



# LEEWARD COMMUNITY COLLEGE

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CATALOG



LEEWARD COMMUNITY COLLEGE



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# LEEWARD COMMUNITY COLLEGE

1988-89 GENERAL CATALOG

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Leeward Community College.  
General catalog.

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# 1988–1989

## ACADEMIC CALENDAR

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### 1988 FALL SEMESTER

**July/August:** Orientation for new students and academic advising for new, transfer, and returning students.

**July 1, Friday:** Deadline for application for Fall Semester 1988.

**August 15, Monday:** Faculty duty period begins.

**August 15–18, Monday–Thursday:** Registration.\*

**August 19, Friday:** Holiday—Admissions Day.

**August 22, Monday:** First day of instruction—Fall Semester and First Accelerated Session.

**August 26, Friday:** Last day to Late Register, Add, or Change Sections—Fall Semester.

**September 5, Monday:** Labor Day Holiday.

**October 10, Monday:** Discoverers' Day Holiday.

**October 13, Thursday:** Last day to withdraw from courses.

**October 13, Thursday:** First Accelerated Session ends.

**October 14, Friday:** First day of instruction—Second Accelerated Session.

**November 1, Tuesday:** Fall graduation application deadline.

**November 8, Tuesday:** General Election Day Holiday.

**November 11, Friday:** Veterans' Day Holiday.

**November 15, Tuesday:** Deadline for application for Spring Semester 1989.

**November 24–25, Thursday–Friday:** Thanksgiving Recess.

**December 9, Friday:** Last day of instruction—Fall Semester and Second Accelerated Session.

**December 12–15, Monday–Thursday:** Evaluation/final examination days.

**December 16, Friday:** Commencement.

\*Refer to the SCHEDULE OF COURSES for specific dates and information on registration.

### 1989 SPRING SEMESTER

**November 15, 1988, Tuesday:** Deadline for application for Spring Semester, 1989.

**January 4–6; 9, Wednesday–Friday; Monday:** Registration.\*

**January 16, Monday:** Martin Luther King Day Holiday.

**January 17, Tuesday:** First day of instruction—Spring Semester and First Accelerated Session.

**January 20, Friday:** Last day to Late Register, Add, or Change sections—Spring Semester.

**February 20, Monday:** Presidents' Day Holiday.

**March 1, Wednesday:** Spring graduation application deadline.

**March 8, Wednesday:** Last day to withdraw from courses.

**March 8, Wednesday:** First Accelerated Session ends.

**March 9, Thursday:** First day of instruction—Second Accelerated Session.

**March 24, Friday:** Good Friday Holiday.

**March 27, Monday:** Prince Kuhio Day Holiday.

**March 27–31, Monday–Friday:** Spring Recess.

**May 5, Friday:** Last day of instruction—Spring Semester and Second Accelerated Session.

**May 8–11, Monday–Thursday:** Evaluation/final examination days.

**May 12, Friday:** Commencement.

**May 12, Friday:** Faculty duty period ends.

\*Refer to the SCHEDULE OF COURSES for specific dates and information on registration.

### 1989 SUMMER SESSION

**May 15, Monday:** Deadline for application for Summer Session, 1989.

**June 5, Monday:** Registration.\*

**June 12, Monday:** Kamehameha Day Holiday.

**June 13, Tuesday:** First day of instruction.

**July 4, Tuesday:** Independence Day Holiday.

**July 25, Tuesday:** Last day of instruction.

**July 26, Wednesday:** Evaluation day/final examination.

**July 27, Thursday:** Last day for faculty.

\*Refer to the Summer Session Schedule of Courses for information on registration.



# THE COLLEGE AND THE COMMUNITY

## HISTORY

Leeward Community College was established in the Fall of 1968 under the leadership of Leonard T. Tuthill, first Provost of the College.

Over 1,640 students, twice the projected number, enrolled for the first classes, most of which were offered in a facility which had previously housed the Pearl City Kai Elementary School.

Since its beginning in very inauspicious temporary facilities, the College has grown to be the largest community college in the State in terms of enrollment in credit classes. Over 6,000 students are regularly enrolled each semester in liberal arts and vocational education programs offered on campus and at off-campus installations in the community.

## MISSION OF THE COLLEGE

As one of the seven community colleges in the State of Hawaii, administered as part of the University of Hawaii, the overall mission of Leeward Community College is:

- To broaden access to post-secondary colleges in the State of Hawaii by providing open-door opportunities for students to enter quality educational programs within their community.
- To provide vocational and technical programs which both prepare students for immediate employment and provide the paraprofessional and trained work force needed by the State.
- To specialize in the effective teaching of general education and other introductory liberal arts and pre-professional courses.
- To provide opportunities for personal enrichment, occupational upgrading, and career mobility through credit and non-credit courses and activities.
- To contribute to and stimulate the cultural and intellectual life of the community by providing a forum for the discussion of ideas; by providing leadership, knowledge, problem-solving skills, and general informational services in which the College has a special competence; and by providing opportunities for community members to develop their creativity and appreciate the creative endeavors of the others.

Within this context, the special mission of Leeward is to serve the residents of the communities of Leeward and Central Oahu in particular, and the State,

in general, by providing a balanced and comprehensive offering of programs, services and educational opportunities on campus and at off-campus locations.

## PHILOSOPHY

The College's philosophy is best described by its motto . . . "to help people learn."

As a reflection of this philosophy and its mission of making higher education accessible to more people, a wide range of programs and services are offered. This variety of activities is intended to meet the varied interests and needs of community members and to individualize assistance and education to the maximum degree possible. By this means we hope to promote the successful achievement of educational goals by our students.

## ACCREDITATION

Leeward Community College has been fully accredited since 1970 by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

## FUNCTIONS OF THE COLLEGE

Programs and services provided by the College include the following:

- General Education—these are liberal arts courses primarily designed to meet personal needs for self-improvement and enrichment and for meeting Associate degree and pre-baccalaureate degree requirements.
- Vocational Education—these programs and courses are intended to help an individual develop skills needed for employment, or to upgrade existing expertise and knowledge to prepare for promotion or a career change.
- Cultural Programs and Non-Credit Instruction—these activities provide informal learning opportunities for regular students and community members in the form of theatre presentations, workshops, lectures, and non-credit classes.
- Student Support Services—these include advising, basic skills instruction and the provision of special services aimed at insuring student success in the achievement of educational goals.



## ENVIRONS

The campus is situated on approximately 49 acres of land nearly in the geographic center of the island of Oahu. It is heavily used all year by both students and the larger community surrounding it. The primary geographic areas serviced by the College are the Leeward and Central Oahu districts.

Situated midway between Pearl City and Waipahu, the College overlooks the middle loch of Pearl Harbor and the Waipio Peninsula. The Koolauloa range forms one natural boundary, as do the North Shore of Haleiwa-Waialua and the Waianae-Nanakuli coasts. Aiea and Pearl City are the heart of the district. However, students attend LCC from all parts of the island because there are no official boundaries for any of the community colleges.

## CATALOG; LIMITATIONS

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

The College reserves the right to make changes in certain fees, faculty assignments and time schedules;

to cancel classes where necessary; and to set maximum limits for enrollment in certain classes. Notice of such changes will be given where possible.

## PUBLIC TRANSPORTATION

The Mass Transit Lines (TheBus) route from downtown Honolulu to Ewa and Barbers Point, from Schofield-Wahiawa area to downtown Honolulu, and from Makaha to downtown Honolulu provides service to the College on a frequent basis. Complete schedules may be obtained from the company.

The City and County of Honolulu also maintains a shuttle minibus service between the campus and Pearl City during school days.

## PARKING

Leeward Community College is relatively isolated from residential areas and many areas in which our students reside are not served by convenient public transportation; therefore, it is necessary that the great majority of faculty, staff and students drive to the campus. The College recognizes the problem of parking space and provides such space to the maximum extent possible. Currently there is no charge for parking on the campus. It is expected that all users of the campus will be concerned for the rights and privileges of others and cheerfully obey the rules and regulations. Copies of the Rules and Regulations for Campus Parking at Leeward Community College are available at the Security Office (LA-238).





# ADMISSIONS INFORMATION

## ADMISSIONS AND RECORD OFFICE

Location: Administration Building, AD 220

Telephone: 455-0217 or 455-0218

Recorded Telephone Information: 455-0239

- \* Admissions and Registration of students
- \* Maintenance of student records and transcript requests
- \* Distribution of Schedule of Courses
- \* Veterans' Administration (G.I. Bill) Certifications

### 1988-89 APPLICATION DEADLINES

The deadline for returning your completed application to the LCC Admissions Office is July 1, 1988 for the Fall semester 1988 and November 15, 1988 for the Spring semester 1989.

Non-residents, which include foreign students, are urged to apply well in advance of the published deadlines. Non-residents are subject to the non-resident quota in the University of Hawaii System Controlled Growth Policy, and once the quota is reached, additional non-resident applicants cannot be accepted.

### 1989-1990 APPLICATION DEADLINES

The deadline for returning your completed application to the LCC Admissions Office is July 1, 1989 for the Fall semester 1989 and November 15, 1989 for the Spring semester 1990.

This section covers what you will need to know if you plan to enroll at Leeward Community College.

- \* The **requirements** for different kinds of students.
- \* **Steps to take for admission.**

## REQUIREMENTS

### IF YOU ARE A:

**Resident:** "Any citizen of the State of Hawaii who has completed high school or is 18 years of age or older may attend Leeward Community College and attempt the courses of his/her choice." See the "Statement on Residency/Non-Residency" in the Policies and Statements section of the catalog.

**Non-Resident:** Non-residents of the State of Hawaii are accepted in limited numbers and are subject to the non-resident quota as mandated by the Controlled Growth Policy of the University of Hawaii System.

**Immigrant:** Foreign citizens on immigrant visas who have been allowed to live in the U.S.A. permanently but have not yet resided in Hawaii for twelve months are subject to the Controlled Growth Policy.

**Foreign Student:** See the section on Foreign Students.

**Member of the Military:** Military personnel (servicemen and their dependents) who are stationed on active military duty in Hawaii are exempted from the non-resident tuition. A verification of United States Armed Forces Member's Assignment form signed by the commanding officer, personnel officer or education officer together with a copy of the applicable military orders, must be submitted with the initial application for admission, as well as each semester in order to review the exemption from the non-resident tuition.

**New Student:** Attending LCC for the first time, you must complete steps for admission and (except those transferring from another college) will be given a reading and math test. Those students who are deficient in rate of reading or comprehension for satisfactory work in their chosen area of study will be recommended for classes in developmental reading.

**Continuing Student:** You registered for credit at LCC last semester (excluding summer session enrollment). You do not need to reapply for admission. Follow registration dates. (See Academic Calendar).

**Returning Student:** Applicant who is returning to LCC after an absence of one or more semesters and did not attend another institution of higher education during the absence. You must complete the steps for admission.

**Transfer Student:** Applicant who is presently or previously enrolled at a college or university other than LCC. Transfer students who are planning to take a mathematics course and/or English 100 or equivalent college-level writing course at this college will be required to take a math and/or reading placement test or bring proof (grade reports or transcripts) of previous college math and/or English courses completed to register. You must complete the steps for admission.

**Early Admit:** Academically, vocationally or artistically accomplished high school juniors or seniors may register for one course at LCC on a space-available basis while completing high school requirements. Only those students who have received approval on a Request for Early Admission form from their high school counselor and approved by parents will be considered for admission. Students must also complete the steps for admission to the College.



**Concurrent Registrant:** Students enrolled at another Campus of the U.H. system during the same semester and who also wish to enroll at LCC must have permission from the academic advisor of their "home" Campus.

#### **AND PLAN TO ATTEND FULL-TIME:**

(taking at least 12 credits)

Complete all the "Steps To Take For Admission" as listed below.

#### **AND PLAN TO ATTEND PART-TIME:**

(taking less than 12 credits)

Complete all the "Steps To Take For Admission" as listed below.

#### **AND HAVE NEVER COMPLETED HIGH SCHOOL:**

You may enroll for part-time or full-time status.

#### **AND HAVE A GENERAL EDUCATION DEVELOPMENT (G.E.D.) HIGH SCHOOL EQUIVALENCY:**

G.E.D. holders may enroll for part-time or full-time status.

#### **AND ARE A SENIOR CITIZEN:**

Residents of the State of Hawaii 60 years of age or older are entitled to attend LCC without payment of tuition and fees on a space-available basis.

Eligible citizens may register for classes after the regular tuition-paying students have completed their registration.

#### **AND ARE TRANSFERRING TO LCC FROM ANOTHER COLLEGE OF THE U.H. SYSTEM:**

Course work completed at any campus of the U.H. System may be applied toward an LCC degree or certificate. To do so, the student must (1) request that an official transcript from the other UH campus be sent to the LCC Admissions and Records Office, and (2) request that his/her transcript be evaluated by completing a Transcript Evaluation Request form available at the Admissions and Records Office or the LCC Counseling and Advisement Office.

#### **AND ARE TRANSFERRING TO LCC FROM COLLEGES OR UNIVERSITIES NOT PART OF THE U.H. SYSTEM:**

For the awarding of transfer credits, courses must be substantially comparable in content and level to courses offered by LCC. As general rules, there must be an LCC course which is equivalent to each course for which transfer credit is desired, and the discipline or field of study of each course for which transfer credit is desired must be offered at LCC. Only credits completed in an accredited institution

with a grade of C or better will be considered for transfer credit.

Students transferring from non-accredited institutions must complete a minimum of 12 credits at LCC, with an average grade of C or better, before credit may be granted for courses taken at the previous institution. (Also see Credit-by-Examination).

Acceptable transfer credits shall be applied toward the applicable degree or certificate requirements at LCC.

It is the responsibility of the student to have the transcript of previous college work sent directly to the LCC Admissions and Records Office, and to complete a Transcript Evaluation Request form, available at the Admissions and Records Office or the Counseling and Advisement Office, before the transcript can be evaluated.

#### **AND PLAN TO TRANSFER TO MANOA, WEST OAHU COLLEGE, CHAMINADE, HAWAII PACIFIC OR HAWAII LOA:**

See Transfer Information section of catalog.

#### **AND ARE A FOREIGN STUDENT:**

**(student visa [F-1] applicants only)**

Leeward Community College is authorized under Federal law to enroll non-immigrant alien students. Complete "Steps To Take For Admission" and the special requirements as stated below.

##### **1. Submit Written Record in English.**

A complete and certified English translation of the student's record of achievement must be submitted. Applicant should request his or her high school to send transcripts directly to the Admissions and Records Office, Leeward Community College.

##### **2. The Student Must Be Able To Read, Write, Speak And Understand the English Language.**

Applicants from foreign countries where English is not the usual means of communication are required to take the Test of English as a Foreign Language (TOEFL). Applicants must attain a minimum score of 500 on the TOEFL to be considered for admission.

*For exact information, write:*

Educational Testing Service, P.O. Box 899, Princeton, New Jersey 08540 regarding the exact dates, location and fees. Please do *not* write to the College for information on TOEFL.

##### **3. Confirmation of Financial Support.**

Submit a completed and certified University of Hawaii Supplementary Information Form for Foreign Applicants.

##### **4. Submit Satisfactory Report of Physical Exam.**

Submit satisfactory report of physical exam as specified on the Health Form, including chest x-ray results.



### 5. Health Insurance Required.

Foreign students who have been accepted for admission must demonstrate proof of enrollment in a health insurance plan prior to registration.

### 6. I-20 Form Will Be Provided By College.

The I-20 form required by the United States Department of Justice, Immigration and Naturalization Service for a student visa will be provided by the College after the student is accepted.

### 7. Deadlines.

Because of the Controlled Growth Policy of the University of Hawaii System, applications will be accepted until the non-resident enrollment quota, which includes foreign students, is reached.

## STEPS TO TAKE FOR ADMISSION

1. A University of Hawaii System Common Application Form must be filled out and returned by mail or in person to the Office of Admissions and Records.

Application forms may be obtained from all high school counselors or from the Admissions and Records Office of any U.H. Campus of the U.H. System.

2. Transcript of high school or any college work taken previously may be required.

3. All new, transfer and returning students must attend an orientation and assessment session. All new applicants who have not already completed one semester of college work elsewhere will be required to take math and reading tests designed to assist them in the planning of their programs. The tests will be given during orientation.

4. Tuberculosis Clearance Requirement. The College, in compliance with public health regulations, requires that all students who are admitted to LCC demonstrate that they are free of active T.B. by submitting to the Admissions Office either a State Department of Health Clearance card or a LCC Clearance Form. This must be done either prior to registration or within forty-five (45) days following. For more information and help, contact LCC Health Center, AD-122, telephone 455-0216. (Additional information in "To Serve You" section.) Leeward Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

5. Medical Clearance for Physical Education. A medical clearance will be required in those HPER courses that require active participation. Students without medical clearance will be allowed to register in the courses but will not be allowed to participate until the clearance is obtained.



6. Notification of Admission. You will be notified by mail of your acceptance to LCC. Please be sure the College has your correct mailing address. If you move, it is your responsibility to notify Admissions and Records of your change in address.

7. Information on registration, orientation assessment and academic advisement and counseling will be mailed to you following acceptance. Student Services staff will assist you in preparing for the semester registration at this time.

## REGISTRATION

Registration for courses is usually held within two (2) weeks prior to the first day of instruction. A Schedule of Courses is published each semester and is available to students prior to registration. The College Catalog is available for purchase at the LCC Bookstore. Both should be used in planning the program of studies.

A student will be assigned a date and time to register for courses only after completing all admission and related requirements.

The College reserves the right to make changes in certain fees, faculty assignments and time schedules; to cancel classes where necessary; and to set maximum limits for enrollment in certain classes. Notice of such changes will be given when possible.



# ACADEMIC INFORMATION

## DEFINITION OF TERMS

### Used at Leeward Community College

**Degree:** The formal title conferred upon a student who successfully completes a program of study. Associate degrees are given by LCC.

**Certificate:** A credential awarded a student who has successfully completed a program of study. Fewer credit hours are required than for a degree. Certificates of Achievement and Certificates of Completion are available in some programs. (See Degree and Certificate Programs.)

**Graduation:** The granting of degrees or certificates to students who have completed their programs. Students must apply for graduation.

**Commencement:** A public ceremony-celebration held at the end of the Fall and Spring semester at which degrees and certificates are conferred. In addition, honors and awards are presented for individual excellence by various divisions and organizations.

**Semester:** A time span of sixteen weeks within a 4 1/2 month period during which courses are offered and completed. There are usually two semesters in one academic year: fall semester and spring semester. There may be two or more "accelerated sessions" within a semester. A summer session of six weeks duration may also be held.

**Program of Study:** A carefully planned series of courses which the student is required to successfully complete in order to receive a certificate or degree in that particular program.

**Course:** A unit of instruction consisting of recitations, lectures and laboratory sessions in a particular subject within the time span of a semester or session.

**Credit or Semester Hours:** The value assigned to each class of each course. One credit usually equals fifteen hours in class per semester. At LCC, credits are placed on each subject. The number of credits is determined by the number of lecture, laboratory or field experience hours determined necessary for each semester course. One credit is awarded for one 50-minute period of intensive study in class once a week with the expectation that two additional hours per week will be spent in study outside of class.

*Example 1.* In a 3-credit course, a student may be in a class for three 50-minute periods a week for 16 weeks, such as Monday, Wednesday, and Friday: or Two 75-minute periods a week, such as on Tuesday and Thursday.

*Example 2.* In another 3-credit course, a student may be in a course for three hours at a time (180 minutes) once a week for 16 weeks, such as from 6:30 to 9:30

p.m. on Monday evenings or 9 to 12 noon on Saturday mornings.

Equivalent credit values are established for laboratory, shop, studio, field work and other types of learning which are of a different nature. See course descriptions for further information. (*Also see College Credit Equivalency Program*)

**Lecture-Lab.:** Is a lecture course to which a lab experience is attached. For example: Computer Science.

**Classified Students:** Students following a prescribed program leading to a degree or certificate.

**Unclassified Students:** Students who are not pursuing a degree or certificate but are taking courses for upgrading or enrichment.

**Special Students:** Students who are taking courses but are not counted officially as LCC students. For example, Early Admits, concurrent registrants.

**Full-time Students:** Students who carry 12 or more credits.

**Part-time Students:** Students who carry less than 12 credits.

**Prerequisite:** The stated conditions that must be met by the student before registering for the course. It is a course or courses or skills which is required before a second course can be taken.

**Recommended Preparation:** The student should already have acquired the stated skills or knowledge which will improve the chances for successful completion of a course. Students should recognize that a course may require considerable additional study and effort if the recommended preparations have not been completed.

## REGISTRATION

**New, Returning, and Transfer Students** will be notified of acceptance by mail. Information about orientation and placement testing (Reading/English and Mathematics) will also be mailed. A registration appointment will be assigned following academic advising.

**Continuing Students** are notified by mail regarding registration procedures each semester and, for some students, placement testing. Students are responsible for notifying the Admissions Office of their current mailing address.

Certain procedures and payments are required of all applicants and students, and registration is not official until these have been met. Class attendance by persons not properly registered is prohibited. **UNOFFICIAL ATTENDANCE DOES NOT PROVIDE A BASIS FOR LATER CLAIM OF REGISTRATION OR CREDIT.**



**Registration for off-campus sessions:** See Special Programs and Community Services section.

**Concurrent registration:** See Admissions and Financial Information sections.

**Changes in registration:** A form is available at the Admissions and Records Office. A fee is charged for processing changes in registration.

**Schedule of courses:** Prior to registration each semester, a Schedule is printed supplementing the Catalog with time, place and instructor information. It is distributed through the Admissions and Records Office. It is advisable for the student to plan courses and alternatives prior to registration. Course outlines describing each course are available in the College library.

**Academic Advising:** Counselors and faculty are available to help students prepare a program of study each semester. (See "To Serve You" section).

**Change of Major:** A student wishing to change his or her program of study may do so by completing the Change of Major form in the Admissions Office.

## COURSE-LOAD LIMITATIONS

All students who want to carry 17 or more credits must secure the approval of the Director of Student Services or designated representative. Approval for excess units will be based on the student's demonstrated ability to pass 16 credits at LCC or another college. Students with low reading scores are limited to 12 credits until successful completion of Developmental Reading.

**Foreign student:** If on student (F-1) visa, the student is required to carry a minimum of 12 credits and must complete the program of study according to the period specified on I-20 form.

**Social Security Administration:** Students receiving full benefits are required to carry a minimum of 12 credits.

## ATTENDANCE

Students are expected to be in attendance regularly and on time for all quizzes, examinations, laboratory and field work sessions of the courses for which they are registered.

Anticipated as well as unexpected absences should be discussed with the instructor. The instructor is concerned about the student, but it is the student's responsibility for arranging make-up work with the instructor.

Faculty members may delete a student's name from the official classlist if the student misses two (2) consecutive unexcused hours of classes during the semester. Students who are deleted from the official

classlist by instructors will receive the grade of "N" (no grade) for the courses. *Students must withdraw formally to receive the "W" (formal withdrawal) grade.* Being deleted from the official classlist by an instructor for missing classes is not considered to be formal withdrawal. No tuition refund will be made. See Admissions and Records Office for the form. For refund deadlines, see the Policies and Statements section of the catalog.

**Withdrawal from a course:** Students withdrawing from a course between the third week of the semester (or its equivalent in a shorter term course) and the midway point of the course will be assigned a grade of "W" for the course. To withdraw from a course, the student must obtain the applicable form from the Registrar's Office and obtain the necessary instructor's signature.

**Erase Period:** During the first three weeks of the semester a student may withdraw from a course without "W" being recorded on the student's permanent record.

**Complete Withdrawal from the College:** Complete withdrawal from the college must be applied for on a form available at the Admissions and Records Office. For refund deadlines, see the Policies and Statements section of the catalog.

## GRADES

Letter grades are given in all courses. Grades signify the various levels of achievement in carrying out the performance objectives of the course. Students will be informed of these criteria by the instructor who may use such methods as written papers, participation in class discussion, performance on assigned projects, and mid-term and final examinations.

Grade	Grade Point	Definition
A	4	Excellent achievement
B	3	Above average achievement
C	2	Average achievement
D	1	Minimal passing achievement
CR		Credit by Examination (No quality points assigned and no credits computed in GPR)
W		Withdrawal from the course (No quality points assigned and no credits computed in GPR)
N		No grade assigned (No quality points assigned and no credits computed in GPR)
Q		Credit for meeting general education requirements in non-transfer programs.

CR is used to award credit under the College Credit Equivalency Program, specifically for learning experiences which are assessed to be equivalent to college courses. For additional information, see the section on the College Credit Equivalency Program.



W is used to indicate formal withdrawal from a course after the first three weeks of the semester (or its equivalent in a shorter term course), but prior to the midpoint of the course (or the eighth week for a semester-long course).

N is used to indicate that the student has either not completed the requirements of the course or has not reached a level of accomplishment within a specified time period which will allow for an evaluation. It may continue on the student's record indefinitely. It may also be used if the student fails to earn credit after challenging a course through "Credit-By-Examination."

Q is used to indicate the minimum level of satisfactory accomplishment in a liberal arts course taken to fulfill the general education requirements in a terminal (non-transfer) community college program.

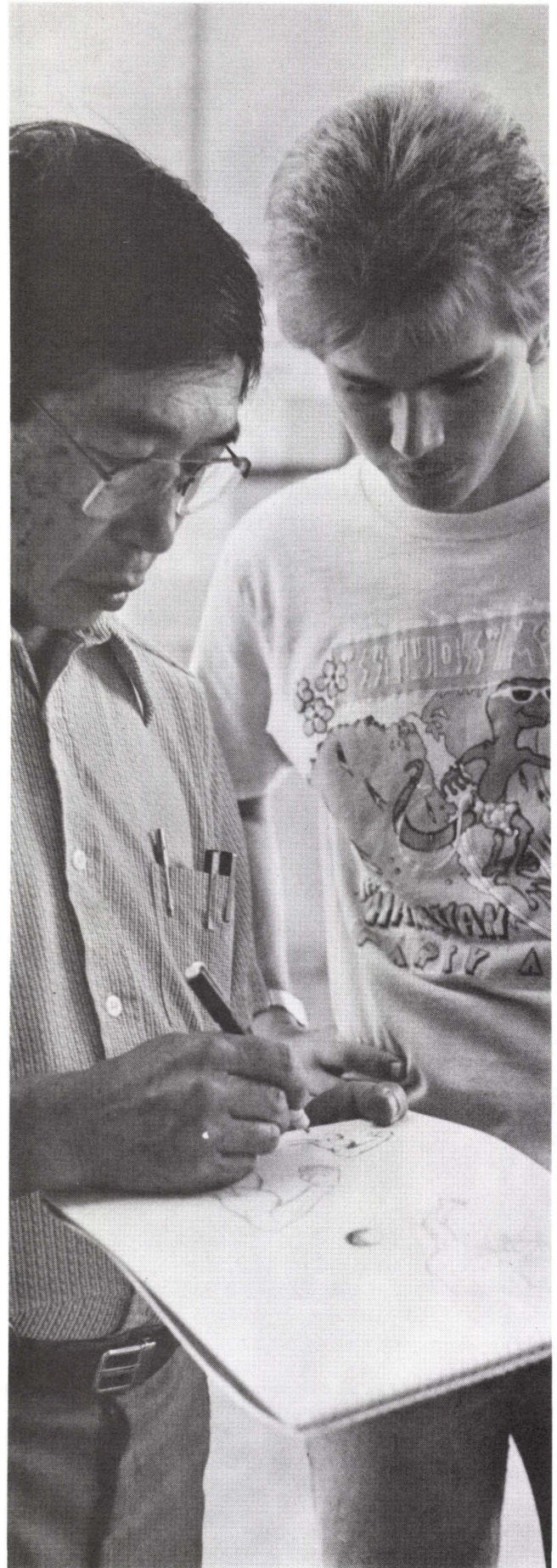
**Grade Point Ratio:** Grade point ratio (GPR) is a system used to evaluate the overall scholastic performance of college students. The GPR is determined by first totaling the number of grade points a student has earned in each completed course and then by dividing the sum of all grade points by the number of credits for which a student received passing grades. The grade points for a course are found by multiplying the number of credits given for a course by the grade in the course. Courses for which the grades of CR, W, N, and Q have been recorded are not included in the computation of ratios.

#### DEAN'S LIST

The purpose of the Dean's List is to recognize students who maintain outstanding academic records at Leeward Community College.

The Dean's List is compiled each semester. A student will be named to the Dean's List if the student meets all of the following requirements:

1. Has a cumulative grade point ratio of 3.8 or higher (on a 4.0 scale) for all coursework completed at Leeward Community College.
2. Has completed a minimum of 24 credits of coursework at Leeward CC, exclusive of courses numbered below 100 in English, English Language Institute, Mathematics, and Learning Skills.
3. Has been assigned the grade of W or N for no more than a total of five courses at Leeward CC, regardless of whether those courses are numbered below or above 100 and regardless of whether any of those courses were repeated.
4. Has successfully completed at least one course with a current grade point ratio of 3.0 or higher during the semester for which the student qualified to be named to the Dean's List.
5. Based on the student's academic record for the semester for which the student qualified to be named to the Dean's List, was not placed for the semester following on academic warning, academic probation, or academic suspension under Leeward CC's Academic Probation and Suspension Policy.





In determining a student's eligibility for the Dean's List, or whether the student meets the requirements enumerated above, any course repeated by the student shall be counted only up to the maximum number of credits that the applicable course description in the Leeward CC Catalog specifies that the course may be repeated for credit (e.g., may be repeated for up to eight credits).

