel agency operations, internet agencies and preferred suppliers will be presented. The history and operation of the tour and cruise business and selling techniques of its products will be covered.

Upon successful completion of HOST 278, the student should be able to:

- Outline the requirements that must be met by travel agencies, for ARC and IATA appointments.
- Analyze the product lines of suppliers for retail and wholesale travel and explain the concept of preferred suppliers.
- Correctly greet clients, determine travel wants and needs, select product lines appropriate to the tastes and preferences of the client, and apply the components of a sales transaction.
- Discuss the role of automation and internet presence in agency operations.

- Construct and sell Amtrak, air segments, hotel, cars, tours and cruises on a computer reservations system.
- Examine the procedure of selling tour and cruise itineraries.

HOST 290 Hospitality Management (3)

3 hours lecture per week

Prerequisite(s): HOST 101, CULN 111 or FSHE 102.

HOST 290 is the study of the management process in hospitality operations, focusing on the managerial functions of planning, organizing, coordinating, staffing, directing, controlling and evaluating to bring about organizational effectiveness. Scenarios, case studies and role playing exercises typical of the hospitality industry have been developed to reinforce principles.

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

- Explain the importance of, and develop a personal career advancement plan.
- Identify and explain the various roles of a manager.
- Describe the management functions of planning, organizing, staffing, coordinating, directing, controlling and evaluating, and analyze the efficiency and effectiveness of each in a local hospitality organization.
- Describe the current and possible future uses of technology in hospitality management.
- Describe and discuss the decision-making processes within the various managerial levels of hospitality organizations.
- Explain how personal attitudes, values and ethics are formed, modified or changed in individuals and how they affect employee performance and the organization's culture.
- Explain various motivational theories and be able to apply these theories within various hospitality workplace environments.
- Differentiate between management and leadership and comprehend their relationship within hospitality organizations.

- Describe the process of effective employee selection, recruitment, selection, placement, orientation, training, appraisal and discipline.
- Describe the relationship between management and local unions within the hospitality industry and develop strategies designed to enhance this relationship.
- Plan, conduct and evaluate a training session.
- Define organizational culture and identify factors that influence it.
- Discuss the relationship and responsibilities between the hospitality industry and the community.

HOST 293E Hospitality Internship (3)

2 hours seminar and 20 hours fieldwork per week (for a semester total of 300 internship hours)

Prerequisite(s): HOST 100, CULN 111, FSHE 102, or department approval.

HOST 293E is a supervised field experience that is related to the student's major or career goals. The experience will enable the student to apply knowledge and skills learned in coursework to the work environment.

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

- Apply job readiness skills to obtain an internship.
- Describe the technical and human skills required of workers in the hospitality industry.
- Identify the personal qualities, attitudes, and work habits required of guest-contact employees.
- Apply classroom knowledge and skills in the workplace.
- Perform duties at the internship site according to industry standards.
- Analyze the inter-relationships of the various departments at internship site.
- Describe methods of quality assurance used in the industry.
- Explain the importance of lifelong learning in the constantly changing hospitality industry.
- Clarify career goals and aspirations.
- Assess how sustainable tourism concepts are applied at an internship site.

HUMANITIES

HUM 269 Study Abroad (Designated Region, Variable Credit) KCC AA/DH and KCC AS/AH

Various number of hours lecture/lab per week

Recommended Preparation: One or more semester course(s) in the language, history, or culture of the designated country or region.

HUM 269 is an on-site study of designated society's values, arts, and culture.

Upon successful completion of HUM 269, the student should be able to:

- Demonstrate understanding of and sensitivity to the peoples and cultures of the society(s) visited.
- Demonstrate awareness of internationalism and an interdependence of cultures.
- Compare cultural values and methods of coping with our changing world.
- Discuss, orally and in writing, ways in which the humanities enrich daily life in the societies visited, and in his or her own society.