If a course description in the Catalog states that a course may be repeated for additional credit but fails to specify the maximum number of credits for which the course may be repeated, the course shall be treated as if it may be repeated only once for additional credit.

If a course description in the Catalog does not state that a course may be repeated for additional credit, the course, if repeated, shall be counted only once for purposes of this policy and only in terms of the grade and credits earned the first time it was successfully completed.

In all cases where a student has repeated a course in excess of the maximum number of times or the maximum number of credits allowed or specified by the applicable course description in the Catalog, that course, for purposes of determining eligibility to the Dean's List, shall be counted in the order it was repeated successfully but only up to the maximum number of times or the maximum number of credits for which the course could have been validly repeated for credit.

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

Students eligible for the Dean's List will be informed of their placement on the Dean's List. If a student believes that he/she should have been named to the Dean's List but was not, the student is encouraged to make a timely inquiry of the Provost or designee.

**Transcripts:** A transcript of the student's permanent record is issued only on written authorization of the student or through a lawful court order. Allow a minimum of seven working days for processing of requests. (See the Financial Information section regarding possible fee.)

**Repetition of Courses:** A student may repeat any course taken at the college no matter what grade he/she has received, but the repeat credit(s) might not apply toward his/her Leeward degree or certificate. If a course is repeated, both the earlier and the subsequent grades earned shall remain on the student's transcript.

To determine if a course may be repeated for additional credit, check the course description for that particular course.

In doing a graduation check for a Leeward degree or certificate, credit will be allowed only once for a course repeated, unless the course description for that course specifically states that it may be repeated for additional credit(s).

## ACADEMIC PROBATION AND SUSPENSION POLICY

1. The purposes of this policy are to establish standards of satisfactory academic progress; to establish procedures for identifying students who are not making satisfactory academic progress; and to encourage such students to take appropriate action to improve their academic performance.

2. For purposes of this policy, a student is not making satisfactory academic progress if he/she is placed on:

- a. **Academic Warning**
- b. **Academic Probation;**
- c. **Academic Suspension;** or
- d. **Academic Dismissal.**

3. A student, taking two or more courses in a semester, who

- a. fails to earn a current GPA of 2.0 or higher for that semester; *or*
- b. fails to complete at least 50% of the courses enrolled in for that semester;

shall be placed on **Academic Warning** for the following semester.

The College strongly recommends that a student on **Academic Warning** meet with a counselor to discuss courses to be taken, and that the student enroll in not more than 12 credits during the semester he/she is on **Academic Warning**.

A student on **Academic Warning** shall be removed from **Academic Warning** and deemed to be in good academic standing for the semester following if, during the semester the student is on **Academic Warning**, he/she enrolls in and completes two or more courses with a current GPA of 2.0 or higher and completes more than 50% of the courses enrolled in.

4. A student on **Academic Warning**, taking two or more courses, who:

- a. fails to earn a current GPA of 2.0 or higher for that semester; *or*
- b. fails to complete at least 50% of the courses enrolled in for that semester;

shall be placed on **Academic Probation** for the following semester.

A student on **Academic Probation** shall be required to meet with a counselor to discuss and secure approval for courses to be taken that



semester. As a general rule, the student may not register for courses during the probationary semester until he/she meets with a counselor, and any "registration hold" imposed on the student shall be lifted only after such meeting.

A student on **Academic Probation** is prohibited from taking more than 12 credits during the semester he/she is on **Academic Probation** and, in addition, is ineligible for general-funded campus employment for that semester.

A student on **Academic Probation** shall be placed on **Academic Warning** for the semester following if, during the semester the student is on **Academic Probation**, he/she enrolls in and completes two or more courses with a current GPA of 2.0 or higher and completes more than 50% of the courses enrolled in.

5. A student on **Academic Probation**, taking two or more courses, who:

- a. fails to earn a current GPA of 2.0 or higher for that semester, *or*
- b. fails to complete at least 50% of the courses enrolled in for that semester;

shall be placed on **Academic Suspension** for the following regular academic semester and prohibited from enrolling in any credit courses offered by the College for that semester and any intervening summer session.

The student may apply to the Dean of Student Services or designee for readmission to the College after the suspension period. If readmitted, the student shall be subject to the provisions of paragraph 6 below.

6. A student readmitted to the College on **Academic Probation** following an **Academic Suspension**, taking two or more courses, who:

- a. fails to earn a current GPA of 2.0 or higher for that semester, *or*
- b. fails to complete at least 50% of the courses enrolled in for that semester;

shall be placed on **Academic Dismissal** and prohibited from enrolling in any credit courses offered by the College for the following two regular academic semesters and any intervening summer session(s).

The student may apply to the Dean of Student Services or designee for readmission to the College after the dismissal period. If readmitted, the student shall be readmitted on **Academic Probation**. If, during that probationary semester, the student, taking two or more courses, fails to achieve either of the two standards specified in paragraph 5 above for probationary students, the student shall be permanently dismissed from the College.

7. The College shall inform in writing any student it places on **Academic Warning**, **Academic Pro-**

**bation**, **Academic Suspension**, or **Academic Dismissal** as soon as practicable after semester grades have been analyzed and the appropriate action has been taken.

8. When a student has been placed on **Academic Probation**, **Academic Suspension**, or **Academic Dismissal**, such action shall be indicated on the student's academic (transcript) record.

9. A student placed on **Academic Warning**, **Academic Probation**, **Academic Suspension**, or **Academic Dismissal** may appeal such action by filing a written appeal with the Dean of Student Services or designee no later than 20 working days after the written notice of such action has been mailed to the student.

The appeal shall include a brief outline of the reasons why the student believes the College should not have taken the action it did or why the appeal should be granted.

The decision of the Dean of Student Services or designee on the appeal shall be final.

10. In computing GPAs for purposes of this policy, the College's grading system shall be observed.

11. In determining the percentage of courses completed, each course shall be considered as a separate course regardless of the number of credit hours each course is worth. Courses for which N grades are received shall be considered as non-completed courses.

However, courses for which W (withdrawal) grades are received shall *not* be counted in determining the completion percentage. Courses dropped during the initial period of a semester or the so-called "erase period", which courses do not appear on the student's academic (transcript) record, shall also *not* be counted in determining the percentage of courses completed.

## ACADEMIC GRIEVANCE PROCEDURES

Any student who has an academic-related grievance against a faculty member may register a grievance pursuant to Leeward Community College's academic grievance procedures, entitled "A Statement on the Freedom to Learn and Grievance Procedures for Students."

Under the procedures, the aggrieved student must first attempt to resolve the grievance on an informal level with the faculty member. Should the grievance not be resolved at this level, the student then requests the appropriate department chairperson to review the case. The chairperson makes recommendations to the Dean of Instruction who may then take appropriate action. If a satisfactory solution is still not reached, the student has the right to appeal to and have a hearing before the Academic Griev-



ance Committee, a body of faculty and students. The Committee submits its findings and recommended decision to the Provost whose decision on the case is final within the University of Hawaii.

Copies of the academic grievance procedures are available through the Office of the Dean of Instruction.

## COLLEGE CREDIT EQUIVALENCY PROGRAM

The paragraphs below summarize the various ways in which a student may obtain credit under Leeward's College Credit Equivalency Program.

For more detailed guidelines and procedures the student is referred to the College's publication entitled *Manual of Policies and Procedures of the College Credit Equivalency Program at Leeward Community College*. This publication is available for reference use through counselors, the Dean of Instruction, Director of Student Services, Division Chairpersons, or the Library reference desk.

Leeward Community College believes that there are many ways to become "educated" in addition to traditional course offerings. The College provides options which allow students to demonstrate competencies gained through non-classroom experiences and to earn college credits for them. This allows students to spend their time and money on new subjects they need and want to take. Methods for earning such credits include:

**Independent Study:** Students who wish to design and complete individual study projects geared to their particular interests, aptitudes and needs may register for this option. Plans must be approved by an appropriate faculty member who supervises and grades the project outcomes (usually completed within one semester).

This provides the student an opportunity to participate in the creation of academic learning experiences geared to the individual needs, interests, aptitudes and desired outcomes.

Any student registering at LCC may design an independent study project at one of three levels—Developmental (99), Introductory (199) and Enrichment (299). This must be managed by at least one student-selected advisor and be approved by the advisor's Division Chairperson. While there are no prerequisites, an advisor may recommend particular preparation before a student may undertake a project.

An independent study could take the form of self-directed reading, research, field work experience, public performance or an occupational experience.

For further information, see appropriate faculty member, counselor or other college official.

**Credit-by-Exam:** With instructor's approval, currently enrolled students may take instructor-made examinations covering the material in a specific LCC course if they feel they have learned the concepts and skills elsewhere. An adequate score may allow a student to earn Leeward credit for the course without attending classes. Students may contact instructors teaching the specific course they wish to challenge. There is no charge for credit-by-examination; however, part-time students will be assessed additional tuition in accordance with the College's tuition schedule.

**Credits Earned at Foreign Colleges and Universities:** Credits earned in institutions of higher education in foreign countries may be transferred to LCC in some cases. Expert evaluators with specific knowledge of particular countries may assist in such evaluations.

**College Transfer Credit:** Courses completed at other accredited colleges and universities with a grade of "C" or better may be transferable toward a LCC degree. (A grade of "D" may be transferred from campuses in the University of Hawaii System.) Students are responsible for (1) requesting colleges attended to send official transcripts directly to the Admissions and Records Office at Leeward Community College, and (2) completing a Transcript Evaluation Request Form at the Admissions and Records Office or the Counseling and Advisement Office. This form must be completed before transcripts will be evaluated.

For other policies as to the awarding of transfer credits, see the earlier section under "Admissions Information" relating to students transferring to Leeward from Colleges or Universities not part of the U.H. System.

**Correspondence Courses:** Courses completed by correspondence from accredited institutions of higher education may earn LCC credits, particularly if testing was supervised.

**Equivalency Examinations:** Standardized examinations from the College Entrance Examination Board and the American College Testing Program may be taken at official testing centers. Students must have their official score reports sent directly to the Admissions and Records Office, Leeward Community College. If adequate scores are earned to meet Leeward's standards, college credit may be granted. Examinations include Advanced Placement, College-Level Examination Program (CLEP) General Examinations, and American College Tests. Students may receive credit for the CLEP General Examinations. Currently, Leeward awards credit(s), if applicable, towards a Leeward degree or certificate, for the CLEP *General Examination(s)* provided that a satisfactory score(s) is achieved on the Examinations in accordance with the College's applicable guidelines.



**Experiential Credit:** Sometimes learning experiences that students have had, such as unique kinds of employment or projects, may earn Leeward Community College credit if the experience can be verified and documented. Appropriate Leeward faculty decide if the learning experiences are worthy of credit.

**Noncollegiate-Sponsored Education Credit:** Formal courses completed in non-collegiate settings may be equivalent to college credit in some instances. Such courses may be sponsored by the military, businesses, industry, social, and community agencies, labor unions, etc. National and local guidebooks are used in this evaluation process, including the American Council on Education's *Guide to the Evaluation of Educational Experiences in the Armed Services* and *Credit Recommendations for Noncollegiate Courses*; the *Hawaii Guide to Crediting Noncollegiate-Sponsored Learning*; and other similar recommendations from other states.

#### Restrictions/Limitations:

1. A maximum of 21 nontraditional credits can be applied to a degree program at Leeward Community College. Nontraditional credits means "experiential credit" and "noncollegiate-sponsored education credit". The maximum of 21 credits *does not* include credit earned through credit-by-examination or independent study.

Nontraditional credits may not be used to meet any part of the 12-credit residency requirement for an LCC degree.

2. For credit to be awarded under Leeward's College Credit Equivalency Program, the desired credit(s) must, as a general rule, be substantially comparable in content and level or equivalent to any existing course(s) offered at LCC.

## DEVELOPMENT AND REVISION OF CURRICULUM

Any faculty member, student or member of the community may recommend an addition or revision to the College curriculum or to any of its programs. The procedures for such recommendations may be obtained from any divisional chairperson or the chairperson of the Curriculum Committee. Inquiry may also be made at the Office of the Dean of Instruction.

There is a file in the library of all proposed changes and additions, accepted or rejected.

Occupational programs are developed with the assistance of advisory committees consisting of active professionals in the occupational field concerned.

## STUDENT RESPONSIBILITY

Each student is viewed as an adult, responsible for following the instructions and regulations set forth in this catalog and other official publications.

### COUNSELOR/FACULTY ACADEMIC ADVISING

Counselors and faculty are always available and willing to assist students in planning their courses and programs as well as providing assistance in personal concerns regarding their courses and programs.

### QUESTIONS REGARDING THE CATALOG

Any question or doubt concerning catalog material should be referred to the Office of the Dean of Instruction.

## SPECIALIZED INSTRUCTIONAL PROGRAMS

### PASS (An 'Ohana for Learning)

Is this your first semester at LCC?

Have you been out of school for awhile?

Have you enrolled—but withdrawn—in past semesters?

Do you need review or development of the basic skills in reading, writing, and math?

Are you undecided about your goals?

Would you like to know more about yourself?

PASS is a program designed to help you build basic skills and self-confidence. A small group of students—an 'ohana—take all their classes together and help each other learn and succeed. PASS is an all-day commitment. Students are required to attend PASS from 9:00 AM till 3:00 PM, taking classes and doing homework in controlled study labs. A team of four instructors and four tutors work together to improve basic skills and study habits and give individual help to each student according to his/her needs. If you enroll in PASS, you will take the following courses:

ENG 21	Basic Reading
ENG 22	Introduction to Expository Writing
SSCI 101	Self Development
IS 104	Career/Life Exploration and Planning
MATH 1J	Basic Math Through Problem Solving, OR
MATH 22	Pre-Algebra Mathematics (depending on a student's need)

For further information call 455-0225.



## HONORS PROGRAM

**Objectives:** The Honors Program is designed to permit students the opportunity to pursue their studies in greater depth than the regular program of studies allows. It introduces students to the seminar technique and independent study approach and instills in them the habit of critical thinking. The Honors Program is open to all qualified students in all Degree and Certificate Programs at LCC.

Students in the honors program will meet special degree requirements and study under the direction of the faculty participating in the honors program.

### Entrance Qualifications

Maintenance of a 3.5–4.0 grade point average at LCC for one semester of full-time work (12 credits) prior to admission to the program and 2 instructors' recommendations.

For more information and application blanks, contact Honors Program Coordinator, John Michalski, Language Arts Building, Room 217. Telephone 455-0339 (direct); 455-0330 (message). Application and information forms are also available at front desk of the library.

## ENGLISH LANGUAGE INSTITUTE

This is a program in English as a Second Language. Non-native speakers of English including permanent residents, foreign students and immigrants from Samoa and the Trust Territory whose English language skills are inadequate to do college course work at LCC are tested and advised into the English Language Institute at an appropriate level of the three levels of ELI: BASIC ELI, an intensive study program of 12 credits: ELI 002—Speech, Pronunciation and Listening Practice, ELI 003—Reading and Vocabulary Development, ELI 004—Writing and the Study of Grammar, SSCI 101—Group Discussion and Self-Development; INTERMEDIATE ELI, a study program of 9 college credits: ELI 007—Reading and Vocabulary Development, ELI 008—Writing and the Study of Grammar, SSCI 101—Group discussion and Self-Development; ADVANCED ELI, a study program of 6 college credits: ENG 21—Reading Fluency and Vocabulary Building, ENG 22—Paragraph and Essay Writing and Grammar Study.

Besides classroom instruction in the English language and study skills, individualized instruction in the Learning Resource Center and personal semi-monthly conferences with an ELI instructor are offered in all levels of this program.

## PROGRAM FOR ADULT ACHIEVEMENT

This program is designed to meet the special needs of college students with specific learning disabilities who have the motivation and potential to succeed in a community college. The program assists students in developing skills to better prepare them for effective participation in the total college program and

provides special services such as advising, tutorial assistance, and faculty liaison.

The immediate goals of the Program are to enhance social skills and self concept, to remediate basic (reading, writing, mathematics) skills where possible, and to teach coping skills and strategies where remediation is not possible. The ultimate goal is to provide skills which will enable the student to function independently, first in the college environment and later in the competitive job market.

Acceptance into the program is based on an initial interview with the counselor for learning disabled students, an evaluation of relevant existing educational and medical records and test results, administration of diagnostic and/or college placement tests as appropriate, and a final evaluation by Program staff.

## ADULTS IN TRANSITION

The Adults in Transition Program recognizes the special needs of the returning adult student. The program is designed to provide such returning students with a supportive environment in which to assess personal strengths while striving to develop their own potential through re-entry to the educational and/or world-of-work environment. The program provides help in overcoming the many obstacles that can be encountered by the adult student attending college for the first time, or those students returning to school after many years. Programs are available for both men and women.

### Women In Transition

The Women In Transition Program offers a package of two courses to enhance self-esteem and self-confidence, as well as to provide an opportunity to explore career possibilities and complementary educational goals for women contemplating a return to the school or re-entry into the work force. Self-understanding and personal growth are emphasized. The package includes:

SSCI 101	3 crs.	Self-Development
IS 104	1 cr.	Career/Life Planning

There are day, night and Saturday classes available to accommodate the scheduling needs of returning women. Students must register for both classes concurrently. For further information, contact the Coordinator of the Women In Transition Program through the Student Services Division.

### Men In Transition

The Men in Transition Program also emphasizes self-understanding and personal growth with the objectives of enhancing self-confidence and assisting the men in achieving their personal, academic, and career goals. The Program's current vehicle is a 3-credit course in Career/Life Planning (IS 105). For more information, contact the Program Coordinator through the Student Services Division.



# TRANSFER INFORMATION

Information on transfer to Leeward Community College is in the Admissions Information section.

## FROM LEEWARD COMMUNITY COLLEGE TO THE MANOA CAMPUS

1. Work closely with LCC counselors in planning your course of study. See General Education Requirements for the Major Colleges within the U.H. at Manoa in this section.

2. Consult the current University of Hawaii Catalog for further information.

### If You Plan to Transfer to Manoa:

**but** you have not completed 24 credits of college-level courses at LCC, you are subject to the same admission requirements as entering freshmen applying to Manoa. This includes the requirement to submit a transcript of satisfactory high school work and official scores of the Scholastic Aptitude Test of the College Entrance Examination Board.

**and** you were originally admitted to Manoa but elected instead to begin at Leeward CC, you may transfer to Manoa at any time regardless of the number of credits you have completed at the Community College. For continued registration at Manoa, a student must meet the grade point average required of Manoa students.

**and** you have completed 24 credits in college-level courses with a cumulative GPR of 2.0 or higher as a resident applicant, or 2.5 GPR or higher as a non-resident applicant, you may be admissible to Manoa *as a transfer student* even if you were unable earlier to meet Manoa's admission requirements as an entering freshman. (Studies of Leeward students who have transferred to Manoa show a significantly high level of achievement among those who transferred after successfully completing 60 credits at Leeward.)

### Submit Official Transcripts From All Colleges.

Any Leeward student transferring to Manoa after attending another college or university must submit transcripts from each such college as well as from Leeward. The credits and grades earned will be evaluated by Manoa to determine eligibility for transfer.

### General Definition of Transferable Courses.

Courses acceptable for transfer to Manoa are generally those numbered 100 and above. Some Leeward courses numbered 1-99 (primarily skill and occupational courses) are accepted at Manoa for credit

toward a certain degree, such as the Bachelor of Education in Industrial Arts Education. The fact that transfer credit is allowed for a course toward the number of credits required for graduation, however, does not necessarily mean that the course will satisfy the curricular requirements of a particular college or degree program.

**D Grades When Transferring to Manoa.** Manoa will allow credit toward graduation for a course in which a grade of D (1.0) was earned at Leeward, but the D grade may render the course unacceptable toward fulfilling the course requirements for a particular degree. Leeward courses in which a grade of W, Q or N has been earned are not acceptable for credit at Manoa.

**Will All of Your Courses Over 100 Be Acceptable at Manoa?** Manoa does not specify a limit to the number of units acceptable in transfer from a community college within the University of Hawaii system. Manoa accepts no more than 60 credits in transfer from junior or community colleges outside the University of Hawaii system. Any student intending to complete more than 60 credits at Leeward before transferring to Manoa, however, should work out the course of study very carefully with Leeward counselors, taking into consideration the specific curricular requirements of the college in which he/she wishes to enroll and the courses required for the major field of study.

**Minimum Number of Credits Numbered 200 and Above.** Baccalaureate Requirements. To qualify for any baccalaureate degree from the University, students must satisfactorily complete (1) the general education requirements, (2) at least 60 additional credits of non-introductory courses, (meaning, there is an explicit college-level prerequisite) and (3) the requirements of the college (which may overlap University requirements).

**Credit/No Credit Option at Manoa.** The only courses that may be taken by Manoa students for credit/no credit are elective courses. This option is no longer allowed for any courses taken to fulfill a University or College core requirement or Department requirement, with the exception of those offered for mandatory credit/no credit. Students planning to transfer to Manoa are cautioned to abide by this Manoa policy.

**Transfer of Grade Point Average to Manoa:** Leeward students transferring to Manoa *do not* receive grade point credit for courses completed at the community college which are accepted for transfer by Manoa. Although the grade point average is not transferred to Manoa, it is usually considered for admission purposes by the various programs at Manoa.





**Admission Policies of the Various Colleges of the Manoa Campus.** In addition to the policies outlined above for general admission to the Manoa campus, the student transferring from the community college is subject to the admission requirements of the particular college in which he/she wishes to enroll within the University. There are six colleges offering baccalaureate degrees at the University of Hawaii: Arts and Sciences, Business Administration, Education, Engineering, Health Sciences and Social Welfare, and Tropical Agriculture. Any student wishing to be a candidate for a degree from the University must specify the college in which he/she wishes to enroll when he/she applies for general admission to the University. Students intending to receive degrees from the Colleges of Education and Health Sciences and Social Welfare are generally enrolled in the College of Arts and Sciences until they have completed the general education requirements for these colleges.

**General Information Requirements for the Major Colleges Within the U.H. at Manoa.** In four-year college and university programs, a student takes most of the required courses for his/her major in the junior and senior years. The first two years are spent primarily in completing the general education requirements for that college and taking any freshman and sophomore courses that may be required to prepare students for advanced work in the major. The University of Hawaii at Manoa is made up of twelve colleges and schools which grant undergraduate degrees. Although there is a minimum or "core" of general education required for all students regardless of the college in which they enroll, each college and major modifies the "core" to meet the educa-

tional needs of their particular students. Which college a student will enroll in is determined by the student's choice of major. Because most students have not chosen a major before entering college, the broad term "liberal arts" is used for all transfer students rather than classifying them as pre-psychology, pre-engineering, pre-education, etc. However, every student will be required to designate a more specific major at the beginning of the junior year. As the choice of major depends upon the type of career for which the student is preparing, students who have not yet determined their career goals are urged to consult with the staff of the Career Development Center (AD-221) or with any counselor early in their first semester. Early identification of career goals and major will enable the student to avoid taking courses that do not meet the general education requirements of their eventually chosen program.

## FROM LEEWARD COMMUNITY COLLEGE TO THE WEST OAHU COLLEGE CAMPUS

1. Work closely with your LCC counselor in planning your course study. Refer to West Oahu College's catalog section on **General Education Requirements: Lower-Division Core**.

2. Contact West Oahu College's Registrar for additional information or answers to questions.

**Admission Requirements.** West Oahu College, as an upper-division campus, will admit any student who has completed 55 credits or more of lower-division college courses at any college of the University of Hawaii system or other college of good standing. Hawaii residents who are community college graduates with an Associate in Arts degree or an Associate in Science degree with a grade point average of 2.0 or higher will be automatically accepted. Students transferring with an Associate in Science degree will be required to meet the lower-division general education requirements listed in the Academic Program section of West Oahu College's general catalog. Students who have completed some previous college-level work, but have yet to attain the 55 credit minimum, may have their transcript evaluated for possible admission as unclassified students.

While it is not a requirement for admission to West Oahu College, students are urged to complete their general education course work at the lower-division level before applying to West Oahu College since initially the college offers no lower-division programs.

**Submit Official Transcripts from all Schools.** Any Leeward student transferring to West Oahu College after attending any college or university must submit transcripts from those schools as well as from Leeward. The credits and grades earned will be



evaluated by WOC to determine eligibility for transfer.

#### **General Definition of Transferable Courses.**

Courses acceptable for transfer to WOC are those numbered 100 and above and are classified as college transfer courses. The fact that transfer credit may be allowed for a course toward the number of credits required for graduation does not necessarily mean that the course will satisfy the general education or core requirements for WOC.

#### **Minimum Number of Credits Numbered 300 and Above.**

The minimum criterion for a Bachelor's degree is 120 credits of acceptable college work. Of these 120 credits, a minimum of 55 must be earned in upper-division courses (300 and 400 series). At least 30 credits must have been earned in courses taken at West Oahu College. The maximum number of credits from community college courses and credit/no credit courses applicable to this requirement is 60 college-level credits. The maximum number of credits in any one academic discipline, lower- and upper-division combined, which can be applied to the degree, is 48.

**Transfer of Grade Point.** Leeward Community College students transferring to West Oahu College *receive grade point credit for all courses completed at the community college* which are accepted for transfer to WOC. The LCC grade point average will be included when computing the overall grade point average for all work toward the baccalaureate degree at WOC. However, the grade point average which transfers is computed according to WOC's system.

Three grade point averages, each 2.0 or higher, are required for graduation:

- (a) An average based on all courses completed at West Oahu College.
- (b) An average based on all courses completed at West Oahu College and at other universities, liberal arts colleges and community colleges.
- (c) An average based on all upper-division courses completed in the major.

**General Education Requirements.** West Oahu College, operating as an upper-division college during the first few years, does not offer lower-division courses. It is assumed that lower-division work will have been completed at a community or four-year college. Credits from any accredited college or university will be reviewed for transferability towards meeting the quantitative credit requirements for graduation.

Any student who has successfully completed the requirements for an Associate in Arts degree at one of the University of Hawaii's community colleges will be considered to have met the necessary general education or core requirements. For other students, the following credit requirements, by general aca-

demic area, must be completed at the lower division level:

(a) **Humanities and Language Arts:** 18 credits selected from at least three of the following: Art, English, History, Language, Music, Philosophy, Religion, Speech and Area Studies.

(b) **Social Sciences:** 15 credits selected from at least three of the following: Anthropology, Economics, Business, Ethnic Studies, Geography, Sociology, Political Science, Psychology and Education.

(c) **Natural Sciences:** 12 credits selected from courses in Biology, Chemistry, Computer Science, Engineering, Geography, Geophysics, Mathematics and Physics.

#### **Articulation Agreement—Management Program.**

There exists between West Oahu College and Leeward Community College an informal articulation agreement covering the Management Program. Students who are in LCC's Management Program and who are planning to transfer to West Oahu College are encouraged to contact the West Oahu admissions office for details.

## TO TRANSFER TO INSTITUTIONS OTHER THAN THE MANOA CAMPUS AND WEST OAHU COLLEGE

Students planning to transfer to a college other than the University of Hawaii at Manoa or West Oahu College are urged to write for the necessary college catalogs, and *to consult a counselor early in their college career* so that a planned program can be arranged to meet the general education requirements of the college to which they plan to transfer. It is the student's responsibility to obtain catalogs from any college or university that is being considered for transfer. The catalog from each college or university that is being considered for transfer is essential to proper planning.

The LCC Library has a microfiche college catalog collection containing the catalogs of most two- and four-year colleges across the United States, and selected hard copies of American colleges primarily in the Western states.



# FINANCIAL INFORMATION

## TUITION AND FEES\* SCHEDULE

1988-1989

Resident	1-11 credits	12 credits & above
Tuition	\$15.00 per credit	\$175.00
Student	\$ .50 per credit	\$ 5.00
Activities	(up to \$5.00)	
Total		\$180.00

Non-Resident	1-11 credits	12 credits & above
Tuition	\$95.00 per credit	\$1130.00
Student	\$ .50 per credit	\$ 5.00
Activities	(up to \$5.00)	
Total		\$1135.00

### Payments (\*Tuition and fees subject to change)

For registration to be official, all tuition and fees must be paid in full before the close of business on the day the student registers. DEFERRED PAYMENT OF TUITION IS FORBIDDEN BY UNIVERSITY OF HAWAII POLICY.

## Special Fees

**Student Activity Fee:** Full-time students (those carrying 12 or more credits) pay a Student Activity Fee of \$5.00. Part-time students (those carrying 1-11 credits) pay a Student Activity Fee of \$.50 per credit, not to exceed \$5.00.

**Late Registration Fee:** A \$2.00 fee for late registration is charged when a student registers after the end of the regular registration period.

**Course Change Fee:** A \$1.00 fee is charged each time the applicable course-change form is processed.

**Transcript Fee:** No fee is charged for a request of transcript to be sent to another college within the University of Hawaii System. A \$1.00 fee is charged for a transcript that is to be sent outside of the University of Hawaii System.

**Graduation Fee:** A \$5.00 fee is payable at the time of submitting an application for an Associate in Arts degree, an Associate in Science degree or a Certificate of Achievement.

**Fee for Dishonored Checks:** A \$7.50 service charge will be assessed for checks which are made out to Leeward Community College and returned for any cause.

**Health Insurance:** Is available on an optional basis for all students except foreign students. (See LCC Health Center for information.)

**Books and Supplies:** Varies according to courses taken and the student's major.

**Parking:** No charge.

**Catalog:** Sold at the LCC Bookstore. Cost may vary from year to year.

**Non-credit Course Fees:** Students registered in non-credit courses pay fees as indicated in the announcements published by the Office of Special Programs and Community Services (LCC) or the College of Continuing Education and Community Services (UH-Manoa campus).

**Financial Obligations:** Students who have not met their financial obligations at any college in the University of Hawaii System (such as nonpayment of tuition and fees, fines or loans) may be denied graduation and further registration. Transcripts of courses taken at the college may also be withheld.

## CONCURRENT REGISTRATION TUITION

Concurrent registrants are assessed tuition and fees between *Community Colleges* as follows:

**Residents:** 1988-1989, \$15 per credit up to a total of \$180.00 within the U.H. system.

**Non-residents:** 1988-89, \$95 per credit up to a total of \$1135.00.

Concurrent registrants are assessed tuition on the *Manoa Campus* as follows:

**Residents:** 1988-89, \$48 per credit hour up to a maximum of \$565.00. Additional fees may include the Manoa Campus Center Fee, Activity Fee, and others as applicable.

**Non-residents:** 1988-89, \$154 per credit hour up to a maximum of \$1840.00. Additional fees may include the Manoa Campus Center Fee, Activity Fee, and others as applicable.

No charge is made for transcripts of work completed at Leeward Community College and sent to the student's home campus. The student must make the request to the LCC Admissions and Records Office.

## REFUND POLICY

Cf. "Refund Policy" in the Policies and Statements section of the catalog. Students applying for refunds should go first to the Registrar's Office (AD-220) to complete the necessary forms.



## FINANCIAL AID

Financial aid is available to assist students to obtain a college education. Financial assistance programs available to students attending Leeward Community College include grants, loans, part-time employment, and scholarships. Students who believe that they will require financial assistance to attend college should contact the Financial Aid Office.

**Eligibility.** To be eligible for financial assistance, a student must: (a) demonstrate financial need; (b) make satisfactory academic progress in or toward his/her major; (c) meet enrollment requirements of specific aid programs (e.g., full-time or at least half-time); and (d) be either a United States citizen or eligible non-citizen. Specific programs may have additional requirements.

**Limitation.** Financial assistance to any one student shall be limited to the equivalent of six full-time semesters for an Associate degree or three full-time semesters for a Certificate of Achievement.

**Application.** By May 1 preceding the academic year for which aid is sought, each applicant must complete and submit the Hawaii version of the Financial Aid Form (FAF) to the College Scholarship Service. The FAF may be obtained from high school counseling offices or the Financial Aid Office on any campus of the University of Hawaii System. Other forms may be required depending on individual circumstances.

Early submission of applications is recommended because funds are limited. Late applicants will be considered only if funds are available, and award notification for these applicants will be delayed.

The College reserves the right to modify aid commitments at any time due to changes in an applicant's financial or enrollment status or changes in the availability of funds.

### Financial Aid Programs\*

PELL GRANTS are assistance grants which require no repayment.

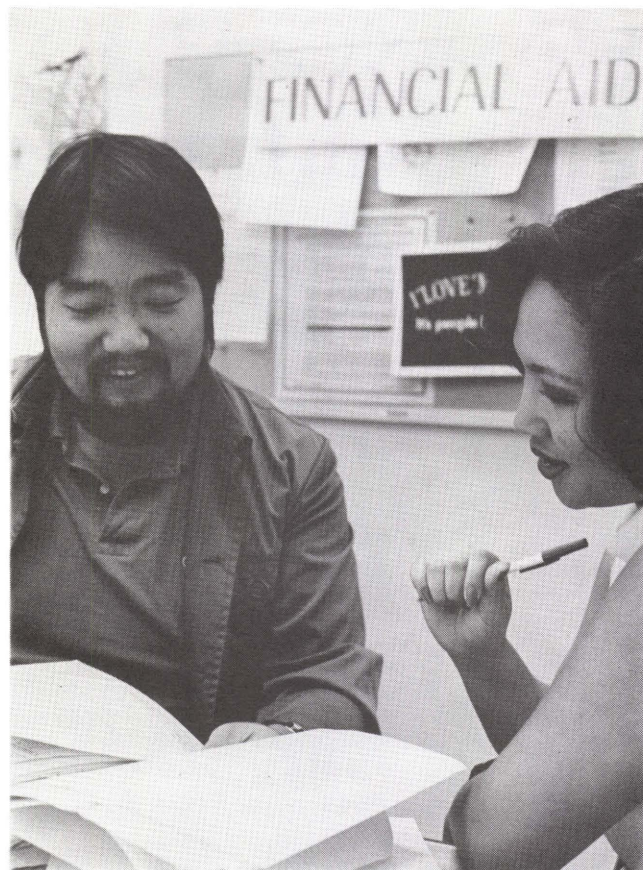
COLLEGE WORK-STUDY PROGRAM (CWSP) provides part-time employment on campus.

PERKINS LOAN PROGRAM (formerly National Direct Student Loan (NDSL) Program) is a long-term federal loan program.

PARENT'S LOAN FOR UNDERGRADUATE STUDENTS (PLUS) provides additional federal funds for a student's educational expenses.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG) provide financial assistance with no repayment.

STATE HIGHER EDUCATION LOAN (SHEL) is a long-term loan program for full-time resident students.



HAWAII STUDENT INCENTIVE GRANTS (HSIG) cover tuition for students who are enrolled at least half time.

GUARANTEED STUDENT LOANS are loans from private lenders such as banks and credit unions.

LCC SHORT-TERM LOANS are loans available to meet emergency educational expenses while attending LCC at least half-time.

TUITION WAIVERS may be awarded to students on the basis of need, merit, or service.

**\*ALL FINANCIAL AID PROGRAMS ARE SUBJECT TO CHANGES DUE TO LEGISLATIVE ACTION.**

**Private Scholarships.** As a service to students, parents, and the community, the Hawaii State Department of Education publishes periodically Bulletin No. 15 which lists scholarships available to residents of the State. It is available for reference use at any local financial aid or high school counseling office. Students are also encouraged to contact the reference librarian at the nearest college for other publications about scholarships for students.

*Any student* with financial problems should call, consult or write to the Financial Aids Officer for more information.

Financial Aids Officer  
Administration Building (AD-221)  
455-0248



# POLICIES & STATEMENTS

## of the University of Hawaii, the State and Federal Governments

### CODE OF CONDUCT

*Student Conduct:* The University of Hawaii Leeward Community College has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at UH Leeward Community College the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.

Copies of the student conduct code are available at the Office of the Dean of Student Services.

*Academic Dishonesty:* Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the Student Conduct Code and may result in expulsion from the University.

*Cheating* includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

*Plagiarism* includes but is not limited to submitting, to satisfy an academic requirement, any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory writeups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

*Financial Obligations to the University:* Students who have not satisfactorily adjusted their financial obli-

gations (tuition and fees, traffic violations, library fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas and registration.

A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawaii," promulgated by the Board of Regents, is on file in the Office of Student Services.

*Alcoholic Beverages:* Copies of policies governing the possession, consumption, serving and sale of alcoholic beverages on the University Leeward Community College campus are available in the Office of the Provost and the Chancellor's Office.

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

*Lethal Weapons:* Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Provost.

*Illicit Drugs:* Students are not permitted to be under the influence of, possess, manufacture, distribute or sell illicit drugs, as prohibited by state law, at University sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs.

### RESIDENCY REGULATIONS FOR TUITION PURPOSES

Students, other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawaii, according to the University of Hawaii rules and regulations in effect at the time they register, must pay nonresident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the college until he/she can present satisfactory evidence to the Registrar (Residency Officer) that proves otherwise.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the Admissions and Records Office, phone 455-0217.

**DEFINITION OF HAWAII RESIDENCY.** A student is deemed a resident of the State of Hawaii for tuition purposes if the student (18 or older) or the



student (under 18) and his/her parents or legal guardian have:

- 1) Demonstrated intent to permanently reside in Hawaii (see below for indicia);
- 2) Been *physically present* in Hawaii for the 12 consecutive months prior to the first day of instruction and subsequent to the demonstration of intent to make Hawaii his/her legal residence; and
- 3) The student, whether adult or minor, has *not* been claimed as a dependent for tax purposes by his/her parents or legal guardians who are *not* legal residents of Hawaii.

To demonstrate the intent to make Hawaii your legal residency, the following indicia apply:

- A. Voting/registering to vote in the State of Hawaii.
- B. Filing Hawaii Resident State Personal Income Tax Return.

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

Other legal factors involved in making a residency determination include:

- 1) The twelve months of continuous residence in Hawaii shall begin on the date upon which the first overt action (see indicia above) is taken to make Hawaii the permanent residence. While residence will be lost if it is interrupted during the twelve months immediately preceding the residence determination date, resident status derived from two or more successive sources may be combined to compute the twelve month period.
- 2) Residency in Hawaii and residency in another place cannot be held simultaneously.
- 3) Presence in Hawaii primarily to attend an institution of higher learning does not create resident status.
- 4) The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
- 5) The residency of a married person may follow that of the spouse.
- 6) Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawaii residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

#### STATUTORY EXEMPTIONS: NONRESIDENTS MAY BE ALLOWED TO PAY RESIDENT TUITION IF THEY QUALIFY AS ONE OF THE FOLLOWING:

- 1) United States military personnel and their authorized dependents\* during the period such personnel are stationed in Hawaii on active duty.
- 2) Persons who are legal residents in a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.
- 3) Employees of the University of Hawaii and their spouses and legal dependents.†

**Misrepresentation.** A student or prospective student who intentionally or willfully misrepresents any fact on any form or document intended for use in the determination of residency status for tuition purposes will be subject to the regular disciplinary measures of the University of Hawaii, Leeward Community College.

**Appeal Process.** Residency decisions may be appealed *before* students register for classes by contacting the Registrar for information on how to initiate an appeal. Appeals are heard by the Committee on Resident Status only *after* the resident tuition is paid.

\*Dependents as defined by the Armed Services of the United States.

†Dependents as defined under Internal Revenue Service rules.

**For further information or interpretation, contact the Registrar.**

## REFUND POLICY

**Regular Academic Semester:** In the event a student initiates before the fifth week of instruction a complete withdrawal from the College, a change from full-time to part-time status, or a change from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

1. 100% refund for a complete withdrawal only if made on or before the last day of regular registration as announced in the registration information booklet.
2. 80% refund if a complete withdrawal or a change in status or a change from one tuition rate to another tuition rate is made within the first two weeks of instruction.
3. 40% refund if a complete withdrawal or a change in status or a change from one tuition rate to another tuition rate is made within the third and fourth weeks of instruction.
4. No refund if a complete withdrawal or a change in status or a change from one tuition rate to another



tuition rate is made after the fourth week of instruction.

When changes by the College to the published schedule of classes precipitate a complete withdrawal or a change from full-time to part-time status or a change from one tuition rate, and the changes to the published schedule have occurred after the student registered, tuition and special course fees are refunded as indicated below upon approval of the College Dean of Instruction or Director of Student Services.

1. 100% refund if a complete withdrawal is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.
2. the difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate if such a change is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.

After the required approvals have been secured by the student, the application for refund must be submitted to the College's Business Office for payment. In no case shall payment of a refund be made when a student fails to make application for a refund within two weeks of date of withdrawal, change in status or change in tuition rate.

## Special Course Fees Refund— CCECS and Summer Session:

1. For credit courses with equal distribution of class meeting hours through the term of the course:
  - a. 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
  - b. 80% or 40% refund in accordance with the schedule below, which is based on the length of term of the course and the number of working days elapsed, including the first day of class instruction, when the withdrawal is made:

<i>TERM</i>	<i>80% Refund</i>	<i>40% Refund</i>
1 week	No refund	No refund
2 weeks	1st day	2nd day
3 weeks	1st-2nd day	3rd day
4 weeks	1st-2nd day	3rd-4th day
5 weeks	1st-3rd day	4th-5th day
6 weeks	1st-3rd day	4th-6th day
7 weeks	1st-4th day	5th-7th day
8 weeks	1st-4th day	5th-8th day
9 weeks	1st-5th day	6th-9th day
10 weeks	1st-5th day	6th-10th day
11 weeks	1st-6th day	7th-11th day
12 weeks	1st-6th day	7th-12th day
13 weeks	1st-7th day	8th-13th day
14 weeks	1st-7th day	8th-14th day
15 weeks	1st-8th day	9th-15th day
16 weeks	1st-8th day	9th-16th day

2. For credit courses with unique distribution of class meeting hours through the term of the course, the refund schedule will be based on the elapsed instructional time for that course as a percentage of the total instructional time for that course:
  - a. 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
  - b. If not more than 10% of the course's instructional time has elapsed at time of withdrawal, an 80% refund will be made.
  - c. If more than 10% but not more than 20% of the course's instructional time has elapsed at time of withdrawal, a 40% refund will be made.
  - d. If the elapsed instruction time at time of withdrawal exceeds 20%, no refund will be made.
3. For non-credit courses or workshops:
  - a. One to five weeks in length - 100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter no refund.
  - b. Six weeks or longer - 100% refund for complete withdrawal if made on or before fifth working day has elapsed after the first day of class instruction; thereafter no refund.

## Student Activity Fee:

1. 100% refund of student activity fee if complete withdrawal is made within the first two weeks of instruction.
2. No refund of the student activity fee if complete withdrawal is made after the second week of instruction.

## POLICY ON NONDISCRIMINATION AND AFFIRMATIVE ACTION

It is the policy of the University of Hawaii to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion, and retention, including but not necessarily limited to the following laws which cover employees and applicants for employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex,



pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Hawaii Revised Statutes, Chapter 76, 78, 378 (race, sex, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawaii, hereby declares and reaffirms its commitment to the University's pursuit on equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated.

Individuals designated to coordinate the community colleges' non-discrimination and affirmative action and sexual harassment programs are:

Rg Logiakakis (Education matters)  
Peggy S. Hong (Employment matters)  
Office of the Chancellor for  
Community Colleges System  
2327 Dole St.  
Honolulu, HI 96822  
Phone: 948-7471

Elizabeth W. d'Argy  
EEO/AA Coordinator,  
Title IX Coordinator,  
Section 504 Coordinator  
Leeward Community College  
96-045 Ala Ike  
Pearl City, HI 96782  
Phone: 455-0228

Students may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education, 221 Main Street, 10th floor, San Francisco, California 94105.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at Leeward Community College are hereby notified of the following:

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

2. The rights of students under the Act include the following subject to conditions and limitations specified in the Act:

- (a) The right to inspect and review education records.
- (b) The right to request to amend education records.
- (c) The right of protection from disclosure by Leeward Community College of personally identifiable information contained in education records without permission of the student involved.
- (d) The right to waive certain rights under the Act.
- (e) The right to file complaints concerning alleged failure by Leeward Community College to comply with the Act.

There is a \$1 fee for each copy of an Educational Record requested by the student.

3. Students are advised that institutional policy and procedures required under the Act have been published as Business Manual Instruction 1614, **Policies and Procedures Relating to the Family Educational Rights and Privacy Act of 1974 for Students Enrolled in Postsecondary Programs of the University of Hawaii**. Copies of BMI 1614 may be obtained from the Office of the Dean of Student Services at Leeward Community College.

4. Directory Information. Students are advised that certain personally identifiable information is considered by Leeward Community College to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs Leeward Community College not to disclose such information.

- (a) Name of student.
- (b) Local address and zip code maintained in the campus locator printout.
- (c) Local telephone number maintained in the campus locator printout.



- (d) Major field of study.
- (e) Fact of participation in officially recognized activities and sports.
- (f) Weight and height of members of athletic teams.
- (g) Dates of attendance.
- (h) Degrees and awards received.
- (i) Educational level.

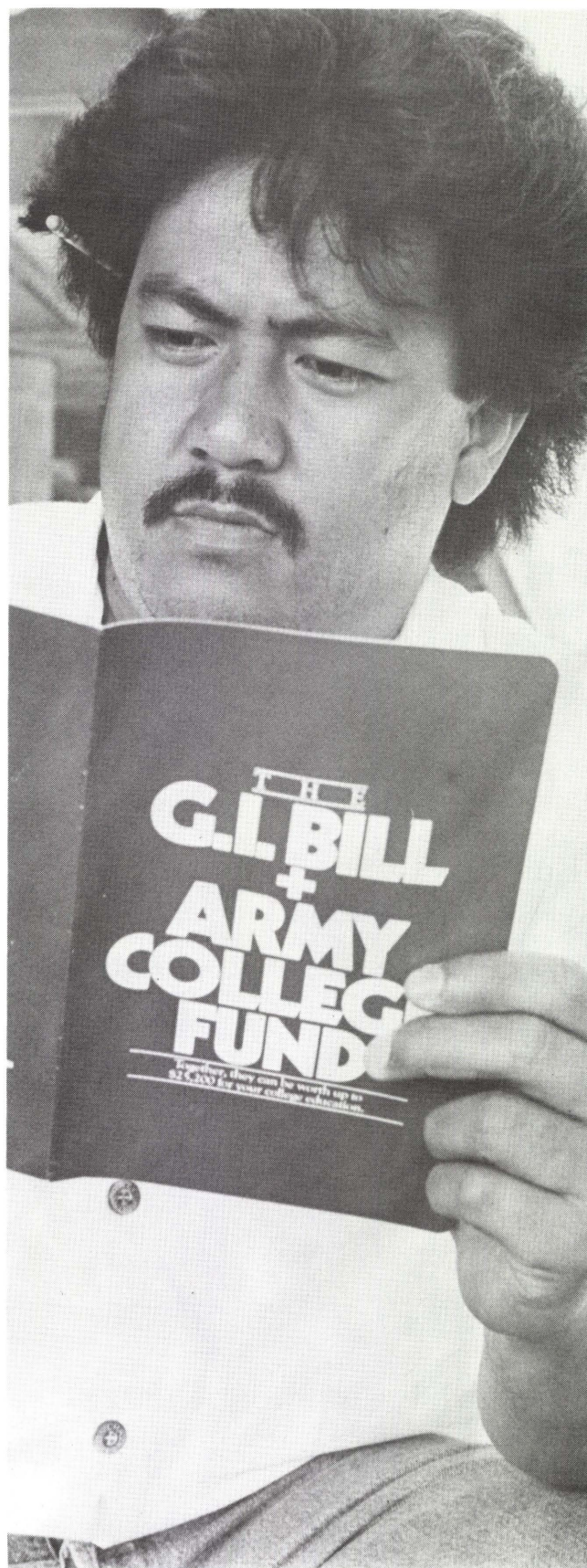
A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform the Admissions and Record Office which of the above items are not to be disclosed without the prior consent of that student.

A parent or spouse of a student is advised that information contained in education records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of their son, daughter, or spouse.

Persons desiring additional information about the University policies and procedures should call or write the Dean of Student Services, 96-045 Ala Ike, Pearl City, Hawaii 96782. Telephone 455-0265.

## SELECTIVE SERVICE REGISTRATION & FEDERAL STUDENT AID

The Military Selective Service Act (P.L. 97-252) requires that, beginning July 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Pell Grants, Supplemental Educational Opportunity Grants, College Work Study, National Direct Student Loans, Guaranteed Student/PLUS Loans, and State Student Incentive Grants. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group or affected male students include citizens and non-citizens eligible to receive Federal financial aid except permanent residents or the Trust Territory or the Pacific Islands and the Commonwealth of the Northern Marianas. For further information contact the Financial Aid Officer at 455-0248.





# TO SERVE YOU . . .

## Admissions and Records

Administration Building, AD-220

Telephone: 455-0217, 0218

Recorded Telephone Information: 455-0239

Hours: Monday and Tuesday, 7:45 a.m.-8:00 p.m.

Wednesday, Thursday and Friday,  
7:45 a.m.-4:30 p.m.

- \* Admissions and registration of students
- \* Maintenance of student records and transcript requests
- \* Distribution of Schedule of Courses
- \* Veterans' Administration (G.I. Bill) Certifications
- \* Applications for Student Medical Insurance Plans

## Bookstore

Student Center Building (Lower Level)

Telephone: 455-0205, 0207

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

Special night hours will be posted by the Bookstore.

- \* Textbooks and related reference materials
- \* Supplies
- \* Used books on a limited basis
- \* College Catalogs (LCC and UH Manoa)

## Business Office

Administration Building, AD-113

Telephone: 455-0308

Hours: Monday-Friday, 7:45 a.m.-4:30 p.m.

(In evenings, payment by check or exact amount required—Admissions and Records Office, AD-220.)

- \* Payment of tuition, bills, refunds
- \* No change given for vending machines, etc. (cf. Student Activities Office, AD 221)

## Campus Security

Language Arts Building, LA-228

Telephone: 455-0295

- \* Around-the-clock assistance to students, faculty, and staff

## Career Development Center

Administration Building, AD-222

Telephone: 455-0237

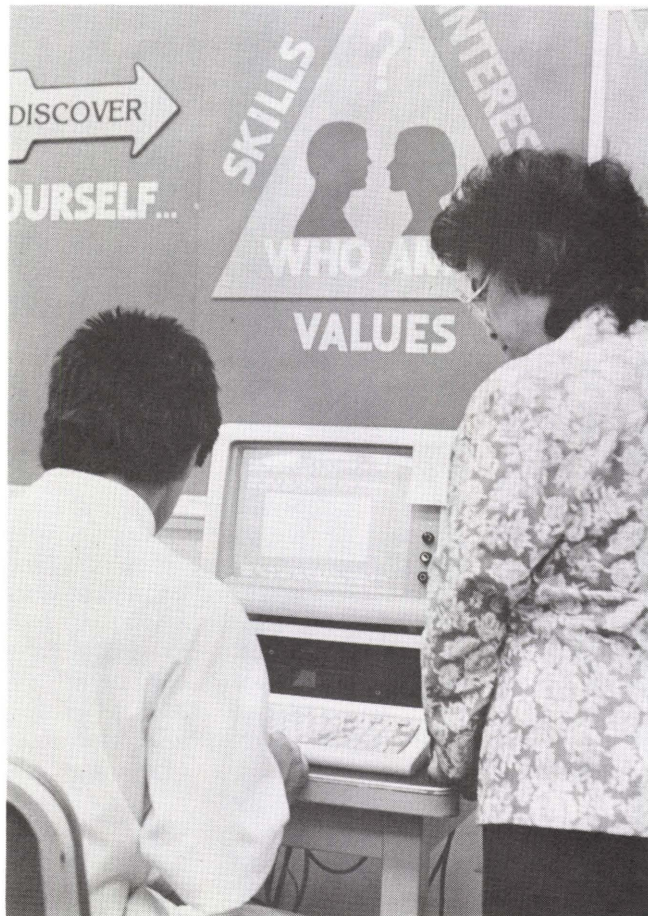
Hours: Monday-Thursday

8:00-12:00 noon; 1:00-4:30 p.m.

Friday 8:00-12:00 Noon

Evening - Selected hours

- \* Central location to which students may come for assistance with career/educational planning, learning about their interests, abilities, goals and values, audiovisual and written resources and information concerning jobs and career opportunities.





- \* Home of Career Kokua, the computerized Hawaii Career Information System, and Discover (a computerized career guidance system).
- \* Career-Life Planning: Counseling, workshops, etc. (455-0238)
- \* Testing: Career guidance tests and inventories (455-0420)

## ICS Computer Lab

Biological Sciences Building, BS-109

Telephone: 455-0271

Hours: Monday–Thursday, 8:15 a.m.–9:30 p.m.

Friday, 8:15 a.m.–4:30 p.m.

Saturday, 9:00 a.m.–1:00 p.m.

\* VAX 11/780 Computer, time-sharing terminals, and IBM PC microcomputers

\* Available for use by all students

## Counseling and Advisement Center

Administration Building, AD-208

Telephone: 455-0233, 0234

Hours: Monday–Wednesday, 8:00 a.m.–7:00 p.m.

Thursday and Friday, 8:00 a.m.–4:30 p.m.

Other hours by prior appointment.

- \* Assisting students in vocational selection/career choices
- \* Academic advising and helping to clarify/establish educational goals
- \* Improving study and/or survival skills
- \* Personal growth and development counseling
- \* Placement examinations to assess a student's grasp of basic learning skills in reading, writing and mathematics
- \* Evening counseling/academic advising services available by prior appointment
- \* Adults in Transition Programs for men and women assisting students to process through periods of change in their lives.

## Disabled Students: Komo Mai Center

Administration Building, AD-223

Telephone: 455-0288

Hours: Monday–Friday, 8:30 a.m.–3:30 p.m.

- \* Assisting the disabled individual in every way reasonably possible to achieve educational goals
- \* Note takers, writers, readers
- \* Mobility aides (“pushers”), special parking, special equipment
- \* Academic advising, registration assistance, community agencies' referrals, faculty consultation, college orientation program
- \* Fellowship and social activities, personal help, peer counseling
- \* Local and national handicapped information
- \* Division of Vocational Rehabilitation and Agency liaison

- \* College Orientation Program for Education (COPE) – 6-week program for handicapped adults to experience college. Open to anyone wanting to attend college.

## Financial Aids Office

Administration Building, AD 221A

Telephone: 455-0248

Hours: Monday–Friday, 7:45 a.m.–4:30 p.m.

Selected evening hours

- \* Federal financial aid application for Pell Grant, student loans, workstudy.
- \* General information on private scholarship and grants.

## Food Service

(Food prepared and served by Food Service Students)

- I. Cafeteria (First level of Campus Center Bldg.)
- II. Snack Shop (Makai of Cafeteria)
- III. Gourmet Dining Room (Second level of Campus Center Bldg., C.C. 220) Tuesday, Wednesday, & Thursday  
Gourmet Lunch, 11:30 a.m.–12:30 p.m.

Bulletin on opening and closing dates for each semester is posted above the door of Cafeteria. Dates of closing of Cafeteria and Snack Shop (in mid-semester) are also posted.

Lunchwagons: normally in parking lot during day-time hours

Campus Snack Canteens (vending machines): A.M. Building (Makai), B.S. Building (Ewa), P.S. Building (Diamond Head)

## Foyer Art Gallery

Administrative Building Lobby

Hours: Monday–Friday, 8:00 a.m.–4:30 p.m.

The purpose of the Foyer Art Gallery is to provide an opportunity for members of the college and community at large to exhibit art works. It is administered by the Office of Special Programs and Community Services. The exhibits that are presented throughout the academic year showcase local artists and their arts and crafts and also serve to enhance the College's Humanities programs and art curriculum.

## Health Center

Administration Building, AD-122

Telephone: 455-0216 (for messages, 455-0201)

Hours: Monday–Friday, 8:15 a.m.–4:30 p.m.

After Hours: If emergency, call 911 and call Security (X295) to direct emergency vehicle on campus Services:

- \* Nursing evaluation
- \* Emergency and non-emergency care
- \* Routine health screening procedures; i.e., T.B. skin testing, blood pressure, pregnancy test-



- ing, skin fold measurement, Strep A, etc.
- \* Education in self health care
- \* Sexual health education (Pono Maika'i)
- \* Special workshops and education by Nurse/Health Educator or with the cooperation of health-oriented community agencies
- \* Volunteer Emergency Health Officers available on campus in the absence of the Nurse/Health Educator (names posted in classrooms).
- \* Applications for Student Medical Insurance Plans (Available on a voluntary basis for each semester or the entire year)

## Learning Resource Center

Library Building, L-102-103

Telephone: 455-0412

Hours: Monday-Thursday, 8:00 a.m.-8:00 p.m.

Friday, 8:00 a.m.-3:00 p.m.

The Learning Resource Center provides instructional support services to students and community members in a variety of subject areas.

- \* Support services include tutorial help in reading, writing, and foreign languages, and a variety of other subjects taught on campus; workshops in study skills, writing skills, and self-development.
- \* Resources include independent study materials in reading and writing (rhetoric, grammar, vocabu-

lary, and spelling); foreign language tapes and periodicals; and a variety of audio-visual materials including audio cassettes and videotapes; and material programmed for use on the computer.

## Library

Library Building (Second and Third Levels)

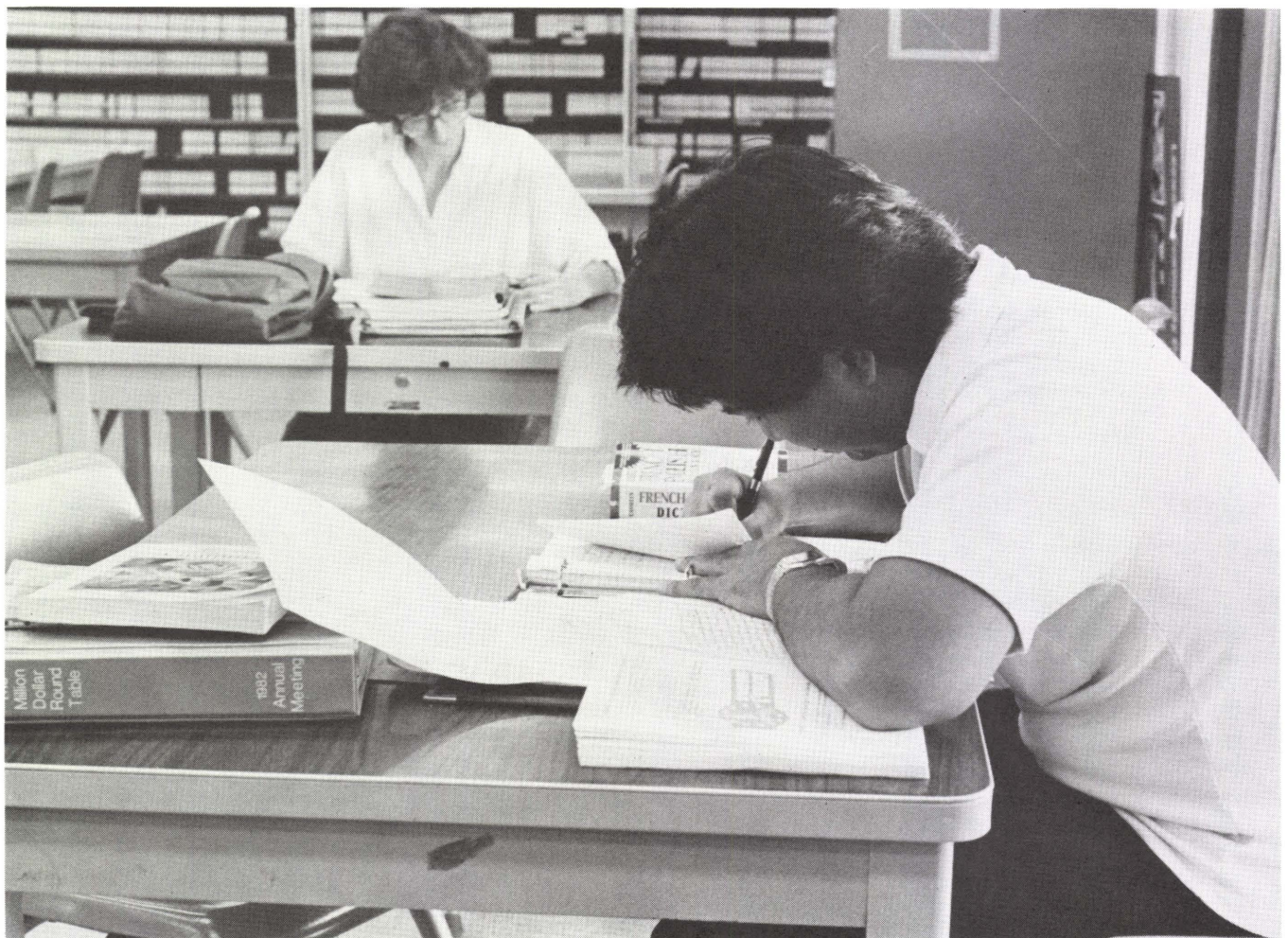
Telephone: 455-0377

Hours: Monday-Thursday, 7:45 a.m.-9:00 p.m.

Friday, 7:45 a.m.-4:30 p.m.

Hours between academic semesters, 7:45 a.m.-4:30 p.m.

- \* A source of learning materials and a place to study
- \* Books, magazines, newspapers, pamphlets, government publications, college catalogs, phonograph records, cassette tapes, and kits
- \* Self-conducted "mini-course" in the use of a library through cassettes and pamphlets
- \* Microfilm readers/printers, photocopying machines, typing room
- \* Leading Edge (IBM compatible) personal computers
- \* Film preview for 16mm movies
- \* Borrowing and exchange agreements with other libraries of the University and State





## Mathematics Learning Resource Center

Mathematics/Sciences Building, MS-204  
Telephone: 455-0400

Hours: Variable (to be posted)

- \* Offers MATH 1J, MATH 22, and MATH 25 through the MLRC approach—a guided, highly structured, independent study approach
- \* Provides drop-in tutorial services for MATH/QM courses
- \* Variety of instructor-made instructional materials for MATH/QM courses. Other resources include teaching tapes, filmloops, filmstrips and computer programs.

## Educational Media Center

Library Building L-116 (Lower Level, 1st Floor)  
Telephone: 455-0201

Hours: Monday–Friday, 8:00 a.m.–4:30 p.m.

- \* Services in planning production of instructional material: graphics, photography, audio and television programs, microcomputer programming, electronic repair and maintenance, and related areas in audio-visual communication
- \* Facilities include television studio, audio studio, and closed-circuit television system

## Military Science

The Army Reserve Officers Training Corps program (ROTC) provides college-trained officers with commissions as second lieutenants in the U.S. Army, Hawaii Army National Guard, or U.S. Army Reserve. Officers have an option of being commissioned in a reserve component and pursuing their civilian careers; going on active duty; or receiving an educational delay and earning a graduate or professional degree. Four-year and two-year program options are available.

Army ROTC courses are offered at Manoa affiliated community colleges, Hawaii Pacific College, Chaminade, and BYU-Hawaii.

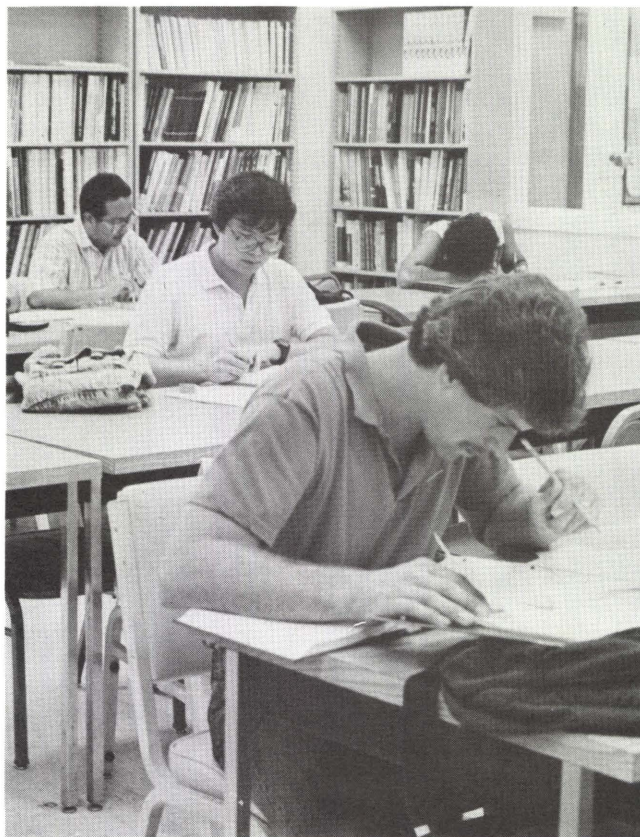
Information and counseling on the ROTC program are available at the offices of the Military Science Program at the University of Hawaii at Manoa.

## Student Activities

Administration Building, AD-221  
Telephone: 455-0208

Hours: Monday–Friday, 8:00 a.m.–4:30 p.m.

- \* Coordinate and oversee Student Activities programs
- \* Coordinate and advise Student Government activities
- \* Information available about Student Activities programs, campus publications, and LCC in general



- \* Refunds for vending machines
- \* Housing listings
- \* Lost and found

## Student Employment

Administration Building, AD-221  
Telephone: 455-0236

Hours: Monday–Friday, 8:00 a.m.–4:30 p.m.

Evening hours by appointment

- \* Office of Student Employment provides job counseling, pre-employment orientation, labor market information, job referrals, occupational information, assists in resumé writing, tips on job interviews, etc.
- \* Posts full-time and part-time job listings on the Employment Opportunities bulletin board
- \* Keeps listings of Federal, State and City & County civil service jobs
- \* Helps place full-time, eligible low-income students in part-time Federal jobs.

## Student Government

Student Center Building, SC-203  
Telephone: 455-0287

Hours: Monday–Friday, 8:00 a.m.–4:00 p.m.

- \* Associated Students of Leeward Community College is governed by an Executive Branch (President, Vice-President, Treasurer and Secretary) and Legislative Branch (14 Senators). Major responsibilities include the budgeting and management of the student activities fee, the coordination



of various campus committees and the establishment of policies and programs for students.

- \* Terms of all offices are for one year. Any student is eligible (within ASLCC Constitution guidelines: GPR 3.0 or better) to run for any office. Elections are held in April. All students are eligible and encouraged to vote.
- \* Students are especially encouraged to participate in the operation of the College not only through Student Government and Activities but by membership on student, faculty and College committees as well. (Information about existing committees may be obtained from either the Student Activities or Student Government Offices.)
- \* Numerous services and activities are provided by ASLCC. Information is available in SC-203.

## Student Lounge

Student Center Building (Second Level)

Telephone: 455-0287

Hours: Monday-Thursday, 8:00 a.m.-7:30 p.m.

Friday, 8:00 a.m.-4:00 p.m.

- \* Tables, chairs, and piano in a relaxing atmosphere
- \* Cigarette machine, telephones, dollar change machine, snack and soda machines
- \* Student Government office
- \* Video theater
- \* Student xerox machine
- \* Student microcomputer room
- \* Table games
- \* Student I.D. cards

## Student Publications/Video News Program

Student Center Building, SC-201

Telephone: 455-0297

A variety of activities are maintained to promote student awareness of activities on campus and to provide opportunities for students to pursue interests in journalism, good writing and the creative arts, and video production.

- \* NUHOU O KE KULANUI is a tabloid newspaper published by the students at the College. Translated literally to mean "news of the College," the publication is intended to provide information about the College.
- \* HARVEST is a publication devoted to student writing and creative endeavors in the arts. Two issues are published each year.
- \* THE LEEWARD NEWS is a weekly video news program which is produced by students in communication classes at the College. The news program provides an opportunity for students interested in video production to gain experience and special skills. THE LEEWARD NEWS serves as a primary means of informing students and staff of campus activities, and it is shown on a continuous basis at various campus locations.



## Veterans

Counseling & Guidance Office  
Administration Building, AD-208

Telephone: 455-0233

Hours: Generally by appointment only

- \* see college counselor for general assistance when applying for school, academic advising and career planning
- \* see Veterans Representative at Regional Office in Prince Kuhio Building for specific assistance for qualifying for G.I. Bill education benefits, procuring tutorial assistance and information about the full range of veteran's benefits

## Leeward Community College at Wai'anae

(formerly Wai'anae-Nanakuli Education Center)

86-090 Farrington Highway

Telephone: 696-6378

Hours: Monday-Thursday, 8:00 a.m.-9:00 p.m.

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

Saturday, 8:30 a.m.-12:30 p.m.

- \* LCCW is centrally located on the Wai'anae Coast near the Wai'anae Mall.
- \* Students may come to the Center to enroll in a variety of credit courses.
- \* Academic support services provided include assistance with college and financial aid applications and scholarship forms, educational-career-life planning, academic counseling and advising critical links in the transition to academic work.
- \* The Learning Resource Center offers an individualized approach to learning for English and math refresher and GED preparation.



# SPECIAL PROGRAMS AND COMMUNITY SERVICES

## INTRODUCTION

As its part in implementing the total mission of Leeward Community College, the Office of Special Programs and Community Services acts as the arm of the college that serves those whose needs are not met by the formal, on-campus credit programs. This it does through:

- 1) providing non-credit courses and training programs.
- 2) providing cultural events, workshops and public forums.
- 3) encouraging community use of the college resources and college use of community resources.

In carrying out these programs, the Office of Special Programs and Community Services is guided by the following principles:

- 1) that its programs grow from community needs and ascertaining those needs requires a continuing program of assessment.
- 2) that the college is part of its community and must take its place, along with other institutions, in working together to identify and solve problems and enhance the quality of life in Central/Leeward Oahu.
- 3) that the college must engage in a program of active cooperation with these other institutions so that its limited resources, and those of others, will be maximized in serving the community.

## OFF-CAMPUS CREDIT PROGRAMS

The offering of the college's credit program in off-campus settings is intended to serve those for whom the on-campus site is impractical. This may be for students in geographically remote areas such as Waianae-Nanakuli or Waialua or students whose work schedule or transportation difficulties prevent on-campus attendance. There are also instances where an off-campus site offers a better learning environment or accessibility to equipment or people not readily available on campus.

**Leeward Community College at Wai'anae (LCCW)**  
(formerly Wai'anae-Nanakuli Education Center)

Leeward Community College at Wai'anae is located on the Wai'anae Coast off Farrington Highway near

the Wai'anae Mall. The College offers a variety of credit courses and academic support services at LCCW. Faculty from the Pearl City campus are assigned by academic divisions to teach the same courses they would at Pearl City. The community education assistants spread the word about the Center throughout the community, assist residents with college applications, financial aid forms, and scholarship forms, and help students with the transition to academic work. Counselors are available to provide academic advising and career counseling and exploration. The Learning Resource Center offers students an individualized, self-paced approach to learning reading, writing, math and GED preparation; the student works with an instructor who develops an educational program designed to meet the particular student's needs. For more information please call Leeward Community College at Waianae at 696-6378.

## ON-BASE MILITARY EDUCATION PROGRAM

Office: NAVSTA, Building 150  
Telephone: 474-1278  
Office: HAFB, Building 1102  
Telephone: 423-2038

A program leading to an Associate in Arts Degree is offered by Leeward Community College at Pearl Harbor Naval Base in collaboration with the College of Continuing Education and Community Service of the University of Hawaii at Manoa. This on-base program is designed to enable military personnel and their dependents to fulfill the requirements for the A.A. degree, and to satisfy most of the lower division core requirements for students intending to continue studies for a baccalaureate degree at Manoa or other four-year institutions. Academic counseling, testing and advising services are provided at advertised times and by appointment.

## NON-CREDIT PROGRAM

The college's developing non-credit program serves the educational needs of those students who do not require formal credit. Non-credit offerings include a variety of courses, workshops and short term training programs offered on-campus, at the Waianae-Nanakuli Education Center, and other selected off-campus sites.

The college encourages people to share their skills, talents or ideas and to suggest non-credit courses or workshops. The college will try to serve these ex-



pressed needs through direct offerings or referral to other more appropriate agencies. For suggestions or further information contact the Office of Special Programs and Community Services at 455-0230.

### Senior Citizen Education Program

Of special importance is the college's *Senior Citizen Education Program*, designed to increase educational opportunities for persons 60 and over in the Leeward area.

The tuition-free credit or non-credit program seeks to encourage seniors throughout the community to participate in meaningful activities as well as to develop and share their talents with others. Courses, workshops and seminars are also developed in response to academic needs expressed by seniors. The majority of courses are held during the day and in community facilities easily accessible to the students.

## THEATRE AND CULTURAL EVENTS

The LCC Theatre has gained the reputation as one of Hawaii's finest theatres for the performing arts. The past seasons have included LCC student productions, national touring shows, dance concerts, symphonies, films, workshops, community events, high school plays and variety shows, youth theatre programs, beauty pageants, jazz concerts, choral festivals, seminars and society meetings. The Theatre usage is geared to serve the educational needs of the college, the community and professional theatre companies. It houses classes for acting, dance, creative dramatics, puppetry, and stage craft. Our 600 seat capacity Theatre is the cultural center for the college and the surrounding community and is available to community groups. For more information call the LCC Theatre Manager (455-0389) or the Office of Special Programs and Community Services (455-0230).

## COMMUNITY INVOLVEMENT

1. Liaison with Community Organizations. The staff of the Office of Special Programs and Community Services keeps in close touch with members of civic, business, community and other local organizations. This close two-way communication helps to assure that the communities' needs are being met; second, that the college is taking full advantage of the talents of the community; and third, that Leeward Community College's resources are known and used throughout the community.

2. Coordination of Community Services. The Office of Special Programs and Community Services works closely with other governmental and private non-profit agencies that provide social services to the community. The education services of the col-



lege are carefully coordinated with the health, social and other services being provided by other agencies.

3. Training and Consultation. The staff of the Office of Special Programs and Community Services and the faculty and staff of the college are available to groups and organizations to conduct training and provide consultation in a variety of specialized subject areas.

The Office of Special Programs and Community Services works with local professional or special interest groups in order to offer quality workshops and conferences to the community on a wide variety of topics.

For more information or a request, contact the Office of Special Programs and Community Services (AD 121), 455-0230.

## FACILITIES USE

Beyond the normal class scheduling, Leeward makes available to both the college community and the community-at-large nearly all of its facilities—its theatre, classroom facilities, the cafeteria, the grounds and tennis courts. Groups must ordinarily be either college-sponsored or non-profit organizations. Nominal rental fees are charged to outside groups.

To reserve facilities an organization completes a facilities request form at the Office of Special Programs and Community Services (AD 121), 455-0230. All facilities are reserved on a first-come, first-served basis.



# DEGREE AND CERTIFICATE PROGRAMS

The College offers the Associate in Arts degree (A.A.), the Associate in Science degree (A.S.), Certificate of Achievement and Certificate of Completion. These degrees and certificates differ in the number and type of courses required for completion and the length of time it takes to complete all requirements.

For students planning to transfer to a four-year institution, see the information in the Transfer section.

Some students may not wish to pursue a certificate or a degree at all, but select their courses of study according to their own personal interests or occupational needs. (See information in the Course Offerings section and Special Programs & Community Services section.)

Any student is eligible to become a candidate for any degree or certificate of achievement offered at LCC. Candidates must see a counselor to complete a graduation check, must apply for graduation through the Registrar's office, and must pay the required graduation fee.

## **Deadline for applications for graduation:**

**November 1, 1988 for Fall 1988 semester graduation.**

**March 1, 1989 for Spring 1989 semester graduation.**



## DEGREE AND CERTIFICATE PROGRAM SUMMARY

### Requirements

#### **Associate in Arts Degree** **60 credit hours**

12 credits must be earned at LCC  
Grade point average: 2.0 cumulative . . . or higher  
Effective Fall 1987, all 60 credits must be in courses numbered 100 or above.  
6 units in each of 4 divisions: Arts & Humanities, Language Arts, Math & Natural Sciences, Social Sciences

#### **Associate in Science Degree** **60 to 63 credit hours depending on the field of study**

Final 12 credits of the required courses must be earned at LCC  
Grade point average: 2.0 cumulative . . . or higher  
36 to 49 hours in field of study depending on field  
12 to 24 hours of general education depending on field

#### **Certificate of Achievement** Cumulative grade point average: 2.0 or higher 30 to 45 credit hours depending on field of study

#### **Certificate of Completion** The required number of credit hours shall not exceed 23.



## Programs

### ASSOCIATE IN ARTS DEGREE

Liberal Arts (see above) with 36 credit hours of electives

### ASSOCIATE IN SCIENCE DEGREE

Field	Total Credit Hours
Accounting .....	60
Automotive Technology .....	69
Drafting Technology .....	62
Food Service .....	61-63
Graphic Arts .....	62
Information and Computer Science .....	60
Management	
Supervisory Management (Option A) .....	60
Sales and Marketing (Option B) .....	60
Recreational Instructor	
Games and Sports (Option A) .....	60
Outdoor Recreation (Option B) .....	60
Creative Arts (Option C) .....	60
Secretarial Science .....	60

### CERTIFICATE OF ACHIEVEMENT

Field	Total Credit Hours
Accounting .....	30
Automotive Technology .....	45
Drafting Technology .....	43
Food Service .....	43-45
Graphic Arts .....	36
Management	
Banking (Option A) .....	36
Credit Union (Option B) .....	30
Secretarial Science .....	30

### CERTIFICATE OF COMPLETION

Field	Total Credit Hours
Automotive Technology .....	10-18
Drafting Technology .....	22
Food Service	
Food Service (Option A) .....	18
Dining Room Service (Option B) .....	11
Management (Banking) .....	15

## DEGREE AND CERTIFICATE PROGRAM REQUIREMENTS

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

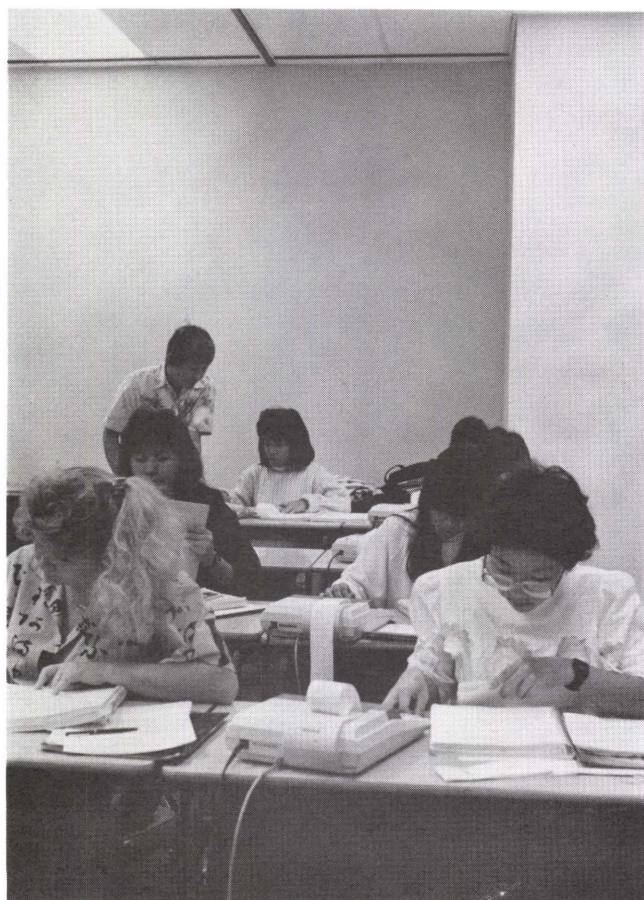
The Associate in Arts Degree is awarded to students who complete a minimum of 60 credits with at least 6 in each of the divisions of: (a) Arts and Humanities, (b) Language Arts, (c) Mathematics and Natural Sciences and (d) Social Sciences.

Effective Fall 1987, all 60 credits must be in courses numbered 100 or above.

The Associate in Arts Degree Program is also referred to as the Liberal Arts Program and is designed to prepare students to continue their education at four-year colleges and universities.

**The requirements for the Associate in Arts Degree are:**

1. Required credits: 60. (All 60 credits must be in courses numbered 100 or above.)
2. Minimum cumulative grade-point average: 2.0
3. Course Selection: as described above
4. Residency: at least 12 credits toward the degree must be earned at Leeward Community College





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

The Associate in Science Degree is awarded to students who complete a prescribed program of studies in one of the occupational programs. In order to insure both occupational proficiency and some degree of general education, course requirements have been established for each of the majors in the A.S. Program. The course requirements are of two kinds: (a) those in which specific job-essential skills and knowledge are learned and (b) those in which the student learns other types of skills and knowledge related to his/her occupational goals, e.g. oral and written communication or mathematics.

### The requirements for the Associate in Science Degree are:

1. Required credit hours: 60 to 63
2. Minimum cumulative grade-point average: 2.0
3. Minimum Program requirements:
  - a. Courses required by major program.
  - b. Nine (9) credits in liberal arts, applied liberal arts or interdisciplinary courses as determined by the college or program.
  - c. Electives as needed to meet the total credit hours requirement.
  - d. A demonstrated proficiency in communications and mathematics met by an acceptable score or proficiency examination or by successful completion of courses identified by the Program.
4. Residency: final 12 credit hours in major subject area (such as Automotive, Drafting, etc.) must be earned at Leeward Community College. The residency requirement may be waived for cause at the option of the Dean of Instruction and Provost. The Dean and Provost may also approve use of credit-by-examination to meet residency requirements at their discretion.

## Certificate of Achievement

A Certificate of Achievement is awarded to a student who completes a prescribed series of courses leading to an occupational skill and usually includes appropriate courses in related and general education. Depending on the program, the total number of credits required may vary from 30 to 45.

### The requirements for Certificate of Achievement are:

1. Required credit hours: 30 to 45

Field	Credits
Accounting.....	30
Automotive Technology .....	45
Drafting Technology .....	43

Food Service.....	43-45
Graphic Arts.....	36
Management	
Banking (Option A).....	36
Credit Union (Option B).....	30
Secretarial Science	
Stenography.....	36
Clerical.....	30

2. Minimum cumulative grade-point average: 2.0
3. General Education: no minimum requirements. Students must, however, meet proficiency requirements in communications and mathematics. Requirements may be met by an acceptable score on a proficiency examination or by successful completion of courses identified by the college program.
4. Residency: *final* 12 credits must be earned at Leeward Community College. The residency requirement may be waived for cause at the option of the Dean of Instruction and Provost. The Dean and Provost may also approve use of credit-by-examination to meet residency requirements at their discretion.

## Certificate of Completion

A Certificate of Completion is awarded to a student who successfully completes certain occupational courses or course sequences specified by the college. Programs are designed primarily for students who need short-term training or job upgrading. The required number of credits depends upon the program, and ranges from 8 to 23.

Field	Credits
Automotive Technology .....	10-23
Drafting Technology .....	22
Food Service	
Food Service (Option A).....	18
Dining Room Service (Option B).....	11
Management (Banking) .....	15

There is no minimum cumulative grade point average requirement. Recipients of Certificates of Completion, who do not pay the required graduation fee do not participate in commencement. Their names, therefore, do not appear on the commencement program.



## COURSE AREAS IN EACH DIVISION

### ARTS AND HUMANITIES

American Studies 201–202  
 Art, Except ART 51, 52  
 Dance  
 Drama  
 English 250–259  
 History  
 Humanities  
 Literature, See English 250–259  
 Music  
 Philosophy\*  
 Religion

### BUSINESS EDUCATION

Accounting  
 Business  
 Business Machines  
 Law 200, 211  
 Management  
 Office Procedures  
 Personnel and Industrial Relations  
 Sales and Marketing  
 Shorthand  
 Transcription  
 Typewriting  
 Word Processing

### LANGUAGE ARTS

Communications  
 East Asian Language  
 English, *except* English 250–259  
 English Language Institute  
 European Language  
 French  
 German  
 Hawaiian  
 Hawaiiana 231  
 Japanese  
 Journalism  
 Learning Skills  
 Linguistics  
 Reading, *See* English  
 Spanish  
 Speech  
 Writing, *See* English

### MATHEMATICS AND NATURAL SCIENCES

Agriculture  
 Astronomy  
 Biology  
 Botany  
 Chemistry  
 Civil Engineering  
 Electrical Engineering

Geography 101–101L  
 Geology-Geophysics  
 Health  
 Information & Computer Science  
 Mathematics  
 Mechanical Engineering  
 Microbiology  
 Oceanography  
 Philosophy 140 (cross-listed as ICS 140)  
 Philosophy 210\*  
 Physics  
 Quantitative Methods  
 Science  
 Zoology

### SOCIAL SCIENCES

American Studies 211, 225  
 Anthropology  
 Economics  
 Education 100–200  
 Geography 102–151  
 Human Development  
 Human Services  
 Law, except LAW 200, 211  
 Political Science  
 Psychology  
 Social Science  
 Sociology  
 Women's Studies

### VOCATIONAL TECHNICAL EDUCATION

ART 51, 52  
 Automotive Technology  
 Baking  
 Blueprint Reading  
 Drafting Technology  
 Food and Nutritional Science  
 Food Service  
 Graphic Arts  
 Hawaiiana 110  
 Health and Physical Education

### ADDITIONAL COURSES

Independent Study (99, 199, 299)  
 Interdisciplinary Studies

\* *Philosophy 210 (Introduction to Logic) may be counted as either an Arts and Humanities elective or a Mathematics and Natural Sciences elective for the Associate in Arts degree, or the Associate in Science degree if applicable, but may not be counted twice under both divisions for the same degree.*



# PROGRAMS

## ACCOUNTING (ACC)

### Associate in Science Degree (60 Credits)

This program is designed to prepare the student for entry-level positions in the public accounting field—both in government and in private business.

Requirements	Credits
ACC 24 . . . . . Principles of Accounting I OR	
ACC 201 . . . . . Elementary Accounting I . . . . .	3
ACC 25 . . . . . Principles of Accounting II OR	
ACC 202 . . . . . Elementary Accounting II . . . . .	3
ACC 26 . . . . . Principles of Accounting III . . . . .	3
ACC 36 . . . . . Cost Accounting . . . . .	3
BMACH 20 . . . . . Business and Office Machines . . . . .	3
BUS 20 . . . . . Introduction to Business OR	
BUS 120 . . . . . Principles of Business . . . . .	3
BUS 55 . . . . . Computational Problems in Business . . . . .	3
BUS 101 . . . . . Business Computer Systems . . . . .	3
ECON 120 . . . . . Introduction to Economics OR	
ECON 150 . . . . . Principles of Economics I OR	
ECON 151 . . . . . Principles of Economics II . . . . .	3
ENG 100 . . . . . Expository Writing . . . . .	3
ENG 209 . . . . . Business Writing . . . . .	3
LAW 200 . . . . . Legal Environment of Business . . . . .	3
SP 151 . . . . . Personal and Public Speech . . . . .	3
*TYPW 20 . . . . . Beginning Typing (3) OR	
*TYPW 30 . . . . . Intermediate Typing (3) OR	
*TYPW 40 . . . . . Advanced Typing (3) . . . . .	3
**Business Electives . . . . .	9
Arts and Humanities Electives . . . . .	6
Social Sciences Elective . . . . .	3
Total Credits	60

\*The student should refer to the course descriptions for the appropriate level.

\*\*It is highly recommended that the student take BUS 93B/C/D/E as an elective.

### Certificate of Achievement (30 Credits)

This program is designed to prepare the student for entry-level employment in a position such as bookkeeper or account clerk.

Requirements	Credits
ACC 24 . . . . . Principles of Accounting I . . . . .	3
ACC 25 . . . . . Principles of Accounting II . . . . .	3
BUS 20 . . . . . Introduction to Business OR	
BUS 120 . . . . . Principles of Business . . . . .	3
BUS 55 . . . . . Computational Problems in Business . . . . .	3
BMACH 20 . . . . . Business and Office Machines . . . . .	3
ENG 100 . . . . . Expository Writing . . . . .	3
ENG 209 . . . . . Business Writing . . . . .	3
SP 151 . . . . . Personal and Public Speech . . . . .	3
TYPW 20 . . . . . Beginning Typing . . . . .	3
Business Elective . . . . .	3
Total Credits	30

## AUTOMOTIVE TECHNOLOGY (AMT)

Successful completion of appropriate courses in the AMT curriculum leads to an Associate in Science Degree or a Certificate of Achievement. A Certificate of Completion in Small Engine may also be awarded.

### Associate in Science Degree (69 Credits)

The Automotive program is designed to provide the student with an understanding of the technological skills and theories that pertain to the modern automobile. Students completing the requirements for the Associates in Science Degree will have demonstrated the knowledge required to enter the industry as Automotive Technicians, Parts Department Workers or Service Advisors.

The Associate in Science Degree Program is structured in a sequence of courses which are listed by semester and perceivably allowing a minimum of two years for completion.

The student is required to purchase a basic tool set which costs approximately \$350.00.

Requirements	Credits
<b>First Semester Courses</b>	
AMT 20 . . . . . Introduction to Automotive Mechanics . . . . .	1
AMT 46B . . . . . Standard Transmissions and Clutch . . . . .	4
AMT 46C . . . . . Differential Rear Axle (4) . . . . .	4
MATH 50C . . . . . Technical Mathematics I: Automotive Mechanics . . . . .	3
ENG 22 . . . . . Introduction to Expository Writing . . . . .	3
<b>Second Semester Courses</b>	
AMT 30 . . . . . Engines . . . . .	7
AMT 53 . . . . . Brake Systems . . . . .	4
AMT 55 . . . . . Suspension and Steering . . . . .	4
*General Electives . . . . .	3
<b>Third Semester Courses</b>	
AMT 40C . . . . . Electrical Systems . . . . .	4
AMT 40D . . . . . Tune Up . . . . .	7
AMT 43 . . . . . Automotive Air Conditioning . . . . .	4
*General Electives . . . . .	3
<b>Fourth Semester Courses</b>	
AMT 50 . . . . . Automatic Transmission . . . . .	7
AMT 60 . . . . . Diagnosis and Repair . . . . .	8
*General Electives . . . . .	3

### Second Semester Courses

AMT 30 . . . . . Engines . . . . .	7
AMT 53 . . . . . Brake Systems . . . . .	4
AMT 55 . . . . . Suspension and Steering . . . . .	4
*General Electives . . . . .	3

### Third Semester Courses

AMT 40C . . . . . Electrical Systems . . . . .	4
AMT 40D . . . . . Tune Up . . . . .	7
AMT 43 . . . . . Automotive Air Conditioning . . . . .	4
*General Electives . . . . .	3

### Fourth Semester Courses

AMT 50 . . . . . Automatic Transmission . . . . .	7
AMT 60 . . . . . Diagnosis and Repair . . . . .	8
*General Electives . . . . .	3

\*General Education Electives: Students may fulfill requirements by passing one semester course from each of the following groups:

GROUP I . . . . . COMUN 145, SP 151 or ENG 100 . . . . .	3
GROUP II . . . . . BUS 55, CHEM 102 or PHYS 100B . . . . .	3
GROUP III . . . . . SOC 100 or ECON 101 . . . . .	3

Total Credits 69



**Certificate of Achievement (45 Credits)**

Requirements (listed by suggested course sequence)		Credits
AMT 20 . . . . .	Introduction to Automotive Mechanics . . . . .	1
ENG 22 . . . . .	Introduction to Expository Writing . . . . .	3
MATH 50C . . . . .	Technical Mathematics I: Automotive and Diesel Mechanics . . . . .	3
(A minimum of 38 units from the following AMT courses)		
AMT 23 . . . . .	Automotive Lubrication and Service . . . . .	1
AMT 46B . . . . .	Standard Transmissions and Clutch . . . . .	4
AMT 46C . . . . .	Differential Rear Axle . . . . .	4
AMT 55C . . . . .	Wheel Balancing . . . . .	1
AMT 55 . . . . .	Suspension and Steering . . . . .	4
AMT 50 . . . . .	Automatic Transmission . . . . .	7
AMT 53 . . . . .	Brake Systems . . . . .	4
AMT 30 . . . . .	Engines . . . . .	7
AMT 40C . . . . .	Electrical Systems . . . . .	4
AMT 40D . . . . .	Tune Up . . . . .	7
AMT 43 . . . . .	Automotive Air Conditioning . . . . .	4
Total Credits		45

**Certificate of Completion (10-18 Credits)**

Requirements for Small Engine occupational area Credits (10 or 18 Credits)		Credits
AMT 80 . . . . .	Small Engine Repairs . . . . .	2
AMT 81 . . . . .	Motorcycle and Small Engine Repair - 2 Stroke . . . . .	4
AMT 82 . . . . .	Motorcycle and Small Engine Repair - 4 Stroke . . . . .	4
Total Credits		10

OR

AMT 80 . . . . .	Small Engine Repairs . . . . .	2
AMT 86 . . . . .	Outboard Engine I . . . . .	4
AMT 87 . . . . .	Outboard Engine II . . . . .	4
Total Credits		10

OR

AMT 80 . . . . .	Small Engine Repairs . . . . .	2
AMT 81 . . . . .	Motorcycle and Small Engine Repair - 2 Stroke . . . . .	4
AMT 82 . . . . .	Motorcycle and Small Engine Repair - 4 Stroke . . . . .	4
AMT 86 . . . . .	Outboard Engine I . . . . .	4
AMT 87 . . . . .	Outboard Engine II . . . . .	4
Total Credits		18

**DRAFTING TECHNOLOGY (DRAFT)**

Students are required to provide various drafting tools, at approximately \$90.00 cost per student.

**Associate in Science Degree (62 Credits)**

The skills and knowledge acquired in the Associate in Science Degree program are fundamentally the same as those in the Certificate of Achievement program. In addition, however, students will have the general education and added drafting background to enhance their chances of advancement in the occupational area.

Requirements (listed by suggested course sequence)		Credits
DRAFT 20 . . .	Introduction to Drafting . . . . .	4
DRAFT 34B . .	Residential Planning . . . . .	3
DRAFT 26 . . .	Construction Materials I . . . . .	3
DRAFT 32 . . .	Structural Drafting . . . . .	3
DRAFT 30C . .	Architectural Construction II . . . . .	3
DRAFT 30B . .	Architectural Construction I . . . . .	2
DRAFT 36B . .	Architectural Drafting I . . . . .	2
DRAFT 36C . .	Architectural Drafting I . . . . .	2
DRAFT 27 . . .	Construction Materials II . . . . .	3
DRAFT 36D . .	Architectural Drafting I . . . . .	2
DRAFT 44 . . .	Building Services . . . . .	3
DRAFT 42 . . .	Codes and Specifications . . . . .	2
DRAFT 34C . .	Presentation Drawings . . . . .	3
*MATH 50K . .	Technical Mathematics I: Drafting and Graphic Arts . . . . .	3
DRAFT 38 . . .	Architectural Drafting II . . . . .	5
DRAFT 40 . . .	Architectural Drafting III . . . . .	4
ENG 100 . . . .	Expository Writing . . . . .	3
COMUN 145 . .	Interpersonal Communications . . . . .	3
**General Education Electives (100 level and above) . . . . .		9
Total Credits		62

\*MATH 123 may be substituted for MATH 50K.

\*\*Recommended courses for General Education Electives: ART 101, ART 107, ART 113, ART 114, ART 115, ART 116, HIST 152, ECON 120.

In addition to the above required courses, the following courses are highly recommended: DRAFT 19 (for students without prior experience in mechanical drawing), and DRAFT 93D.

**Certificate of Achievement (43 Credits)**

An entry-level architectural draftsman possesses all of the essential skills and knowledge to draft the necessary plans for a simple structure. To perform these functions, the individual must be adept at research using brochures and catalogs to find materials, equipment and fixtures, as well as to find pertinent regulations and standards in building codes. Essentially, the draftsman will be directed by a chief draftsman or an architect through rough sketches, memoranda and verbal communication.

Requirements (listed by suggested course sequence)		Credits
DRAFT 20 . . .	Introduction to Drafting . . . . .	4
DRAFT 34B . .	Residential Planning . . . . .	3
DRAFT 26 . . .	Construction Materials I . . . . .	3



DRAFT 32 . . .	Structural Drafting . . . . .	3
DRAFT 30C . .	Architectural Construction II . . . .	3
DRAFT 30B . .	Architectural Construction I . . . . .	2
DRAFT 36B . .	Architectural Drafting I . . . . .	2
DRAFT 36C . .	Architectural Drafting I . . . . .	2
DRAFT 27 . . .	Construction Materials II . . . . .	3
*ENG 22 . . . .	Introduction to Expository Writing . . . . .	3
DRAFT 36D . .	Architectural Drafting I . . . . .	2
DRAFT 38 . . .	Architectural Drafting II . . . . .	5
DRAFT 42 . . .	Codes and Specifications . . . . .	2
DRAFT 44 . . .	Building Services . . . . .	3
**MATH 50K . .	Technical Mathematics I: Drafting and Graphic Arts (Fall only) . . . .	3
Total Credits		43

\*ENG 100 may be substituted for ENG 22.

\*\*MATH 123 may be substituted for MATH 50K.

In addition to the above required courses, the following courses are highly recommended: DRAFT 19 (for students without prior experience in mechanical drawing), DRAFT 40 and DRAFT 93D/E.

### Certificate of Completion (22 Credits)

The student will develop the skills and knowledge necessary to produce clear, complete and accurate working plans and detailed drawings for engineering and construction purposes. The student will be able to perform these skills from rough or detailed sketches or from selected notes.

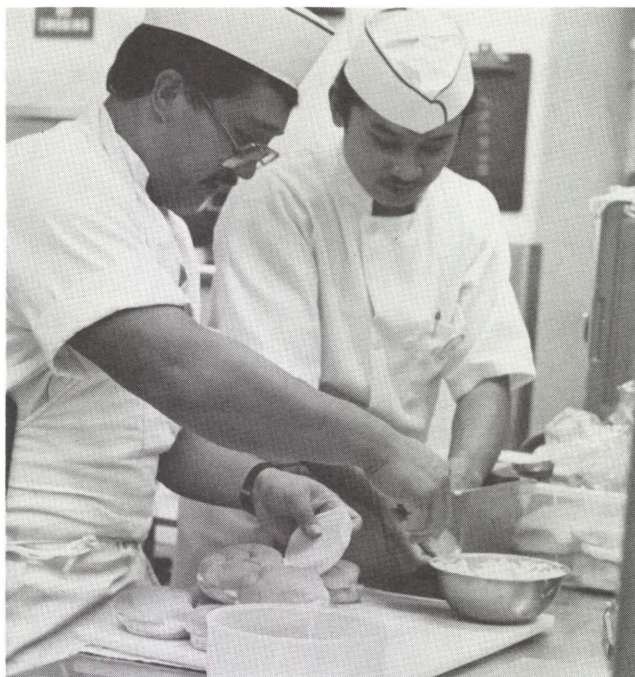
Requirements (listed by suggested course sequence)		
Credits		
(listed by suggested course sequence)		
DRAFT 20 . . .	Introduction to Drafting . . . . .	4
DRAFT 34B . .	Residential Planning . . . . .	3
DRAFT 26 . . .	Construction Materials I . . . . .	3
DRAFT 30C . .	Architectural Construction II . . . .	3
DRAFT 30B . .	Architectural Construction I . . . . .	2
DRAFT 36B . .	Architectural Drafting I . . . . .	2
DRAFT 36C . .	Architectural Drafting I . . . . .	2
DRAFT 27 . . .	Construction Materials II . . . . .	3
Total Credits		22

In addition to the above required courses, the following courses are highly recommended: DRAFT 19 (for students without prior experience in mechanical drawing), ENG 22 and MATH 50K.

### FOOD SERVICE (FSER)

The student who successfully completes appropriate courses in the Food Service curriculum will be awarded an Associate in Science Degree, a Certificate of Achievement, or a Certificate of Completion.

The program is designed to provide the technical knowledge and basic skill training for successful entry into the Food Service industry and to provide the training necessary for advancement as cooks, station chefs or executive chefs in the industry. Approximate cost of cutlery and uniform: \$150.00.



### Associate in Science Degree (61-63 Credits)

Requirements		Credits
(listed by suggested course sequence)		
FSER 20 . . . .	Introduction to Food Service . . . . .	2
*FSER 50 . . . .	Fundamentals of Cookery: Theory . . . . .	2
*FSER 51 . . . .	Fundamentals of Cookery: Preparation, Service & Storage . . . . .	6
*FSER 54 . . . .	Cold Food Pantry: Theory . . . . .	2
*FSER 55 . . . .	Cold Food Pantry: Preparation, Service & Storage . . . . .	6
FSER 30 . . . .	Storeroom Operation . . . . .	3
FSER 52 . . . .	Short Order Cookery (4) AND BAKE 20 . . . .	Fundamentals of Baking (4) OR
FSER 40 . . . .	Dining Room Service (6) . . . . .	6-8
FSER 60 . . . .	Intermediate Cookery . . . . .	8
FNS 19 . . . . .	Basic Nutrition . . . . .	2
ENG 22 . . . . .	Introduction to Expository Writing . . . . .	3
BIOL 60 . . . . .	Microorganisms, Foods and Sanitation (Fall only) . . . . .	2
FSER 70 . . . .	Advanced Cookery . . . . .	7
MATH 50H . . .	Technical Mathematics I: Food Service . . . . .	3
General Education Electives: Students may fulfill requirements by passing one semester course from each of the following groups:		
GROUP I . . . .	Arts and Humanities Elective . . . .	3
GROUP II . . . .	Social Sciences Elective . . . . .	3
GROUP III . . .	COMUN 145, SP 151 or ENG 100 . . . . .	3
Total Credits		61-63

\*FSER 50, 51, 54 and 55 are normally taken concurrently.

It is highly recommended that students take FSER 93D/E as an additional course.



**Certificate of Achievement (43–45 Credits)**

Requirements (listed by suggested course sequence)	Credits
FSER 20 . . . . . Introduction to Food Service . . . . .	2
FSER 50 . . . . . Fundamentals of Cookery: Theory . . . . .	2
FSER 51 . . . . . Fundamentals of Cookery: Preparation, Service & Storage . . . . .	6
*FSER 54 . . . . . Cold Food Pantry: Theory . . . . .	2
*FSER 55 . . . . . Cold Food Pantry: Preparation, Service & Storage . . . . .	6
FSER 30 . . . . . Storeroom Operation . . . . .	3
FSER 52 . . . . . Short Order Cookery (4) AND BAKE 20 . . . . . Fundamentals of Baking (4) OR	
FSER 40 . . . . . Dining Room Service (6) . . . . .	6–8
FSER 60 . . . . . Intermediate Cookery . . . . .	8
ENG 22 . . . . . Introduction to Expository Writing . . . . .	3
FNS 19 . . . . . Basic Nutrition OR	
BIOL 60 . . . . . Microorganisms, Foods and Sanitation (Fall only) . . . . .	2
MATH 50H . . . . . Technical Mathematics I: Food Service . . . . .	3
Total Credits 43–45	

\*FSER 50, 51, 54, and 55 are normally taken concurrently.

**Certificate of Completion****Food Service (Option A) (18 Credits)**

Requirements (listed by suggested course sequence)	Credits
FSER 20 . . . . . Introduction to Food Service . . . . .	2
*FSER 50 . . . . . Fundamentals of Cookery: Theory . . . . .	2
*FSER 51 . . . . . Fundamentals of Cookery: Preparation, Service & Storage . . . . .	6
*FSER 54 . . . . . Cold Food Pantry: Theory . . . . .	2
*FSER 55 . . . . . Cold Food Pantry: Preparation, Service & Storage . . . . .	6
Total Credits 18	

\*FSER 50, 51, 54, and 55 are normally taken concurrently.

**Dining Room Service (Option B) (11 Credits)**

Requirements (listed by suggested course sequence)	Credits
FSER 20 . . . . . Introduction to Food Service . . . . .	2
FSER 40 . . . . . Dining Room Service . . . . .	6
MATH 50H . . . . . Technical Math I: Food Service . . . . .	3
Total Credits 11	

**GRAPHIC ARTS (GRAPH)**

The Graphic Arts Program is intended to prepare students for employment in the graphic arts and related industries.

Emphasis is placed on learning experiences focusing on basic skills, knowledge and orientation for entry-level jobs. The approximate cost of basic tools is \$150 which the student must purchase or provide.

**Associate in Science Degree (62 Credits)**

This program is designed for students seeking job entry skills or retraining and upgrading in *print shops* and related occupational areas.

Requirements (listed by suggested course sequence)	Credits
GRAPH 20 . . . . . Graphic Communications . . . . .	1
GRAPH 21 . . . . . Art/Copy Preparation I . . . . .	3
GRAPH 25 . . . . . Process Camera . . . . .	3
GRAPH 30 . . . . . Stripping and Platemaking I . . . . .	4
GRAPH 33 . . . . . Press Operator I . . . . .	4
GRAPH 36 . . . . . Bindery . . . . .	2
TYPW 20 . . . . . Beginning Typing (3) OR	
TYPW 30 . . . . . Intermediate Typing (3) OR	
TYPW 40 . . . . . Advanced Typing (3) . . . . .	3
GRAPH 22 . . . . . Art/Copy Preparation II . . . . .	3
GRAPH 34 . . . . . Press Operator II . . . . .	3
ENG 22 . . . . . Introduction to Expository Writing OR	
ENG 100 . . . . . Expository Writing . . . . .	3
MATH 50K . . . . . Technical Mathematics I . . . . .	3
GRAPH 27 . . . . . The Process Camera—Halftone Screening . . . . .	3
GRAPH 40 . . . . . Estimating (Spring only) . . . . .	3
GRAPH 44 . . . . . Job Planning and Production . . . . .	6
ART 101 . . . . . Introduction to the Visual Arts . . . . .	3
*General Education Electives . . . . .	15
Total Credits 62	

\*General Education Electives: Students may fulfill requirements by passing one or two semester courses from each of the following groups as noted:

GROUP I . . . . . COMUN 145 or SP 151 . . . . .	3
GROUP II . . . . . Math and Natural Sciences Elective . . . . .	3
GROUP III . . . . . Social Sciences Elective . . . . .	3
GROUP IV . . . . . Arts and Humanities Electives . . . . .	6
It is highly recommended that students take GRAPH 93D/E as an additional course.	

**Certificate of Achievement (35 Credits)**

This program is meant to prepare students for entry-level positions in the *duplicating* areas of printing. Additional specialized skills and knowledge to maintain and advance in the industry will be learned once the student enters the industry.

Requirements (listed by suggested sequence)	Credits
GRAPH 20 . . . . . Graphic Communications . . . . .	1
GRAPH 21 . . . . . Art/Copy Preparation I . . . . .	3
GRAPH 25 . . . . . Process Camera . . . . .	3
GRAPH 30 . . . . . Stripping and Platemaking I . . . . .	4
GRAPH 33 . . . . . Press Operator I . . . . .	4
GRAPH 36 . . . . . Bindery . . . . .	2
TYPW 20 . . . . . Beginning Typing (3) OR	
TYPW 30 . . . . . Intermediate Typing (3) OR	
TYPW 40 . . . . . Advanced Typing (3) . . . . .	3



GRAPH 22 ...	Art/Copy Preparation II .....	3
GRAPH 34 ...	Press Operator II .....	3
ENG 22 .....	Introduction to Expository .....	3
MATH 50K...	Technical Mathematics I .....	3
GRAPH 27 ...	The Process Camera—Halftone Screening .....	3
Total Credits		35

## INFORMATION AND COMPUTER SCIENCE (ICS)

The growing interdisciplinary use of information processing systems has increased the need for a comprehensive program in Computer Science. Such a program is offered by Leeward Community College through the Division of Mathematics and Natural Sciences. The course credits are transferable at the bachelor's degree level.

The curriculum leading to an Associate in Science Degree in Computer Science is designed to prepare individuals for employment as technical assistants to professional and administrative personnel using computers. Students pursuing an Associate in Arts Degree may also concentrate in Information and Computer Science. See a counselor for the appropriate sequence of courses.

The first 8 courses listed (down to and including PHIL 140/ICS 140) give emphasis to information management:

### Associate in Science Degree (60 Credits)

Requirements	Credits
ICS 100 . . . . . The Computer and Its Role In Society . . . . .	3
ICS 101 . . . . . Introduction to Computer Science I . . . . .	3
ICS 267 . . . . . Comparative Programming Language . . . . .	3
ICS 260 . . . . . Introduction to Computer Science II . . . . .	3
ENG 100 . . . . . Expository Writing . . . . .	3
ENG 209 . . . . . Business Writing . . . . .	3
SP 151 . . . . . Personal and Public Speech . . . . .	3
PHIL 140/ ICS 140 . . . . . Problem Solving . . . . .	3
ICS 155 . . . . . Introductory Computer Methods in COBOL . . . . .	3
ICS 200 . . . . . Information Systems . . . . .	3
ICS 220 . . . . . Management Decision Techniques . . . . .	3
ACC 201 . . . . . Elementary Accounting I . . . . .	3
ACC 202 . . . . . Elementary Accounting II . . . . .	3
ECON 150 . . . . . Principles of Economics I . . . . .	3
ECON 151 . . . . . Principles of Economics II . . . . .	3
QM 121 . . . . . Mathematics for Decision-making I . . . . .	3
Arts and Humanities Elective . . . . .	3
*Other Electives . . . . .	9
Total Credits 60	

\*The following are suggested electives: other ICS or EE courses.

## MANAGEMENT (MGT)

### Associate in Science Degree

#### Option A: Supervisory Management (60 Credits)

This program is designed to prepare the student for entry-level employment in mid-management and supervisory positions in government and in private industry.

Requirements	Credits
ACC 24 & 25 . . . . .	Principles of Accounting I & II OR
ACC 201 & 202 . . . . .	Elementary Accounting I & II . . . . . 6
ACC 36 . . . . .	Cost Accounting . . . . . 3
SMKT 40 . . . . .	Principles of Marketing . . . . . 3
LAW 200 . . . . .	Legal Environment of Business . . . 3
BUS 101 . . . . .	Business Computer Systems . . . . . 3
MGT 24 . . . . .	Personnel Management . . . . . 3
ECON 150 . . . . .	Principles of Economics I OR
ECON 151 . . . . .	Principles of Economics II . . . . . 3
ENG 22 . . . . .	Introduction to Expository Writing OR
ENG 100 . . . . .	Expository Writing . . . . . 3
ENG 209 . . . . .	Business Writing . . . . . 3
MGT 20 . . . . .	Introduction to Management . . . . . 3
MGT 22 . . . . .	Human Relations in Business . . . . . 3
BUS 45 . . . . .	Principles of Financing . . . . . 3
BUS 55 . . . . .	Computational Problems in Business . . . . . 3
PSY 170 . . . . .	Psychology of Adjustment OR
SSCI 101 . . . . .	Self Development . . . . . 3
TYPW 20 . . . . .	Beginning Typing (3) OR
TYPW 30 . . . . .	Intermediate Typing (3) OR
TYPW 40 . . . . .	Advanced Typing (3) . . . . . 3
Business Education Electives . . . . .	6
Arts and Humanities Electives . . . . .	6
Total Credits 60	

#### Option B: Sales and Marketing (60 Credits)

This program is designed to prepare the student for entry-level employment in the retailing industry and for members of the retailing industry seeking to upgrade their knowledge.

Requirements		Credits
ACC 24 . . . . .	Principles of Accounting I OR	
ACC 201 . . . . .	Elementary Accounting I . . . . .	3
BUS 20 . . . . .	Introduction to Business OR	
BUS 120 . . . . .	Principles of Business . . . . .	3
BMACH 20 . . .	Business and Office Machines . . . .	3
SMKT 30 . . . .	Principles and Methods of Salesmanship . . . . .	3
SMKT 32 . . . .	Merchandising Analysis . . . . .	3
SMKT 93 . . . .	Retailing Cooperative Education .	3
LAW 200 . . . . .	Legal Environment of Business . . .	3
BUS 101 . . . . .	Business Computer Systems . . . . .	3
ECON 120 . . . .	Introduction to Economics OR	
ECON 150 . . . .	Principles of Economics I OR	
ECON 151 . . . .	Principles of Economics II . . . . .	3
ENG 100 . . . . .	Expository Writing . . . . .	3
ENG 209 . . . . .	Business Writing . . . . .	3
MGT 20 . . . . .	Introduction to Management . . . .	3



BUS 45.....	Principles of Financing .....	3
BUS 55.....	Computational Problems in Business .....	3
SMKT 45 ....	Principles of Retailing .....	3
PSY 100.....	Survey of Psychology .....	3
SMKT 40 ....	Principles of Marketing .....	3
SMKT 20 ....	Advertising and Display .....	3
Arts and Humanities Electives.....		6
Total Credits		60

### Certificate of Achievement

#### Option A: Banking (36 Credits)

This program is designed to prepare the student for entry-level employment in the banking industry and for members of the banking industry seeking to upgrade their knowledge.

Credit will also be granted by the American Institute of Banking (AIB) to any bank employee (AIB student) who successfully completes a course under this program. Retroactive credit will be granted by the American Institute of Banking (AIB) to any non-AIB student, should he/she eventually enter the banking industry.

Requirements	Credits
BUS 30 . . . . Principles of Bank Operations . . . . .	3
BUS 32 . . . . Money and Banking . . . . .	3
SMKT 40 . . Principles of Marketing . . . . .	3
ACC 201 . . . Elementary Accounting I . . . . .	3
MGT 20 . . . Introduction to Management . . . . .	3
MGT 22 . . . Human Relations in Business . . . . .	3
1 Course from GROUP I:	
ECON 120, ECON 150 or	
ECON 151 . . . . .	3
2 Courses from GROUP II:	
COMUN 145, ENG 22, ENG 100,	
ENG 209, SP 151, SP 251 . . . . .	6
3 Courses from GROUP III:	
ACC 202, BUS 55, LAW 200,	
*SHTHD 21, *SHTHD 30,	
*SHTHD 40 . . . . .	9
Total Credits 36	

\*The student should refer to the course description for the appropriate level.

#### Option B: Credit Union (30 Credits)

This program is designed to prepare the student for entry-level employment in the credit union industry and for members of the credit union industry seeking to upgrade their knowledge. The program has been coordinated with the Hawaii Credit Union League.

Requirements	Credits
ACC 24 ..... Principles of Accounting I OR	
ACC 201 ..... Elementary Accounting I .....	3
BUS 20..... Introduction to Business OR	
BUS 120..... Principles of Business .....	3
BMACH 20... Business and Office Machines ....	3
BUS 55..... Computational Problems in Business .....	3
SMKT 40 .... Principles of Marketing .....	3
LAW 200 ..... Legal Environment of Business...	3
MGT 20..... Introduction to Management ....	3

BUS 60.....	Credit Union Operations I .....	3
BUS 61.....	Credit Union Operations II.....	3
ENG 100 ....	Expository Writing.....	3
Total Credits		30

### Certificate of Completion (15 Credits)

#### Banking

This program is designed to prepare the student for entry-level employment in the banking industry and for members of the banking industry seeking to upgrade their knowledge. Credit will also be granted by the American Institute of Banking (AIB) to any bank employee (AIB student) who successfully completes a course under this program. Retroactive credit will be granted by the American Institute of Banking (AIB) to any non-AIB student, should he/she eventually enter the banking industry.

Requirements	Credits
BUS 30 . . . . . Principles of Bank Operations . . . .	3
MGT 20 . . . . . Introduction to Management . . . .	3
1 Course each from the following Groups:	
GROUP I: ECON 120, ECON 150 or ECON 151 .	3
GROUP II: COMUN 145, ENG 22, ENG 100 or SP 151 . . . . .	3
GROUP III: ACC 201, BUS 55, LAW 200, *SHTHD 21, *SHTHD 30 or *SHTHD 40 . . . .	3
Total Credits 15	

\*The student should refer to the course description for the appropriate level.

### RECREATIONAL INSTRUCTOR (RIP)

This program is designed for students who wish to prepare for civil service employment as instructors in Parks and Recreation programs or in other similar agencies. Students who intend to transfer to a four-year college should plan to meet the general requirements of the transfer institution.

Students pursuing an Associate in Arts Degree may also concentrate in the Recreational Instructor Program. See counselor for the appropriate sequence of courses.

### Associate in Science Degree (60 Credits)

Core Requirements (33 Credits):		Credits
ENG 100 . . . . .	Expository Writing . . . . .	3
COMUN 145 . . . . .	Interpersonal Communication . . . . .	3
*BUS 55 . . . . .	Computational Problems in Business . . . . .	3
HPER 208 . . . . .	Introduction to Recreation . . . . .	3
HPER 230 . . . . .	First Aid . . . . .	2
HPER 238 . . . . .	Outdoor Recreation . . . . .	3
HPER 240 . . . . .	Recreation Group Leadership . . . . .	3
HPER 220 . . . . .	Performing Arts in Recreation . . . . .	3
HPER 248 . . . . .	Program Planning and Organization . . . . .	3
HPER 249 . . . . .	Social Recreation . . . . .	3
HPER 80 . . . . .	Field Work (Fall only) . . . . .	4
Total Credits		33

\*A 100 or higher level math course will fulfill program requirement.

**Options.** In addition to the above core requirements, the student must elect Option A or B as follows:



**Option A: Games & Sports**

Credits

Core Requirements..... 33  
 Two of the following sets of courses in baseball, volleyball,  
 football, or basketball:

HPER 134, 210, 250 .....	Baseball, Officiating, Coaching ..	6
HPER 135, 211, 251 .....	Volleyball, Officiating, Coaching .	6
HPER 136, 212, 252 .....	Football, Officiating, Coaching...	6
HPER 137, 213, 253 .....	Basketball, Officiating, Coaching .	6

**AND**

HPER 233 ....	Physical Education (Elementary) .	3
HPER 260 ....	Advanced Lifesaving .....	2
*HPER Electives .....		4
HPER 133 ....	Track and Field.....	3
Social Sciences elective .....		3

Total Credits 60

\*Four (4) credits should be taken from the following  
 HPER Electives: HPER 101, 103, 104, 107, 108, 110,  
 111, 115, 122, 124, 127, 161, 170, 262.

**Option B: Outdoor Recreation**

Credits

Core Requirements.....		33
ART 52 .....	Three-Dimensional Art (Fall only)	3
MUS 180 .....	Fundamentals of Western Music..	3
HAWNA 110..	Outdoor Recreation: Hawaiiana..	3
HPER 260 ....	Advanced Lifesaving .....	2
*HPER Electives .....		4
HPER 215 ....	Outdoor Recreation: Camping (Spring only).....	3
ART 51 .....	Two-Dimensional Art (Spring only).....	3
DRAMA 170..	Introduction to Creative Drama ..	3
Social Sciences Elective.....		3

Total Credits 60

\*Four (4) credits should be taken from the following  
 HPER Electives: HPER 101, 103, 104, 107, 108, 110,  
 111, 115, 122, 124, 127, 161, 262.



**SECRETARIAL SCIENCE (SSCI)****Associate in Science Degree-Secretarial Science (60 Credits)**

This program is designed for the student seeking job-entry skills or retraining and upgrading in office skills. In addition, the program offers courses for personal use and general education.

Requirements	Credits
ACC 24 . . . . . Principles of Accounting I . . . . .	3
BUS 20 . . . . . Introduction to Business OR	
BUS 120 . . . . . Principles of Business . . . . .	3
BMACH 20 . . . . . Business and Office Machines . . . . .	3
BUS 55 . . . . . Computational Problems in Business . . . . .	3
OFPRO 30 . . . . . Records Management . . . . .	3
TRNSC 35 . . . . . Machine Transcription . . . . .	3
OFPRO 50 . . . . . Secretarial Procedures . . . . .	3
SHTHD 21 . . . . . Beginning Theory/Dictation . . . . .	3
SHTHD 30 . . . . . Intermediate Shorthand . . . . .	3
SHTHD 40 . . . . . Advanced Shorthand . . . . .	3
TYPW 30 . . . . . Intermediate Typing . . . . .	3
TYPW 40 . . . . . Advanced Typing . . . . .	3
OFPRO 40 . . . . . Clerical Office Procedures . . . . .	3
ENG 100 . . . . . Expository Writing . . . . .	3
ENG 209 . . . . . Business Writing . . . . .	3
SP 151 . . . . . Personal and Public Speech OR	
COMUN 145 . . . . . Interpersonal Communication . . . . .	3
WPRO 50 . . . . . Introduction to Word Processing . . . . .	3
Business Education Electives* . . . . .	9
<b>Total Credits</b>	<b>60</b>

\*Among the Business Education electives, Cooperative Education, Word Processing Applications, and Business Computer Systems are highly recommended.

**(Certificate of Achievement-Stenography (36 Credits))**

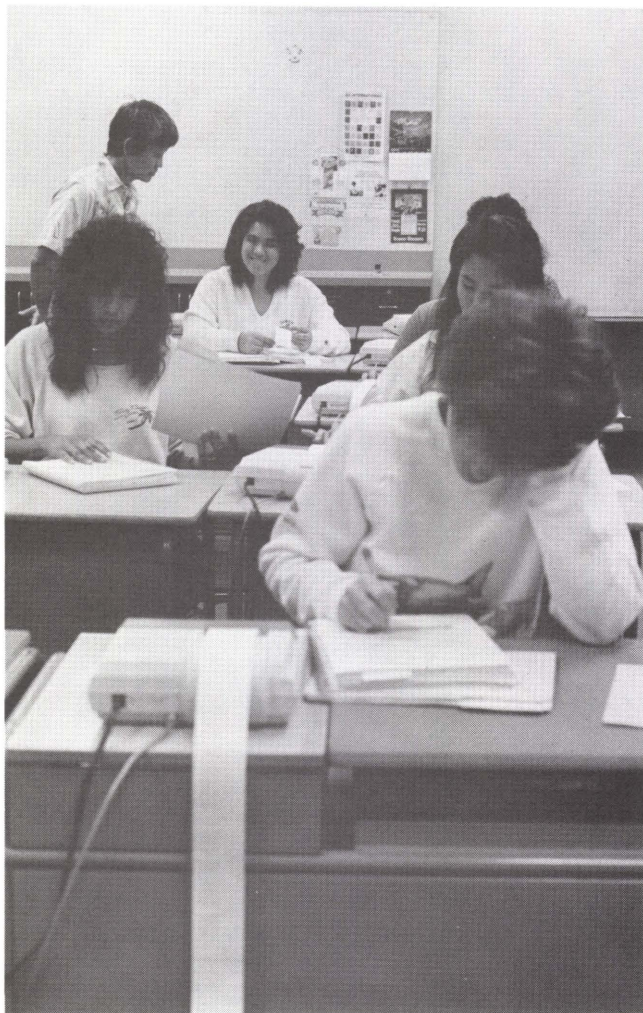
This program is designed to prepare the student for entry-level employment in a position as a stenographer.

Requirements	Credits
BUS 20 . . . . . Introduction to Business OR	
BUS 120 . . . . . Principles of Business . . . . .	3
BUS 55 . . . . . Computational Problems in Business . . . . .	3
BMACH 20 . . . . . Business and Office Machines . . . . .	3
OFPRO 30 . . . . . Records Management . . . . .	3
TRNSC 35 . . . . . Machine Transcription . . . . .	3
ENG 22 . . . . . Introduction to Expository Writing OR	
ENG 100 . . . . . Expository Writing . . . . .	3
SHTHD 21 . . . . . Beginning Theory/Dictation . . . . .	3
SHTHD 30 . . . . . Intermediate Shorthand . . . . .	3
COMUN 145 . . . . . Interpersonal Communication OR	
SP 151 . . . . . Personal and Public Speech . . . . .	3
TYPW 30 . . . . . Intermediate Typing . . . . .	3
TYPW 40 . . . . . Advanced Typing . . . . .	3
OFPRO 40 . . . . . Clerical Office Procedures . . . . .	3
<b>Total Credits</b>	<b>36</b>

**Certificate of Achievement-Clerical (30 Credits)**

This program is designed to prepare the student for entry-level employment in a position as a clerk-typist.

Requirements	Credits
BUS 20 . . . . . Introduction to Business OR	
BUS 120 . . . . . Principles of Business . . . . .	3
BUS 55 . . . . . Computational Problems in Business . . . . .	3
BMACH 20 . . . . . Business and Office Machines . . . . .	3
OFPRO 30 . . . . . Records Management . . . . .	3
TRNSC 35 . . . . . Machine Transcription . . . . .	3
ENG 22 . . . . . Introduction to Expository Writing OR	
ENG 100 . . . . . Expository Writing . . . . .	3
COMUN 145 . . . . . Interpersonal Communication OR	
SP 151 . . . . . Personal and Public Speech . . . . .	3
TYPW 30 . . . . . Intermediate Typing . . . . .	3
TYPW 40 . . . . . Advanced Typing . . . . .	3
OFPRO 40 . . . . . Clerical Office Procedures . . . . .	3
<b>Total Credits</b>	<b>30</b>





# COURSE OFFERINGS

## ACCOUNTING (ACC)

### 24 PRINCIPLES OF ACCOUNTING I, (3).

The student will learn the basic structure of accounting, basic accounting terminology, classification of accounts and business transaction analysis. He/she will learn the accounting cycles of a service enterprise and a merchandising enterprise. Recommended preparation: BUS 55 or taken concurrently with ACC 24.

### 25 PRINCIPLES OF ACCOUNTING II, (3).

The student will learn to account for purchases, sales and note transactions, inventory and long-lived assets; and to account for equity transactions of a partnership and a corporate form of business enterprise as well as analyzing and interpreting financial statements. Prerequisite: ACC 24 or equivalent.

### 26 PRINCIPLES OF ACCOUNTING III, (3).

An advanced course in which the student will apply previously acquired accounting skills and knowledge through the completion of practice sets. Emphasis placed on payroll accounting and the total accounting process for a merchandising partnership and a computerized application. Specialized areas will be assigned on an individual basis. Prerequisite: ACC 25 or ACC 201 or equivalent.

**34 INCOME TAX PREPARATION, (3).** An introduction to Federal and Hawaii income tax concepts and procedures applicable to the preparation of individual income tax returns with an emphasis upon tax principles and their application to the proper and effective preparation of tax return forms. Highly recommended for Accounting majors.

**36 COST ACCOUNTING, (3).** The student will learn the principles and procedures of cost accounting; development and application of job order, process, standard cost systems and manufacturing cost controls. Prerequisite: ACC 25, ACC 201 or equivalent.

**201 ELEMENTARY ACCOUNTING, (3).** An introduction to accounting theory emphasizing financial accounting and the uses and limitations of accounting information. Areas covered are the accounting cycle, accounting for merchandise, recording procedures for business accounting data, accounting for partnerships and proprietorships, inventories, depreciation and accounting principles. Recommended preparation: basic skills in English and Mathematics. Recommended that 100-level and BUS 55 courses be completed prior to this course.

**202 ELEMENTARY ACCOUNTING II, (3).** A continuation course to Elementary Accounting I, emphasizing managerial accounting. Areas covered are corporate accounting, analysis and interpretation of financial statements, cash flows, department-

tal and cost accounting, budgeting and accounting for income taxes, cost revenue analysis and capital budgeting. Prerequisite: ACC 201 or its equivalent.

## AGRICULTURE (AG)

**44 PLANT PROPAGATION, (2).** Plant propagation will give the student practical experience in propagating plants by seeds, cuttings, layers, air-layers, grafting and division—the major methods used by both commercial growers and hobbyists. Class meets during the first accelerated session of a semester, once a week for 4 hours of lecture/lab.

## AMERICAN STUDIES (AMST)

**201 INTRODUCTION TO AMERICAN CIVILIZATION, (3).** A study of certain American cultural characteristics for the purpose of better understanding the behavior of Americans. In the first semester of a one year course students will examine some aspects of early American culture and their implications for today's society; analyze the philosophical importance of those concepts and their application for today's society and compare mainland cultural concepts with those of Hawaii. Satisfies Arts and Humanities elective requirements, not Social Sciences. Offered one semester per year only.

**202 INTRODUCTION TO AMERICAN CIVILIZATION II, (3).** In the second part of a one year course on American civilization, the student will analyze modern culture and its origins and today's philosophy and its origins. The course will include a comparison of mainland cultural concepts with those of Hawaii. Satisfies Arts and Humanities elective requirement, not Social Sciences. Offered one semester per year only.

**211 CONTEMPORARY AMERICAN ISSUES, (3).** By the examination of specific contemporary American issues, the course will attempt to establish continuity of problems, protests and the general social concern for each, with some time spent on Hawaii. It will scan contemporary and traditional problems including their origin and development. Consciousness of problems including future possibilities will be dealt with. Offered Fall semester only.

**212 CONTEMPORARY AMERICAN ISSUES II, (3).** By the examination of specific contemporary American issues, the course will attempt through a multidisciplinary approach to deal with important contemporary issues. It will scan selected American issues of modern problem vintage as well as traditional issues with an attempt to provide further understanding. Consciousness of problems and the





ways in which the problems have been dealt with, as well as future possibilities for minimizing them, will be covered. Offered Spring semester only.

## ANTHROPOLOGY (ANTH)

**150 HUMAN ADAPTATIONS, (3).** A survey course of physical and cultural anthropology. Major topics include human evolution, prehistoric development of culture, recent and contemporary human cultures, common features and principal variations in cultural behavior.

**200 CULTURAL ANTHROPOLOGY, (3).** A survey course of cultural anthropology designed to provide the student with an understanding of the concept of culture, the principals of field methodology, cultural diversity, some of the factors underlying this diversity and the universal aspects of culture. Aims at assisting the student to view objectively his/her own as well as other cultures. Additional topics include: history and theory of cultural anthropology, culture and personality, processes of cultural change, applied anthropology.

**210 ARCHAEOLOGY, (3).** An introduction to prehistoric archaeology, methods and techniques of excavation and laboratory analysis, as well as a survey of human cultural growth and prehistoric times.

**215 PHYSICAL ANTHROPOLOGY, (3).** An introduction to the methodology and principles of physical anthropology. Topics covered include: he-

redity, evolution, human variation, primatology, fossil (humans), eugenics. Offered Spring semester only.

## ART (ART)

**51 TWO-DIMENSIONAL ART, (3).** A basic course in the two-dimensional realm to provide an individual with experiences in drawing, painting, printing, collage and mosaic work. It will give students the skills and techniques to teach these processes in a recreational setting. Some supplies (materials) for projects are to be provided by students. Offered Spring Semester only.

**52 THREE-DIMENSIONAL ART, (3).** A basic course in the three-dimensional recreation-related art work to provide experiences with wood, paper, paper mache, plaster, and metal. It will give students techniques and skills to teach these processes in a recreational setting. Some supplies (materials) for projects are to be provided by students. Offered Fall Semester only.

**101 INTRODUCTION TO THE VISUAL ARTS, (3).** Introduction to the language and concepts of the Visual Arts. This course is recommended preparation for Art 113, 114, 115, 116, 270, and 280. In general it is better if a student takes this course before pursuing other art courses. Transferable to Manoa for core area and Art major elective credit.



**104 BASIC PRINTMAKING, (3).** Introductory survey printmaking course for non-art majors. The course consists of lectures, demonstrations and projects covering materials, techniques, and concepts used in relief printing (linoleum, woodblock), intaglio (etching), and screenprinting. Supplies are to be provided by the student. Transferable to Manoa for core area elective credit, and creditable toward BA in Art.

**105 ELEMENTARY STUDIO: CERAMICS, (3).** Features studio experience in ceramic hand-building techniques. Course includes both lectures and projects, with an approximate cost of \$5-10 in tools and \$10-20 in clay. Transferable to Manoa for core area elective credit, and creditable toward BA in Art.

**105B ELEMENTARY STUDIO: CERAMICS, (Wheel Throwing) (3).** An introduction to the use of the potter's wheel to acquire basic throwing skills with an approximate cost of \$5-10 in tools and \$15-30 in clay. Prerequisite: ART 105 or instructor's permission.

**107 ELEMENTARY STUDIO: PHOTOGRAPHY, (3).** Introduction to basic photographic techniques and concepts through both lectures and projects. Supplies or materials for all projects are to be provided by students, with each student required to have own camera. Transferable to Manoa for core area elective credit, and creditable toward BA in Art.

**113 FOUNDATION STUDIO, (3).** A beginning drawing course open to all students. Introduces general drawing and compositional principles. A variety of material and techniques will be used. Supplies are to be provided by the student. Transferable to Manoa as Art credit and as general education core credit.

**114 FOUNDATION STUDIO, (3).** A beginning painting course open to all students. Introduces color theory and its practical application as well as the materials and techniques of painting. Supplies are to be provided by the students. Transferable to Manoa as Art credit.

**115 FOUNDATION STUDIO, (3).** A beginning 2-dimensional design course open to all students covering the concepts, elements, principles of organization and techniques of design. A variety of projects such as poster design, letter forms, packaging and design for textiles will be given. Supplies provided by students. Transferable to Manoa as Art credit and as general education core credit.

**116 FOUNDATION STUDIO, (3).** A beginning sculpture course which covers techniques, materials and concepts of form/space relationships and 3-dimensional design through a variety of projects such as clay modeling, carving, construction, and

metal casting. Supplies provided by students. Transferable to Manoa as Art credit.

**140 BASIC SCREEN PRINTING, (3).** Basic screen printing techniques for fabric and paper. Construction of screens, stencil making and printing will be covered in lectures and demonstrations. Supplies are to be provided by the student.

**145 ETCHING, (3).** Basic metal plate etching and printmaking techniques.

**243 INTERMEDIATE CERAMICS, HAND-BUILDING, (3).** Development of sculptural and vessel concepts using hand-building techniques, emphasizing the development of constructive skills and an understanding of form, surface, and firing possibilities. Credit toward major requirements in Art at Manoa. Prerequisite: Art 105 or 105B or instructor's permission. Repeatable once.

**244 INTERMEDIATE CERAMICS, WHEEL-THROWING, (3).** Development of vessel and sculptural concepts using wheel-throwing techniques, emphasizing the development of construction skills and an understanding of form, surface, and firing possibilities. Credit toward major requirements in Art at Manoa. Prerequisite: Art 105 or 105B or instructor's permission. Repeatable once.

**270 ASPECTS OF EUROPEAN ART, (3).** Introduction to Western art. Major developments from prehistory to present. Transferable to Manoa for core area elective credit; required for BA in Art.

**280 INTRODUCTION TO ASIAN ART, (3).** A study of the major developments in arts of Asia. Transferable to Manoa for core area elective credit; required for BA in Art.

## ASTRONOMY (ASTRO)

**110 SURVEY OF ASTRONOMY, (3).** A descriptive treatment of planets, the solar system, stars and galaxies, as well as concepts of size, distance and time in the observable universe. Several evenings will be devoted to viewing stars and constellations and a telescope will be available for viewing some of the planets.

**111 CONCEPTS IN CONTEMPORARY ASTRONOMY, (3).** Various topics will be covered in more detail than in ASTRO 110. The topics may include stellar evolution, extraterrestrial life, stellar structure or other topics the class would like to investigate. ASTRO 110 is not a required preparation for this course.



## AUTOMOTIVE TECHNOLOGY (AMT)

*Modular courses, most classes meet daily. Some courses may require substantial strength to lift heavy auto components and good agility to work under and around vehicles and equipment. Students provide own tools. Approximate cost: \$350*

**20 INTRODUCTION TO AUTOMOTIVE MECHANICS, 20 hours (1).** The student will be introduced to the tools and special equipment of the automotive industry. The use of flat rate manuals, parts manuals and maintenance manuals will be covered. This course is a prerequisite for all AMT courses up to and including AMT 60.

**23 AUTOMOTIVE LUBRICATION AND SERVICE, 20 hours (1).** This course covers the various kinds of lubricants and their uses, operation of lubrication equipment, and proper lubrication procedures. Prerequisite: satisfactory completion of or concurrent enrollment in AMT 20.

**30 ENGINES, 180 hours (7).** This course covers the maintenance and repair of the modern internal combustion engine. Emphasis is on precision measurement and the inspection of parts. Includes the application of diagnostic skills and shop operations. Prerequisite: AMT 20.

**30E ENGINES, (3).** This course covers the theory, design, construction, service and repair of upper and external engine components, such as cylinder heads, valves, cams, timing gears and chains, and manifolds. Shop activities include disassembly, cleaning, inspection and reassembly. Prerequisite: AMT 20.

**30F ENGINES, (4).** This course covers the theory, construction, design, service, and repair of lower engine components, such as block, piston, rods, crank-shaft, lubrication and cooling systems. Prerequisite: AMT 30E.

**40C ELECTRICAL SYSTEMS, 90 hours (4).** This course covers the theory and operation of the various units in the starting and charging system and electrical accessories. Includes application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. Prerequisite: AMT 20.

**40D TUNE UP, 180 hours (7).** This course covers the theory and operation of the various units in the fuel and ignition system. Includes the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. Prerequisite: AMT 20.

**43 AUTOMOTIVE AIR CONDITIONING, 90 hours (4).** The construction, operation, maintenance and testing of air conditioning equipment for automobiles will be covered. Includes the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. Prerequisite: AMT 20.

**46B STANDARD TRANSMISSIONS AND CLUTCH, 90 hours (4).** The disassembly, inspection and assembly of the standard transmission will be covered. Clutch repairs and adjustment will also be taken into consideration. Includes the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. Prerequisite: satisfactory completion of or concurrent enrollment in AMT 20.

**46C DIFFERENTIAL REAR AXLE 90 hours (4).** This course covers the skills of troubleshooting, parts replacement and maintenance of final drive units. Includes the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. Prerequisite: AMT 20.

**50 AUTOMATIC TRANSMISSION, 180 hours (7).** This course is designed to familiarize the student with the maintenance and repair procedures for the automatic transmission. Prerequisite: AMT 20.

**50B AUTOMATIC TRANSMISSION, (3).** This course covers construction, design and operation of the automatic transmission. Included are hydraulics, planetary gear set, fluid coupling and torque converter. Prerequisite: AMT 20.

**50C AUTOMATIC TRANSMISSION, (2).** This course covers the use of testing equipments (pressure readings and vacuum test), adjusting bands, linkage adjustments, replacing worn parts and troubleshooting procedures. Prerequisite: AMT 20.

**50D AUTOMATIC TRANSMISSION, (2).** The course provides intensive diagnostic, service and repair experiences with automatic transmissions. Exposure to actual "live-job" problems builds the student's confidence and improves the approach to trouble-shooting and repair. Emphasis is on accuracy, neatness, safety and speed. Prerequisite: AMT 20.

**53 BRAKE SYSTEMS, 90 hours (4).** This course covers the theory, operation and repair of various types of brake systems. Includes the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. Prerequisite: AMT 20.

**53B BRAKE SYSTEMS, (2).** This course is designed to provide the students with related technical information and manipulative skills on the maintenance and repair of the hydraulic and power brake assist system. Prerequisite: AMT 20.

**53C BRAKE SYSTEMS, (2).** This course is designed to provide the students with a realistic on-the-job type of training. The student will be exposed to different types of "live jobs" to build the person's self-confidence, and to improve the approach to troubleshooting and practice skills of the trade. Emphasis is on accuracy, neatness and speed. Prerequisite: AMT 20.



**55 SUSPENSION AND STEERING, 90 hours (4).** The course is designed to develop skill in working with automotive suspension and steering systems. Complete front-end alignment will be covered. Includes the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. Prerequisite: AMT 20.

**55B SUSPENSION AND STEERING, (2).** This course covers the theory and practice involved in the design, construction, service and repair of standard and power steering, and front and rear suspensions, including tires, wheels, alignment and balancing. Prerequisite: AMT 20.

**55C WHEEL BALANCING, 20 hours (1).** The student is introduced to the various aspects and applications of wheel balancing. Includes the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. Prerequisite: AMT 20.

**55D ADVANCED SUSPENSION AND STEERING, (2).** This course is designed to provide students with intensive diagnostic, service and repair experience with steering and suspension systems. Exposure to actual problems on "live jobs" will build the student's confidence, and improve the approach to trouble shooting and repair. Emphasis is on accuracy, safety, neatness and speed. Prerequisite: AMT 20.

**60 DIAGNOSIS AND REPAIR, (8).** Application of diagnostic skills and techniques in advanced automotive mechanic technology with emphasis on realism in lab and shop operations. The course includes cumulative proficiency testing in all phases of automotive mechanics technology. Prerequisite: Consent of instructor.

**80 SMALL ENGINE REPAIRS, 30 hours (2).** The student will be introduced to the field of small engine repair including an overview of job opportunities and skills required for small engine repairman, safety procedures, tool use and identification, and small engine construction.

**81 MOTORCYCLE AND SMALL ENGINE REPAIR—2-stroke, 90 hours (4).** This course covers the theory and operation of two-stroke motorcycle and small engines with practical experience in all aspects of their repair. Operating principles, carburetor and fuel system, lubrication, ignition system, cooling system, mechanical construction, reconstruction and trouble shooting will be covered. Recommended preparation: AMT 80 (Completion of this course aims toward eligibility for state examination in 2-stroke motorcycle engine repair).

**82 MOTORCYCLE AND SMALL ENGINE REPAIR—4-stroke, 90 hours (4).** This course covers the theory and operation of four-stroke motorcycle and small engines with practical experience in all aspects of their repair. Operating principles, carburetor and fuel system, lubrication, ignition sys-

tem, cooling system, mechanical construction, reconstruction and trouble shooting will be covered. Recommended preparation: AMT 80. (Completion of this course aims toward eligibility for state examination in 4-stroke motorcycle engine repair).

**86 OUTBOARD ENGINE, 90 hours (4).** This course will cover the theoretical and operational aspects of two- and four-cycle engines and their maintenance and repair. Classroom and laboratory experiences will include operating principles, carburetor and fuel systems, lubrication, cooling, mechanical construction of powerhead, and trouble-shooting. Recommended preparation: AMT 80.

**87 OUTBOARD ENGINE II, 90 hours (4).** This course covers the practical application and theory of newly-designed outboard engines. Included is coverage of the latest type electronic ignition systems, powerheads, starter systems, mechanical construction and service, maintenance and repair procedures and techniques. Recommended preparation: AMT 80.

**93D/E COOPERATIVE EDUCATION, (3-4).** Provides practical work experiences in Automotive Technology areas where students will apply classroom knowledge to develop job competency. Work stations are in actual employment situations in the private and public sectors of the business-industrial community. Student spends approximately 4 hours on the job daily. Number of credits will be dependent on the number of hours spent at the job station. One credit is granted for each five hours a week spent on the job. Student registers for a definite number of credits, as approved by the instructor at the time of registration. "D" indicates 3 credits, "E" indicates 4 credits. (Normally taken after completion of two (2) full semesters in the Automotive program.) Highly recommended additional course for Certificate of Achievement and Associate in Science Degree in Automotive Technology. May be repeated for up to eight credits.

## BAKING (BAKE)

**20 FUNDAMENTALS OF BAKING, 105 hours (4).** The study and development of basic skills in baking as practiced and required in the food service industry.

## BIOLOGY (BIOL)

**60 MICROORGANISMS, FOODS AND SANITATION, (2).** This course concerns the biology and economic importance of viruses, bacteria, yeasts, molds and parasitic worms. Food spoilage organisms, food preservation techniques and the rationale behind sanitary practices are discussed after an introduction to the basic biology and the microbial world. The roles of bacteria, yeasts and molds in the preparation of beer, wine, shoyu, bread, cheese and yogurt and microorganisms as causal agents of disease are discussed. This course is designed primarily



to meet the needs of students in the food service program for a science course relating to the biology of microorganisms in food and beverages and is also open to all interested students.

**100 HUMAN BIOLOGY, (3).** The life activities of cells and organ systems of the body. Mechanisms of body control and regulation. Drugs and their actions. Human sexuality. Physiology of sex. Birth and birth control. Heredity. Nutrition and physical fitness. Infections and immunity. Systemic illnesses. Cancer and heart diseases. Not applicable toward a major in biological science.

## BLUEPRINT READING (BLPRT)

**23 BLUEPRINT INTERPRETATION AND SKETCHING, (3).** This is a basic blueprint course designed for students in vocational-technical programs. Theories and principles of graphic communication and presentation used in mechanical drawing, interpretation of technical drawing and technical sketching will be stressed.

## BOTANY (BOT)

**101 GENERAL BOTANY, (3).** Botany 101 will look upon plants as complex biological entities which are essential for the survival of all other forms of life. General topics discussed will be plant evolution, organization in living plants, plant physiology, plant development and form, plant function, and ecology. Class meets for 3 hours of lecture per week. Lecture course may be taken without lab, BOT 101L.

**101L GENERAL BOTANY LABORATORY, (1).** Laboratory observations and experiments illustrating the basic principles of plant biology. One 3-hour lab per week. Prerequisite: Concurrent registration in BOT 101. (Formerly listed as part of BOT 101.)

**130 PLANTS IN THE HAWAIIAN ENVIRONMENT, (4).** Identification of plants of Hawaii, both native and introduced. Effects of rainfall, altitude, temperature and salt exposure on plants. Competition of introduced plants with native species. Plants of economic value, plants which are detrimental and plants of significance to the botanist are studied.

## BUSINESS (BUS)

**20 INTRODUCTION TO BUSINESS, (3).** A practical approach to understanding concepts related to types of business organizations, internal organization structure, human resources administration, labor-management relations, economics, short-term and long-term financing, insurance, government regulations and taxation. Problem-solving is the basic method of study.

**30 PRINCIPLES OF BANK OPERATIONS, (3).** This course presents the fundamentals of bank functions, such as operations and loans, in a descriptive fashion so that the student may acquire the broad perspective necessary for employment and advancement in banking. It explains to students what a bank does and why it does so in order that the student may have an understanding of the nature and purpose of the various banking functions.

**32 MONEY AND BANKING, (3).** This course presents the basic economic principles relating to the subject of money and banking. It stresses the practical application of the economics of money and banking to the individual bank. Some of the subjects covered include structure of the commercial banking system, banks and the money supply, bank investments and loans, the Federal Reserve System and its policies, and the international monetary system.

**45 PRINCIPLES OF FINANCE, (3).** This course introduces the student to the critical financial management functions of a business firm. It is designed to give the student working skills in a small business setting. Topics emphasized are: financial analysis, cash flow, funding sources and management of working capital. Recommended preparation: MGT 20, ACC 24 or ACC 201, BUS 55, MATH 22.

**55 COMPUTATIONAL PROBLEMS IN BUSINESS, (3).** This is an introductory course for the college student to review basic arithmetic in whole numbers, decimals, fractions, percents and to apply this skill to specific business functions. The areas of application are in Merchandising, Accounting, Management and Clerical fields. This course also introduces the student to business terminology that will be useful in other business courses. The recommended preparation is Math 1J or skill in whole numbers, fractions, decimals and percents.

**60 CREDIT UNION OPERATIONS I, (3).** This course is designed as an in-service training course for credit union employees and pre-employment training for other students. Topics include book-keeping and accounting applied to a Federal Credit Union (FCU), preparation of necessary FCU forms (including financial and statistical reports), internal control and the processing of transactions. Recommended preparation: ENG 100, BUS 55, and ACC 24 or 201. Offered during Fall evening classes only.

**61 CREDIT UNION OPERATIONS II, (3).** A continuation course for additional coverage of credit union operations. Topics include accrual accounting, financial statement analysis, cash budgets, income and expense budgets, EDP and internal control, and break-even analysis. Prerequisite: BUS 60. Offered during Spring evening classes only.



**93B/C/D/E COOPERATIVE EDUCATION, (1-4).** Provides practical work experiences in Business areas to apply classroom knowledge and to develop job competency. Part-time work conditions are in actual employment situations in the private and public sectors of the business, government, and industrial communities. Through work experience the student has the opportunity to test his/her interest in, and suitability for, the occupation. Emphasis is placed on the development and operational competencies, social, personal habits, attitudes and skills essential for job entry, tenure and success in Business careers. He or she makes the transition from school to work gradually under the skilled guidance of a coordinator, giving the student time to comprehend the significance of the learning situation and the world of work. While cooperative education is essentially an education program, the student nevertheless begins earning the means for paying his/her own way and understanding what it takes to manage his/her own money and time in a productive manner. The number of credits earned depends upon the number of hours spent on the job station each semester. "B" is for one credit and requires 60 to 119 hours of work; "C" is for two credits and requires 120 to 179 hours; "D" is for three credits and requires 180 to 239 hours of work; "E" is for four credits and requires 240 or more hours of work. Each student must attend an evening meeting with his/her coordinator once each month. Acceptance in the program is on an individual basis by the coordinator, and normally the student must have completed two semesters of work prior to application. This program is highly recommended elective for Associate in Science Degree in Accounting and in Management and as an additional course in Secretarial Science. May be repeated for up to nine credits in each program of study with the approval of the cooperative education coordinator.

**101 BUSINESS COMPUTER SYSTEMS, (3).** An introduction to computers and the components of a business computer system, including "hands-on" exposure to specific applications, and to how computer technology can be applied to satisfy business needs. Emphasis is placed on people and how you and others are involved in or affected by business computer systems.

**120 PRINCIPLES OF BUSINESS, (3).** In-depth analysis of and perspective to the role of a business enterprise in a capitalistic society with emphasis on the functional processes of a business and of the force fields that affect the modes of business behavior. Course requirements will include essay examinations and a research project. Prerequisite: Minimum grade of "C" in ENG 100 or instructor's approval. Credits transfer to University of Hawaii (Manoa).

**150 PERSONAL FINANCE, (3).** A goal-oriented approach to personal financial management covering budgeting, use of financial institutions, income tax effects and strategies, credit, risk management, investment analysis, risks, alternatives, financial products and markets, retirement planning and estate planning. Students will be introduced to various financial planning software programs. Personal Finance should not be confused with the course on Consumer Economics.

## BUSINESS MACHINES (BMACH)

**20 BUSINESS AND OFFICE MACHINES, (3).** This course prepares the student to operate machines with a ten-key keyboard and electronic printing calculators. This course begins with the memorization of the number keys in the addition function. The goal, with the memorization, is to develop the speed and accuracy to the level of employment. After this initial phase, students will learn the subtraction, multiplication, and division skills. The last phase will cover machine calculation instruction in its application to business-related problems. The recommended preparation is MATH 1J or skill in whole numbers, fractions, decimals and percents.

## CIVIL ENGINEERING (CE)

**211 SURVEYING I, (3).** Basic principles of plane surveying including reference planes and surfaces, use of instruments for distance and angular measurements, traverse adjustment, heights, measurement theory, computer applications, topographic surveying. Prerequisites: Trigonometry, EE 151. For CE majors only.

**270 APPLIED MECHANICS I (Statics), (3).** Equilibrium of particles, rigid bodies, frames and machines; vectors, centroids, friction, and moments of inertia. Required for CE, EE, and ME majors. Prerequisite: PHYS 170.

**271 APPLIED MECHANICS II (Dynamics), (3).** Dynamics of particles and rigid bodies; force, acceleration, impulse-momentum, work-energy. Required for CE and ME majors. Prerequisites: CE 270, MATH 206.

## CHEMISTRY (CHEM)

**100B CHEMISTRY AND MAN, (Lecture/Lab), (4).** Brief introduction to basic principles of chemistry and their relationship to the modern world. This course provides a general education core course for the non-science major. Emphasis will be placed on how science and technology affect the individual, society and the environment. Topics to be treated include: air and water pollution, energy resources, and basics of biochemistry. This is a lab oriented course in which students are encouraged to learn by doing. Class meets for 3 hours of lecture and 3 hours of lab per week. Recommended preparation: MATH 25.



**102 BASIC CHEMICAL CONCEPTS AND APPLICATIONS, (Lecture/Lab). (4).** An introductory course on the basic principles of chemistry. Emphasis will be placed on basic chemical concepts and their applications. This course is designed for students who intend to major in science or science-related fields but who have had little or no science background, or for those students who need a refresher course for technical and professional improvement. This is a laboratory-oriented course where lab skills and their applications will be emphasized. Class meets in a lecture-lab format 2 hours each meeting, three times a week. Recommended preparation: MATH 25 or equivalent.

**151B ELEMENTARY SURVEY OF CHEMISTRY, (Lecture/Lab). (4).** An introductory course to the fundamental theories and experimental methods of chemistry intended for majors in science and science-related fields. The basic language and quantitative relationships of chemistry are studied, as well as the theories of atomic structure, chemical bonding, structure-property relationships, and chemical reactions. Class meets for 3 hours of lecture and 3 hours of lab per week. This course is a prerequisite to either Biochemistry (CHEM 251) or Organic Chemistry (CHEM 152) for majors in the School of Nursing, or can be taken as preparation for CHEM 161 or CHEM 171. CHEM 151B satisfies the requirements for CHEM 151 and laboratory for BIOCHEM 241 at the Manoa campus. Note that CHEM 251 is offered in the Spring semester only. Prerequisite: MATH 27 or equivalent.

**161B GENERAL CHEMISTRY I, (Lecture/Lab). (4).** Basic principles of inorganic chemistry. A first course of a two-course sequence designed to meet the one-year requirement of General College Chemistry. Concepts and topics include, scientific measurement, chemical math, atomic structure and chemical bonding, the states of matter, and solution chemistry. Laboratory activity is a required part of the course. Class meets for 3 hours of lecture and 3 hours of lab per week. Prerequisite: Math 27 or equivalent. Recommended preparation: High School chemistry or CHEM 151B.

**162B GENERAL CHEMISTRY II, (Lecture/Lab). (4).** Principles of Chemical Dynamics. A second semester offering of a two-semester sequence designed to meet the one-year requirement of General College Chemistry. Emphasis in the course is placed on kinetics, thermodynamics, equilibria, including acid/base and solubility equilibria, oxidation-reduction and electrochemistry. Laboratory activities are a required part of the course. Class meets for 3 hours of lecture and 3 hours of lab per week. Prerequisite: CHEM 161B or equivalent, and Math 120 or equivalent.

**171B GENERAL CHEMISTRY, (Lecture/Lab). (5).** Topics include solutions and solution chemistry with an emphasis on chemical dynamics—why and how various reactions occur (kinetics),

the changes in energy involved (thermodynamics), and the extent to which they occur (equilibrium). Concepts of oxidation-reduction and electrochemistry will also be included. Class meets for 4 hours of lecture and 3 hours of lab per week. Prerequisite: Credit or concurrent registration in MATH 205.

**251 BIOCHEMISTRY, (Lecture/Lab). (4).** This course can be taken in order to complete the one year chemistry requirement for majors in the School of Nursing and satisfies the requirement for BIOCHEMISTRY 341 at the Manoa campus. Topics include the structure, nomenclature, and properties of the major classes of organic and biochemical compounds as well as enzymology and metabolism and its regulation. Emphasis is placed on the chemical principles and concepts as they apply to living systems. Class meets for 3 hours of lecture and 2 hours of discussion/lab per week. Prerequisite: CHEM 151B or equivalent.

## COMMUNICATIONS (COMUN)

**101 AMERICAN SIGN LANGUAGE I, (3).** An overview of various forms of manual communication including Ameslan, SEE signs, manual English, and fingerspelling. A brief introduction to deafness and the psychology of deafness.

**145 INTERPERSONAL COMMUNICATION, (3).** Introduction to communication strategies and outcomes through participation in interpersonal communication activities.

**201 COMMUNICATION PRINCIPLES, (3).** Survey of the theories, research, and programs of communication to explain major communication principles in interpersonal, mass, and telecommunication.

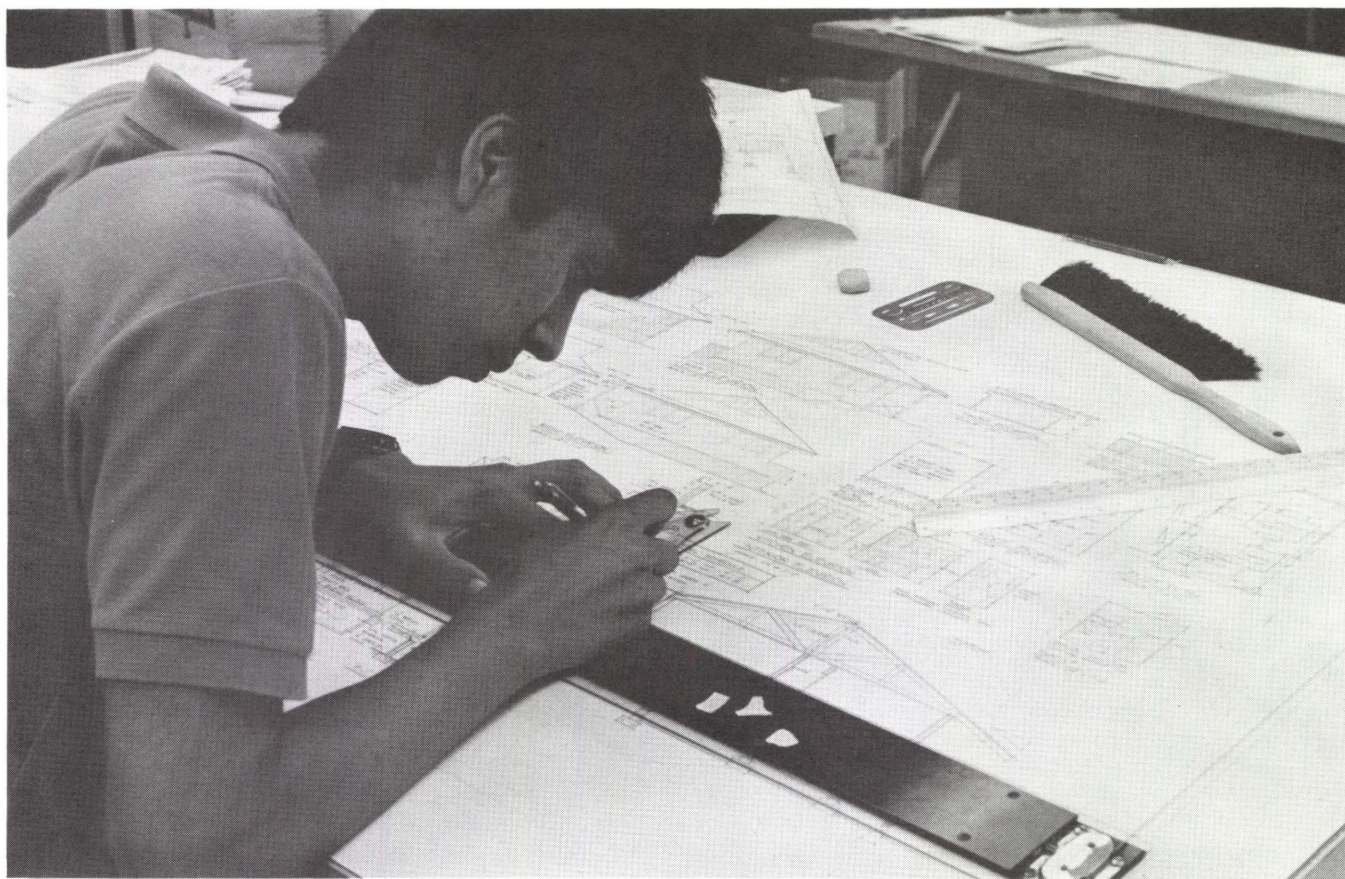
**202 COMMUNICATION PRACTICES, (3).** Introduction to media, research, and computer literacies necessary for communication related study and careers.

**210 INTERCULTURAL COMMUNICATION, (3).** Survey of social-psychological and cultural variables which affect communication among peoples of different cultures. This knowledge helps in understanding and facilitating social and cultural change. Recommended preparation: prior course in COMUN, JOURN, ENG.

**235 PERSPECTIVES ON TELECOMMUNICATION, (3).** Telecommunication services, including broadcasting and interactive media, as they serve communication needs in society.

**255 INTRODUCTION TO MEDIA PRODUCTION, (3).** Theory, nomenclature and utilization of basic radio, television, and film production equipment. Production planning, scripting and writing formats, and directing techniques.





**263B/C/D BROADCASTING LABORATORY, (3-3-3).** Introduction to equipment and operation of radio and television studios and roles of members of the production team. Basic production techniques. (B) Radio Production; (C) Television Production; (D) Performance. May be taken 3 times—1 semester for Radio (B), 1 semester for Television (C) and 1 semester for Performance (D). Prerequisites: For 263B and C: COMUN 235 and 255. For 263D: credit or concurrent registration in COMUN 235.

**285 WRITING OF BROADCAST MESSAGES, (3).** An introduction to the theory, format and styles of radio and television scripting. The course will also introduce the student to some of the basics of media production: theory, nomenclature, and operations of radio and television equipment, production planning, and directing techniques. Prerequisites: ENG 100, 170, or consent of instructor. Recommended preparation: Completion of or concurrent registration in COMUN 235.

## DANCE (DANCE)

**131 MODERN DANCE I, (3).** An introduction to basic technical skills and creative processes. Dance clothes are to be provided by students. May be repeated once for additional credit.

**132 MODERN DANCE II, (3).** Provides more advanced students opportunity to further develop skills and creative processes introduced in Dance 131. Performance opportunities will be available.

Dance clothes are to be provided by students. Recommended preparation: DANCE 131. May be repeated once for additional credit.

## DRAFTING TECHNOLOGY (DRAFT)

*Modular courses; classes meet daily unless indicated otherwise. Students provide own tools. Approximate cost: \$90*

**19 BASIC DRAFTING, (3).** A comprehensive study of basic drafting techniques, materials, tools and processes, including projections, sectioning, pictorial drawings, lettering and dimensioning. Required for students without prior experience in mechanical drawing. May be taken concurrently with DRAFT 20.

**20 INTRODUCTION TO DRAFTING, (4).** A comprehensive study of basic techniques in architectural drafting, including lettering, free-hand sketching, symbols and conventions, and tracing practices. This course is recommended preparation for all higher numbered drafting courses. Recommended preparation: DRAFT 19 or high school Mechanical Drawing course or equivalent experience.

**26 CONSTRUCTION MATERIALS I, (3).** An introduction to basic materials used in building construction: wood, concrete, concrete products, metals, plastics and glass. Plumbing fixtures, kitchen appliances, wood products and appropriate codes and regulations are introduced as they apply to the



floor plan of a working drawing. Recommended preparation: DRAFT 20.

**27 CONSTRUCTION MATERIALS II, (3).** This course continues the study of architectural materials and their application to various building types. Manufactured doors, windows, finishing materials such as plastics, floor covering, paints and acoustical finishes are incorporated into detailed drawings. Appropriate codes are introduced as they apply to the various drawings. Recommended preparation: DRAFT 20.

**30B ARCHITECTURAL CONSTRUCTION I, (2).** An introduction to various foundation types used locally, based on soil conditions and structural considerations. Foundation plan and sections are developed from various conditions. Appropriate codes are introduced. Recommended preparation: DRAFT 20.

**30C ARCHITECTURAL CONSTRUCTION II, (3).** This course introduces roof and floor framing systems. The sizing of wood framing is studied through the use of span/load tables. Applicable codes are introduced. Recommended preparation: DRAFT 20.

**32 STRUCTURAL DRAFTING, (3).** An introduction to structural drafting of wood, reinforced concrete and steel structures and appropriate codes. Methods of determining live and dead loads are studied. Building sections are developed and connection points are detailed. Recommended preparation: DRAFT 20.

**34B RESIDENTIAL PLANNING, (3).** An investigative study of regional differences, orientation and different uses of structures as they apply to planning. Plot and landscaping plans are also included. Recommended preparation: DRAFT 20.

**34C PRESENTATION DRAWINGS, (3).** An introduction to shades and shadows, one-point and two-point perspectives and rendering. Recommended preparation: DRAFT 20.

**36B ARCHITECTURAL DRAFTING I, (2).** An introduction to stairway and fireplace design and construction. Applicable codes are studied and detailed drawings of various types of stairways using different materials are developed. A detailed drawing of a fireplace is also completed. Recommended preparation: DRAFT 20.

**36C ARCHITECTURAL DRAFTING I, (2).** Various materials for exterior use are studied for their textural qualities. Roofing materials as they apply to differing design criteria, wood and other exterior siding, and various fenestration for sizes, utility and placement are studied. Exterior elevations of various building types are drawn to working drawing standards. Recommended preparation: DRAFT 20.

**36D ARCHITECTURAL DRAFTING I, (2).** Elevation drawings of building interiors are drawn indicating various finishing materials and built-in work. Cabinet work detailing and various finishing hardware for cabinets are studied, designed and drawn. Recommended preparation: DRAFT 20.

**38 ARCHITECTURAL DRAFTING II, (5).** The coursework includes development of a complete set of working drawings for a substantial residential structure conforming to all local codes, regulations and current construction procedures and methods. The drawings shall meet all requirements of architectural drafting practices. Techniques, standards and details to complete the required drawings will be studied and discussed in conjunction with the actual drafting project. Recommended preparation: DRAFT 20, 26, 27, 30B, 30C, 32, 34B, 36B, 36C, 36D, and 44.

**40 ARCHITECTURAL DRAFTING III, (4).** The coursework includes development of a complete set of light working drawings for a commercial structure or a multi-family residential structure conforming to local codes, regulations and current construction procedures and methods. The drawings shall meet all requirements of architectural drafting practices. Techniques, standards and details to complete the required drawings will be studied and discussed in conjunction with the actual drafting project. All regulations and code requirements will be studied as they relate to the drawing project. Recommended preparation: DRAFT 20, 26, 27, 30B, 30C, 32, 34B, 36B, 36C, 36D, 42 and 44. Offered Fall Semester only.

**42 CODES AND SPECIFICATIONS, (2).** A study of the written building specification document naming and describing materials, equipment and processes relating to a particular structure which cannot reasonably be placed on the drawings. A typical specification document will be researched, compiled and prepared in accordance with the standardized format. Recommended preparation: DRAFT 20.

**44 BUILDING SERVICES, (3).** A study of the materials and equipment used in the mechanical and electrical systems of a building, as well as the methods of designing the various parts of the system. The class is not intended to be a comprehensive design course. Recommended preparation: DRAFT 20, 26, 27, or approval of instructor.

## DRAMA (DRAMA)

**101 INTRODUCTION TO DRAMA AND THEATRE, (3).** A study of selected plays representative of important historical periods, with a review of the elements and forms of drama and some practice of theatre skills.

**221 BEGINNING ACTING I, (3).** An introduction to acting with individual and group exercises in



movement for the stage, improvisation, scene preparation and performance.

**222 BEGINNING ACTING II, (3).** Advanced work on improvisation. Vocal and physical training is emphasized, particularly on scene work. Actors are expected to work together to present scenes to the class and are required to audition for at least one campus production during the course. Recommended preparation: DRAMA 221 or consent of the instructor.

**240 BASIC STAGECRAFT, (3).** An introduction to stagecraft and the technical aspects of theatre, including basic theory and fundamentals of lighting, set construction, sound, costuming, makeup and stage management. Class time will be divided between lectures and laboratory work in the theatre.

**262 A HAWAIIAN STYLE THEATRE, (3).** A practical performance-oriented theatre course which combines the local experience with practical productions. The actual production activities the student undertakes will vary with the production requirements of the play being produced. Recommended preparation: performance experience or experience in the subject matter of the play.

## EAST ASIAN LANGUAGE (EALA)

**261-262 MODERN JAPAN, (3-3).** This sequence of two courses is a sociocultural survey of modern Japan post 1868, with heavy emphasis on today's Japan. Contemporary life styles of the Japanese will be studied in terms of values, customs, education, work ethic and economy, geography, sociocultural and linguistic patterns, and the family system. The interrelationship of language and culture will be explored. Appropriate comparisons will be made with Japanese Americans on all relevant issues.

## ECONOMICS (ECON)

**19 CONSUMER EDUCATION, (3).** Intended for those who need immediate, direct and practical assistance with their budgets and purchasing practices. Student concerns will to a large extent determine the direction and content of the course. Offered off-campus.

**101 CONSUMER ECONOMICS, (3).** The purpose of this course is to investigate the theory that rational decisions to buy on the part of the consumer will influence the production of goods and services in a market economy. To assist in this inquiry, students will learn basic skills and information needed to make rational consumer decisions, e.g., money management, consumer credit, food purchasing, consumer protection. Students will also learn how to maximize their scarce and limited resources, i.e., money, time and energy.

**120 INTRODUCTION TO ECONOMICS, (3).** A one-semester introduction to economics which combines the macro and micro perspectives and concentrates on application of basic economic principles to analysis of public policy questions.

**150 PRINCIPLES OF ECONOMICS I, (3).** Stresses macroeconomics with emphasis on modern theory of income determination indicating how and why incomes, production, employment and price levels fluctuate; the structure of the banking system and its role in the economy; and public policy questions arising from changes in these aggregates.

**151 PRINCIPLES OF ECONOMICS II, (3).** Stresses microeconomics, i.e., analysis of the price system through which a country allocates its resources among alternative uses and distributes the national income among its people.

## EDUCATION (ED)

**100 INTRODUCTION TO EDUCATION, (3).** An introductory course designed to familiarize and introduce the student to the field of education, its historical background, philosophies and contemporary theories. This course will acquaint the student with the American educational system in terms of its problems, possibilities and potentials. School organization, elements of control, the basics of school financing and the different kinds of learners are examined. This course also provides the student an opportunity to visit and observe the classroom.

## ELECTRICAL ENGINEERING (EE)

**120 INTRODUCTION TO MICROPROCESSORS AND LOGIC DESIGN, (3).** Design of combinational and sequential circuits. Computer architecture, microprocessors and microcomputers. Prerequisite: High school physics and chemistry (or PHYS 100B and CHEM 151B) and credit or concurrent registration in MATH 205.

**150 INTRODUCTORY COMPUTER PROGRAMMING METHODS USING PASCAL, (3).** Introduction to computer programming methods, with emphasis on planning, writing, debugging of programs. Basic applications. Prerequisite: High school algebra or consent of instructor. Not intended for CE or ME students. Priority is given to EE majors.

**151 INTRODUCTORY COMPUTER PROGRAMMING METHODS USING FORTRAN, (3).** Principle emphasis will be on use of computers in solving mathematical and scientific problems. Introduction to numerical analysis, information structures, and research methodology. Emphasis on the development of the algorithmic process, as well as iterative methods and matrix techniques for solving simultaneous linear equations. Applications using the FORTRAN language. Prerequisites: High



school algebra or consent. Not intended for EE students. Offered Spring semester only.

**211 BASIC CIRCUIT ANALYSIS, (3).** Study of linear circuits, time-domain analysis, transient and steady-state responses, phasors, impedance, and admittance; network or system functions, frequency response and filtering, resonance. Prerequisite: Credit in MATH 206; credit or concurrent registration in PHYS 272, 272L.

**213 BASIC LAB MEASUREMENTS AND TECHNIQUES, (3).** Basic electronic measurements. Transient circuit analysis together with elementary circuit applications. Prerequisite: C or better in EE 211; credit or concurrent registration in MATH 232.

**266 COMPUTER ORGANIZATION AND PROGRAMMING TECHNIQUES, (3).** This course will cover the organization and machine language of typical computers. In addition, the course will provide an introduction to machine language programming techniques, operating systems, data structures, sorting, and retrieving data from files of information. Prerequisite: EE 150 or equivalent.

## ENGLISH (ENG)

**21 DEVELOPMENTAL READING, (3).** This course is designed to assist students in developing or improving reading skills basic to college survival. Emphasis is placed on increasing comprehension, vocabulary, and study reading techniques. In addition to group activities, individualized programs are designed for students based on needs and interests. Students who need to strengthen study skills, who are employed, or who have been out of school for two years or more, including those who are unsure of their goals, may want to take ENG 21. Students who score below 35 on the Nelson-Denny Placement Test may have difficulty mastering the course without extra time and effort.

**22 INTRODUCTION TO EXPOSITORY WRITING, (3).** A basic course of composition and grammar designed to teach the student to produce standard and acceptable expository writing. Students who complete this course with a grade of "C" or better may enroll in ENG 100 or 170.

**100 EXPOSITORY WRITING** (*See also ENG 170*), (3). College-level writing course in which the student will write papers both in class and outside of class. All activities are designed to enable the student to write correctly, clearly, logically and effectively, in a style appropriate to the audience and purpose of each paper. Techniques for writing research papers are included. Prerequisite: Original placement test score higher than 10th grade level, or "C" letter grade or better in ENG 22, or approval from the Language Arts Division.

**102 COLLEGE READING SKILLS, (3).** This course is designed for students scoring above average on the Nelson-Denny reading test. Emphasis is placed on increasing reading rate, building vocabulary, and developing comprehension, critical reading and advanced study skills. Students are expected to develop a flexible reading rate as an aid for handling study-type college level material. Recommended preparation: Nelson-Denny test total score of 51 or higher, or completion of ENG 21 with a grade of "C" or better. Students who score between 56 and 70 points on the Nelson-Denny Reading Test, and/or those who score above 70 points and wish to improve their analytical reading skills, are encouraged to take ENG 102. Students who are unsure about whether they should enroll in English 102 or another Reading course should see a counselor or a Reading instructor.

**170 LANGUAGE AND THE VISUAL MEDIA, (3).** This writing course fulfills the same degree requirements as ENG 100. The papers written for this course will analyze the use of language in television, film and advertising. Prerequisite: Original placement test score higher than 10th grade level, or "C" letter grade or better in ENG 22, or approval from the Language Arts Division.

**201 INTRODUCTION TO CREATIVE WRITING, (3).** Students will practice writing poems, scenes and short stories. The course includes creative writing assignments, discussion of professional works, and discussion of each student's writing. Recommended preparation: ENG 100 or consent of instructor. May be repeated for additional credit.

**205 MAGAZINE EDITING AND PRODUCTION, (4).** This course is designed to enable students to produce a magazine containing student writing and art. Students enrolled in this course will practice the skills of evaluating and editing written work, of evaluating drawings and photographs, and of designing the magazine. Prerequisite: ENG 100 or 170 or consent of instructor.

**209 BUSINESS WRITING, (3).** This course is designed for students interested in a career in business. It will teach how to organize and evaluate effective communication in writing—how to compose the various forms of letters and reports found in the business field; how to evaluate job resumes. Most course work must be typed. Prerequisite: ENG 100 or 170 (C or better) or equivalent, or permission from the Language Arts Division.

**215 ADVANCED EXPOSITORY WRITING, (3).** Second-year expository and persuasive writing. Practice in: 1) writing clearly and effectively for a variety of audiences; 2) writing with greater control over style; and 3) using different approaches to discover and refine ideas for writing. The papers (letters, essays, articles) written for this course will be appropriate for use in other classes, in business, or for publication. Required preparation: ENG 100 or 170 or consent of instructor.



**250 MAJOR WORKS OF AMERICAN LITERATURE, (3).** Topics in American literature from the pre-Civil War period to the present, featuring major works of American literature. Recommended preparation: ENG 100.

**251 MAJOR WORKS OF BRITISH LITERATURE, (Middle Ages to 1800). (3).** A study of the major works of British literature. Recommended preparation: ENG 100.

**252 MAJOR WORKS OF BRITISH LITERATURE, (1800 to Present). (3).** A survey of the major works of British literature in the 19th and 20th centuries. Recommended preparation: ENG 100.

**253 WORLD LITERATURE, (Classical Times to Renaissance) (3).** Features major works of Western and Eastern World literature from Classical times to the Renaissance. Recommended preparation: ENG 100.

**254 WORLD LITERATURE, (1600 A.D. to Present) (3).** Features major works of Western and Eastern World literature from Renaissance times to the present. Recommended preparation: ENG 100.

**255 TYPES OF LITERATURE I, (3).** Practical criticism in major genres of literature, including the short story and the novel. Narrative poetry may also be included. Recommended preparation: ENG 100.

**256 TYPES OF LITERATURE II, (3).** Practical criticism in major genres of literature, including

drama, and poetry. Biography or the essay may also be included. Recommended preparation: ENG 100.

**258 EARLY JAPANESE LITERATURE, (3).** Readings in English translations of the earliest works of Japanese literature to 1868, with the focus on how the texts reflect the Japanese cultural character and world view as well as universal truths of the human condition. Selections from Japanese film classics are also featured. Recommended preparation: ENG 100.

**259 MODERN JAPANESE LITERATURE, (3).** Readings in English translations of modern works of Japanese literature from 1868 to the present, with the focus on how the texts reflect 19th and 20th century Japanese life as well as general truths of the human condition. Selections from modern Japanese film classics are also featured. Recommended preparation: ENG 100.

## ENGLISH LANGUAGE INSTITUTE (ELI)

**2 SPEECH FOR NON-NATIVE SPEAKERS, (3).** A course in speaking improvement designed to give the foreign student ability to communicate in Standard American English. Includes practice in pronunciation, oral reading, public speaking and listening comprehension. Open only to non-native speakers of English. Co-requisite with ELI 3 and 4.





**3 READING FOR NON-NATIVE SPEAKERS, (3).** A program in reading comprehension, vocabulary building, speedreading, word attack skills, and study skills. Open only to non-native speakers of English. Co-requisite with ELI 2 and 4.

**4 WRITING FOR NON-NATIVE SPEAKERS, (3).** A writing program of intensive classroom instruction and activities. Emphasizes sentence structure and paragraph organization. Open only to non-native speakers of English. Co-requisite with ELI 2 and 3.

**7 INTERMEDIATE READING FOR NON-NATIVE SPEAKERS, (3).** A program at the intermediate level in reading comprehension, vocabulary building, speedreading, word attack skills and study skills. Open only to non-native speakers of English and may be repeated. It is co-requisite with ELI 8.

**8 INTERMEDIATE WRITING FOR NON-NATIVE SPEAKERS, (3).** A writing program of intensive classroom instruction and activities. Emphasizes sentence structure, paragraph organization and knowledge of formal English grammar. Open only to non-native speakers of English and may be repeated. It is co-requisite with ELI 7. Special sections of ENG 21 and ENG 22 are designated for ELI students.

## EUROPEAN LANGUAGE (EL)

**241 FRENCH CULTURE AND CIVILIZATION, (3).** A survey in English of the culture and institutions of modern France. Contemporary life styles of the French people will be studied regarding such aspects as national characteristics of the people, physical, economic, historical and political background of the country, the family at home and at work, and finally the result of current national social change. No recommended preparation.

**261 HISPANIC CIVILIZATION (SPAIN AND PORTUGAL), (3).** A study in English of the culture and civilization of Spain. The geography, history, art, architecture, music, philosophy, literature and customs of the Spanish people will be discussed with major emphasis centered upon how they exist or influence the Spain of today. Students may choose to do research on Spanish influence on the history or culture of other countries of the world. (Latin American Civilization and Culture may be studied separately in EL 262).

**262 HISPANIC CIVILIZATION (LATIN AMERICA), (3).** A study in English of contemporary life styles of Ibero-American peoples, touching upon the influences of history, geography and tradition, and the reflection of these life styles in the arts, customs and folklore of the Spanish and Portuguese speaking peoples of the Americas, including Spanish-speaking ethnic minorities in the United States. In addition to a basic core of knowledge, the student

will pursue his/her study more deeply in a selected area of interest.

## FOOD AND NUTRITIONAL SCIENCE (FNS)

**19 BASIC NUTRITION, (2).** The selection of nourishing foods for promoting growth and maintaining normal health and body weight. The role of carbohydrates, fats, proteins, vitamins and minerals in health. Acceptable dietary practices. The significance of calories in weight-control. Food fads and diets. The course is designed primarily to meet the needs of the students in the Food Service Program. It will be open to other students in the college who are interested in nutrition. Offered Spring Semester only.

## FOOD SERVICE (FSER)

*Modular courses, classes meet daily unless indicated otherwise. Students are required to provide cutlery and uniform. Approximate cost: \$150.00*

**20 INTRODUCTION TO FOOD SERVICE, (2).** This course will give students a general overview of the Food Service industry. Subjects covered will include employment, career opportunities, food service terminology and menus, safety regulations and practices and sanitation. Field trips will also be taken.

**30 STOREROOM OPERATION, (3).** This course includes the study of the organization and operation of a central food storeroom. Experience is provided in receiving, pricing, storing and distributing food, supplies and equipment.

**40 DINING ROOM SERVICE, (6).** This course is designed to train students to become waiters, waitresses, hosts and cashiers. Students will learn serving techniques and procedures used by most dining rooms. Beverage service, tableside service, menu terminology, and special "selling" techniques will be covered.

**50 FUNDAMENTALS OF COOKERY: Theory, (2).** This course provides students with the opportunity to learn the fundamentals of basic cooking and serving. The course primarily focuses on learning the basic theories in general food preparation, serving and storage. Should be taken concurrently with FSER 51, 54, and 55.

**51 FUNDAMENTALS OF COOKERY: Station Set-up, Service and Storage, (6).** This course provides students with the opportunity to apply theories and skills in basic food preparation, serving, storage of food, and proper practices in sanitation. Emphasis is on developing professional attitudes and behavior required in the Food Service industry. This is a first semester course in the Food Service Program. Should be taken concurrently with FSER 50, 54, and 55.



**52 SHORT ORDER COOKERY, (4).** Students will learn to manage and operate a coffee shop with a minimum of supervision. The coffee shop will simulate as closely as possible a coffee shop in industry.

**54 COLD FOOD PANTRY: Theory, (2).** This course deals with the study of the basic skills and the knowledge required to prepare food and beverages in the pantry related area. The course primarily focuses on learning theories applicable to preparing pantry related food and beverages. Should be taken concurrently with FSER 50, 51, and 55.

**55 COLD FOOD PANTRY: Preparation, Service and Storage, (6).** This course deals with the basic skills and knowledge required to prepare food and beverages in the pantry-related area. Focus is on proper application of theories and procedures for setting up work stations, proper preparation methods for future serving, preparing sandwiches and salads "to order" by using sanitary work habits and storage methods. Should be taken concurrently with FSER 50, 51, and 54.

**60 INTERMEDIATE COOKERY, (8).** Students will increase their skills and techniques on preparation of the various entrees required by industry. They will make the various soups and sauces for the day, as well as supervise the preparation of the main entree of the day. Recommended preparation: FSER 50, 51, 54, and 55.

**70 ADVANCED COOKERY, (7).** Preparation of food as typified in fine dining rooms and specialty restaurants constitutes the content of the course. Experiences encompass the various stations in the kitchen of these types of establishments. Foods are produced in quality as well as in quantity. Recommended preparation: FSER 60.

**93D/E COOPERATIVE EDUCATION, (3-4).** Provides practical work experiences in Food Service areas where students will apply classroom knowledge and develop job competencies. Number of credits will be dependent on the number of hours spent at the job station. One credit is granted for each five hours a week spent on the job. Student registers for a definite number of credits, as approved by the instructor at the time of registration. Highly recommended additional course for Certificate of Achievement and Associate in Science Degree in Food Service. May be repeated for up to eight credits. With instructor's approval, this course may be taken in lieu of FSER 20. Additional assignments beyond regular cooperative education work will be required under the instructor's direction.

## FRENCH (FR)

**50 CONVERSATIONAL FRENCH, (2).** A non-transfer practical conversational course to provide an introduction or review to students of French or people who plan to travel to France, or whose work brings them in contact with French or Canadian tourists and businessmen. Through practice in oral comprehension, speaking and reading students will

develop sociolinguistic ability to meet the demands for survival as travelers. This course does not apply toward fulfillment of the U.H. foreign language requirement. No pre-requisite.

**101-102 ELEMENTARY FRENCH I, II, (4-4).** Study of the basic structures of the French language through simple situations illustrating French life. Intensive practice in speaking, writing and oral comprehension. Short readings to acquaint the student with aspects of French culture. Includes drills in the Learning Resource Center. Recommended preparation: None for FR 101; FR 101 or equivalent for FR 102.

**201-202 INTERMEDIATE FRENCH I, II, (4-4).** Study of selected literary works and/or articles: Review of the basic grammar structure using contextual drills. Practice in speaking, oral comprehension and reading. Writing is emphasized through short written reports in the form of resumes and discussion of characters, themes and ideas. Includes drills in the Learning Resource Center. Recommended preparation: FR 102 or equivalent for FR 201; FR 201 or equivalent for FR 202. FR 201 offered Fall Semester only. FR 202 offered Spring Semester only.

See also:

EL 241, French Civilization, taught in English.

## GEOGRAPHY (GEOG)

**101 MAN'S NATURAL ENVIRONMENT, (3).** A survey of the basic elements of man's environment, especially climate, soils, landforms, water and natural vegetation. An optional Laboratory course is offered for those interested.

**101L MAN'S NATURAL ENVIRONMENT LAB, (1).** Laboratory course available with GEOG 101. Class will meet three hours each week. Topics of the course are: use of maps, analyzing soils, interpreting the weather, and identification of rocks and minerals. Field trips may be taken. Offered Fall Semester only.

**102 WORLD REGIONAL GEOGRAPHY, (3).** Geography of world's major cultural regions; emphasis on geographic aspects of contemporary economic, social and political conditions. Introduction to the study of geographic regions. Each region will be examined in terms of its underlying physical, cultural, economic and political backgrounds.

**122 GEOGRAPHY OF HAWAII, (3).** The course is designed to acquaint the student with basic geographic principles and aid in understanding and appreciating the Hawaiian environment. Fundamental concepts of physical and cultural geography are presented with emphasis on Hawaii's volcanic landforms, coastal features, climate and vegetation. Geographic aspects of population, settlement, agriculture, economics and land use are also investigated.



**151 GEOGRAPHY AND CONTEMPORARY SOCIETY, (3).** Human use of the earth; systematic study of world patterns of population, natural resources, economic activities, agriculture, mining and manufacturing, services and consumption. Elements of location theory, resource management and regional economic development and planning.

## GEOLOGY-GEOPHYSICS (GG)

**101 INTRODUCTION TO GEOLOGY, (3).** Lecture course in the fundamentals of physical geology covering rocks and minerals, the external processes of weathering, mass wasting, erosion, the internal processes of magma movement and the dynamics of plate tectonics. Field trips will be made to nearby sites to study local volcanism. An optional lab course is offered. Geology majors should register concurrently in the lab course.

**101L INTRODUCTORY GEOLOGY LAB, (1).** Laboratory course offered as an optional part of the introductory geology lecture course. The class will study rocks and minerals, make topographic maps and interpret geologic maps. Field trips will be made to illustrate the various forms of volcanism. Class meets for 3 hours of lab per week. Prerequisite: Completion of or concurrent registration in GG 101. Offered Spring semester only.

## GERMAN (GER)

**101-102 ELEMENTARY GERMAN I, II, (4-4).** Basic structures of the German language emphasizing speaking, writing and comprehension in listening and reading. These German language structures are practiced in class and in the Learning Resource Center until students can use them in written and conversational exchanges. Recommended preparation: None for GER 101; GER 101 or equivalent for GER 102.

**201-202 INTERMEDIATE GERMAN I, II, (4-4).** Continuation of skills learned in Elementary German. Includes readings and comprehension exercises in authentic German prose representing facets of German life and culture and selections from the works of significant writers and thinkers. Includes drills in the Learning Resource Center. Recommended preparation: GER 102 or equivalent for GER 201; GER 201 or equivalent for GER 202. GER 201 offered Fall Semester only. GER 202 offered Spring Semester only.

## GRAPHIC ARTS (GRAPH)

*Modular courses; classes meet daily unless indicated otherwise. Students are required to provide various Graphic Arts tools. Approximate cost: \$150.00.*

**20 GRAPHIC COMMUNICATIONS, (1).** The course provides basic foundation in Graphic Arts—introduction to planning layouts, basic paste-up,

copy preparation, camera, stripping, platemaking, press and bindery operations. All instructional activities will revolve around the graphic arts laboratory equipment to facilitate demonstrations and student involvement in practical applications. This is an introduction to and a recommended preparation for all other Graphic Arts courses.

**21 ART/COPY PREPARATION I, (3).** This course covers the fundamental skills and knowledge of copy preparation and layout. Basic paste-up and cold type copy preparation skills are emphasized. It includes the preparation of rule and forms, methods of correction for photo reproduction. Lecture and lab experiences. Recommended preparation: GRAPH 20.

**22 ART/COPY PREPARATION II, (3).** An advanced lecture-laboratory course designed to provide skill development in machine composition and art and copy preparation. Emphasis is placed on application of the basic techniques toward greater job complexity, increased quality and increased productivity. Recommended preparation: GRAPH 20 and GRAPH 21.

**25 PROCESS CAMERA, (3).** The course provides basic training in the use and operation of the process camera, lithographic film processing, organization of the darkroom, parts of the camera, lens and laws of light. Lecture and laboratory experiences. Recommended preparation: GRAPH 20.

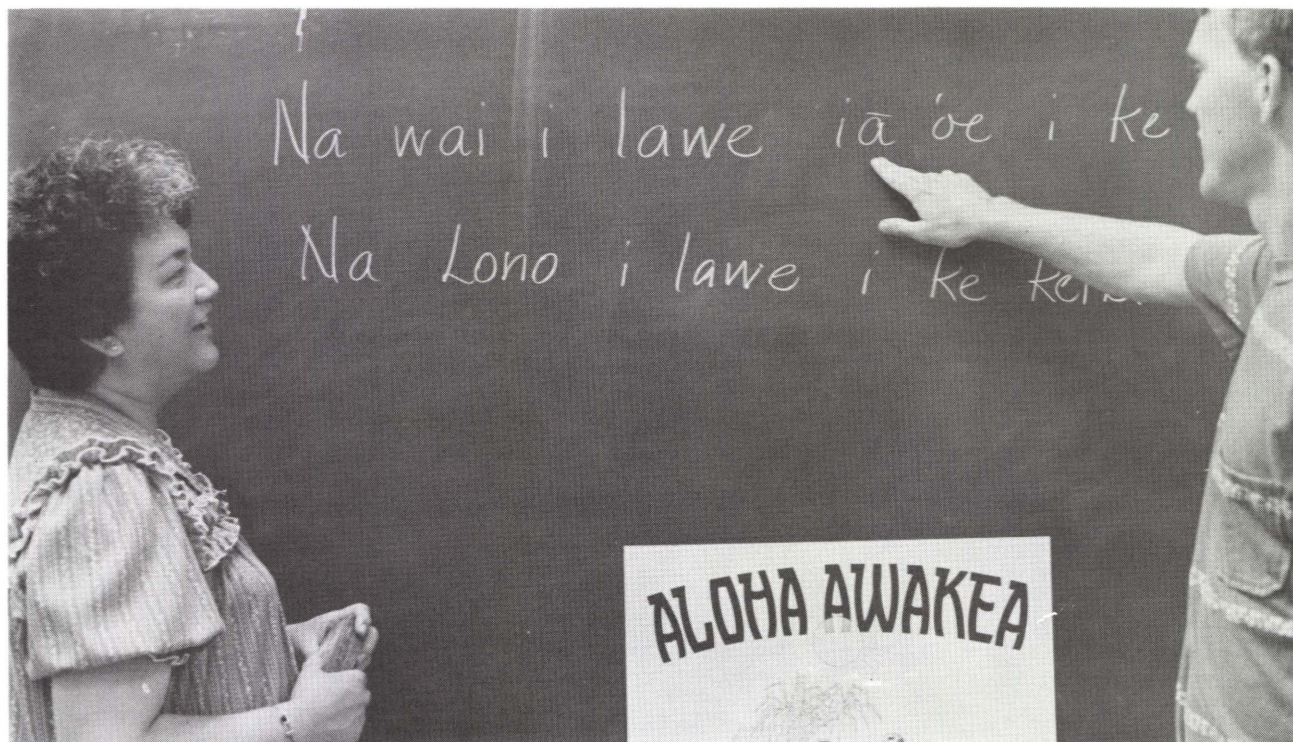
**27 THE PROCESS CAMERA—HALFTONE SCREENING, (3).** This course instructs students to be proficient in operating the process camera, proper screen angles, special screening technique for multiple exposure, drop-outs and special effects. It includes a comprehensive study of sensitometry. Recommended preparation: GRAPH 20 and 25.

**30 STRIPPING & PLATE MAKING I, (4).** The course provides basic training in stripping, opaquing, reverses, contacts, spreads and film scribing. Plate processing, multiple exposures, types of plates, additions and deletions are explored. Lecture and laboratory. Recommended preparation: GRAPH 20.

**33 PRESS OPERATOR I, (4).** This course covers the fundamentals of offset press operation. Adjustment, operation and maintenance of offset presses are reviewed, including basic press theory, press problems, blankets, dampeners, register, pH, fountain solutions, offset inks and paper. Lecture and laboratory. Recommended preparation: GRAPH 20.

**34 PRESS OPERATOR II, (3).** This advanced lecture-laboratory course is designed to provide skill development in offset presses. Emphasis is placed on application of the basic techniques toward greater job complexity, increased quality and increased productivity. Recommended preparation: GRAPH 20 and 33.





**36 BINDERY, (2).** This course provides training in bindery operations. Both hand and machine tasks are treated, including folding, stitching, trimming, punching, drilling, padding and binding. Lecture and laboratory. Recommended preparation: GRAPH 20.

**40 ESTIMATING, (3).** Students will be exposed to the skills and knowledge of estimating jobs that are consistent with industrial requirements for entry level occupations. The study of paper costs, press run charges, bindery, engravings, offset plates, plant overhead and profit is undertaken. Forms used by the printing estimator and practical estimating problems are reviewed. Recommended preparation: GRAPH 20, 21, 25, 30 and 33.

**44 JOB PLANNING & PRODUCTION, (6).** This is an advanced course geared for students to apply skills learned from the Graphic Arts courses. Emphasis for this course is placed on solving various types of scheduling and production problems encountered in print shops and reinforcing, refining and developing graphic arts skills, proficiency and efficiency. Recommended preparation: GRAPH 20, 21, 22, 25, 27, 30, 33, 34 and 36.

**93D/E COOPERATIVE EDUCATION, (3-4).** Provides practical work experiences in Graphic Arts areas where students will apply classroom knowledge and develop job competency. Student spends up to 5 hours on the job daily. Number of credits will be dependent on the number of hours spent at the job station. One credit is granted for each five hours a week spent on the job. Student registers for a definite number of credits, as approved by the instructor at the time of registration. Normally taken after completion of two (2) full semesters in the occu-

pational major. Highly recommended additional course for Certificate of Achievement and Associate in Science Degree in Graphic Arts. May be repeated for up to eight credits.

## HAWAIIAN (HAW)

**101-102 ELEMENTARY HAWAIIAN I, II, (4-4).** Basic structures of Hawaiian with an emphasis on listening comprehension, speaking, reading and writing. Through directed drill and practice in class and in the Learning Resource Center, the student learns to communicate in correct Hawaiian. Recommended preparation: None for HAW 101; HAW 101 or equivalent for HAW 102.

**201-202 INTERMEDIATE HAWAIIAN I, II, (4-4).** Continuation of skills in HAW 101/102. Intended to make the student proficient in the usage of the major sentence patterns in Hawaiian. Includes drills in the Learning Resource Center. Recommended preparation: HAW 102 or equivalent for HAW 201; HAW 201 or equivalent for HAW 202. HAW 201 offered Fall Semester only. HAW 202 offered Spring Semester only.

## HAWAIIANA (HAWNA)

**110 OUTDOOR RECREATION: HAWAIIANA, (3).** The course emphasis is on traditional cultural activities of the Hawaiians. Instruction is given in traditional crafts such as making corsages, leis, sandals, skirts, and nets. A general overview of Hawaii's progression from earliest history to the period of "discovery" is included. Field experiences include visits to historic sites.



**231 HAWAIIAN CULTURE, (3).** A study of Hawaiian culture prior to 1778, with emphasis on the socioeconomic system, origin of the Hawaiians, geography, religion, values, music and dance.

## HEALTH (HLTH)

**131 FIRST RESPONDER IN EMERGENCIES, (3).** This course is open to those who want to be prepared to respond effectively to disabling illness or injury. Major topics include basic lifesaving procedures (including CPR), and evaluation of injury and illness in order to provide primary emergency response in the most efficient manner. Prerequisite: Previous or concurrent registration in natural science courses. Adequate reading ability.

## HEALTH & PHYSICAL EDUCATION (HPER)

*A medical clearance will be required in those HPER courses that require active participation. Students without medical clearance will be allowed to register in those courses but will not be allowed to participate until the clearance is obtained.*

**80 FIELD WORK, (4).** To provide the student with actual work experience with the Parks and Recreation Department concentrating on his/her major. Recommended preparation: 24 credits and a 2.0 GPA in Health and Physical Education (HPER) courses. Offered Fall Semester only.

**101 PHYSICAL FITNESS, Coed, (1).** This course is designed to improve physical fitness levels by providing health information and an intensive program of physical activity. Recommended preparation: Good health and a recent physical examination.

**103 BEGINNING SWIMMING, (1).** Instruction in basic swimming skills, survival techniques and water safety including stroke practice in freestyle, breaststroke, backstroke and sidestroke; floating, treading water, drown-proofing, underwater swimming, and diving. Offered Fall Semester at an off-campus swimming pool.

**104 INTERMEDIATE SWIMMING, (1).** This course teaches skills in stroke techniques emphasizing proper stroke movements for efficiency and endurance in freestyle, breaststroke, backstroke and butterfly. Advance review of water safety and survival methods included. Recommended preparation: HPER 103. Offered Spring Semester at an off-campus swimming pool.

**107 TENNIS: BEGINNING, (1).** This course is designed to acquaint students with basic tennis skills, knowledge, attitudes and appreciations. Rules, etiquette, grip, forehand and backhand strokes, serving, volleying, singles and doubles play are included.

**108 TENNIS: ADVANCED, (1).** This course offers instruction in advanced tennis skills and knowledge for students with a background in basic fundamentals of the game. Improving the serve, forehand and backhand strokes, volleying, chop shot, competitive strategy and problems in rules are treated. Recommended preparation: HPER 107 or instructor's approval.

**110 BEGINNING GOLF, (1).** An orientation in the basic golf skills, etiquette, rules and a general understanding of playing the game. Requires payment of green fees for play on golf course.

**111 INTERMEDIATE GOLF, (1).** Improving the basic skills of golf: the drive, fairway wood shots, long iron shots, putting and the problems of rules are treated. Recommended preparation: HPER 110 or a USGA handicap of 15. Requires payment of green fees for play on golf course.

**115 BOWLING, (1).** This course provides an introduction to the game and its rules, fundamentals and etiquette. Foundations in the techniques of approaching and delivering—individual style analysis. Class participation at commercial lanes requires payment of fees for each line bowled during class time.

**122 AEROBIC CONDITIONING, (1).** Course is designed to improve cardiovascular fitness through a systematic program of intensive rhythmic activities.

**124 DANCES OF HAWAII, (1).** This course treats the history, evolution and basic fundamentals of the hula. The emphasis is on learning dances which can be developed creatively and used in social situations, personal enjoyment as well as instructing others in a recreational setting. The puili (split bamboo) is used in the course.

**127 MUSIC FOR RECREATION, (1).** Building a repertoire of songs for recreational settings. Instruction in making instruments for musical accompaniment, and developing music leadership skills. Offered Spring Semester only.

**133 TRACK AND FIELD, (3).** A course in track and field to provide the student with practical training suggestions on every major track and field event, from sprinting and hurdling to discus and pole vaulting.

*Only one of the following courses (HPER 134, 135, 136, and 137) may be taken per semester.*

**134 BASEBALL, (1).** A basic course in baseball to provide the individual with the knowledge and skills of the game. To be taken concurrently with HPER 210 and 250.

**135 VOLLEYBALL, (1).** A basic course in volleyball skills covering rules, serving, passing, setting-up, blocking, and offensive and defensive team-play strategy. To be taken concurrently with HPER 211 and 251.



**136 FOOTBALL, (1).** A basic course in football to provide the individual with theoretical as well as practical knowledge and skills of the game. To be taken concurrently with HPER 212 and 252.

**137 BASKETBALL, (1).** A basic course in basketball to provide the individual with the theory, knowledge and skills of the game. To be taken concurrently with HPER 213 and 253.

**140 OUTDOOR RECREATION: Hiking, (1).** Familiarization with trail resources, hazards, conservation, preservation and an examination of the contribution hiking makes to meeting the recreational needs of the community. Offered Fall Semester only.

**161 AIKIDO, (1).** An introduction to Aikido custom, traditions and philosophies. Students will develop general competencies in: 1) mental development, 2) physical growth and development and 3) emotional and social development. Student must provide own uniform.

**170 YOGA: BEGINNING, (1).** Experiencing yoga and its effects on body, mind and consciousness of the individual. Course encompasses exercise, breathing techniques, deep relaxation, meditation, practice in concentration, and yogic postures.

**208 INTRODUCTION TO RECREATION, (3).** A comprehensive study of the nature and significance of the recreation program in the community. An introductory course dealing with the background, modern trends, role of a professional recreation instructor and methods and principles of organizing and conducting a recreation program.

*Only one of the following courses (HPER 210, 211, 212, and 213) may be taken per semester.*

**210 BASEBALL OFFICIATING, (2).** Techniques used by baseball officials with emphasis on general concepts of the roles of the official and a working knowledge of the basic mechanics of officiating. To be taken concurrently with HPER 134 and 250.

**211 VOLLEYBALL OFFICIATING, (2).** Techniques used by volleyball officials with emphasis on general concepts of the role of the official and a working knowledge of the basic mechanics of officiating. To be taken concurrently with HPER 135 and 251.

**212 FOOTBALL OFFICIATING, (2).** Techniques used by football officials with emphasis on general concepts of the role of the official and a working knowledge of the basic mechanics of officiating. To be taken concurrently with HPER 136 and 252.

**213 BASKETBALL OFFICIATING, (2).** Techniques used by basketball officials with emphasis on general concepts of the role of the official and a working knowledge of the basic mechanics of officiating. To be taken concurrently with HPER 137 and 253.

**215 OUTDOOR RECREATION: Camping, (3).** An introduction to the field of camping and outdoor education. It provides experience in various types of camping and instruction in outdoor living skills. An introduction to basic planning and organization of camp programming and activity instruction. Offered Spring Semester only.

**220 PERFORMING ARTS IN RECREATION, (3).** An understanding of recreation leadership and its application to performing and applied arts, i.e., dance, drama, music, and arts and crafts; an appreciation for and leadership skill in cultural recreation. Emphasis on appreciation, organization and supervisory aspect of these activities, rather than on mastery of skills. Field trips to recreational, cultural and special need center in community.

**230 FIRST AID, (2).** Theory and practices in emergency care leading to certification in American Red Cross standard First Aid and CardioPulmonary Resuscitation. The American Red Cross charges a fee of \$5.00 to issue the certification card.

**233 PHYSICAL EDUCATION: Elementary, (3).** Content and methods of physical education in the elementary school with emphasis on selection, planning, teaching and evaluation of physical activities. Offered Spring Semester only.

**238 OUTDOOR RECREATION, (3).** Objectives and values of outdoor recreation; characteristics and determinants of program; planning, organization, leadership and facilities for recreational uses of natural environment.

**240 RECREATION GROUP LEADERSHIP, (3).** A course designed to study those areas of human behavior that affect leadership in a recreational setting. The student will have the opportunity to examine what is involved in being a leader, to learn specific skills to improve ability to work with people in groups and to examine the various forces that affect the operation of the group.

**248 PROGRAM PLANNING AND ORGANIZATION, (3).** A comprehensive study of the nature of the recreational service function. The course is designed to teach the student how to recognize, select and appropriately organize a basic recreational program to a community's needs. Emphasis will be placed on understanding the importance of the organization, the planning and the programming of the basic functions of a sound recreational program in the community. Offered Spring Semester only.

**249 SOCIAL RECREATION, (3).** This course is designed to provide students with the skills needed to carry out various aspects of social activities in the recreational field. Methods of planning, organizing, implementing and evaluating will be emphasized. In addition, students will have an opportunity to observe and participate in activities for various age groups and organizations within the community.



*Only one of the following courses (HPER 250, 251, 252, and 253) may be taken per semester.*

**250 BASEBALL COACHING, (3).** This course is designed for students interested in learning the theory and strategy of baseball coaching. Emphasis will be on basic and fundamental skills: throwing and catching, fielding the ground ball, outfield play, developing the catcher and pitcher, hitting, preparing for the game, offensive strategy, defensive strategy, training and conditioning of the players, and scouting. Taken concurrently with HPER 134 and 210.

**251 VOLLEYBALL COACHING, (3).** Theory and strategy of offensive and defensive volleyball coaching. Emphasis is on coaching philosophy, selecting and developing an offense and defense, organizing practices, scouting, training and conditioning. Taken concurrently with HPER 135 and 211.

**252 FOOTBALL COACHING, (3).** This course is designed for students interested in learning theory and strategy of football coaching. Emphasis will be on team organization and morale, conditioning, offensive line play, offensive backfield play, the passing game, kicking game, defensive line play, defensive backfield play, scouting opponents, and how to care for common football injuries. Taken concurrently with HPER 136 and 212.

**253 BASKETBALL COACHING, (3).** A comprehensive study of theories and strategies of offensive and defensive basketball coaching. Emphasis is placed on coaching philosophies, team organization, individual-player offense, basic defense, coordinating individual defense techniques against the offense, team defense, scouting, game organization and team strategy, training and conditioning. Taken concurrently with HPER 137 and 213.

**260 ADVANCED LIFESAVING, (2).** Provides knowledge and skills to save one's own life or the life of another in the event of an emergency in the aquatic environment. Emphasis is on swimming skills, water rescue techniques, safety and first aid. Recommended preparation: HPER 104 or pass equivalent swimming test given by course instructor; current First Aid and CPR certification or concurrent enrollment in HPER 230. Offered off-campus, Fall Semester only.

**262 WATER SAFETY INSTRUCTOR, (3).** Methods of teaching swimming, theory and techniques of life saving and water safety leading to American Red Cross certification (WSI). There is included a review of the courses the instructor is eligible to teach as well as teaching methods relative to those courses, policy information for instructors and practice teaching. Recommended preparation: current lifesaving certificate (ARC). Offered off-campus. Spring Semester only.

## HISTORY (HIST)

**151 WORLD CIVILIZATION I, (3).** A survey of the development of world cultures, institutions and thought from the earliest times to 1500 A.D. Emphasis is given to broad relationships and trends within the historical process and to political, religious, economic and social change.

**152 WORLD CIVILIZATION II, (3).** A survey of the development of world cultures, institutions and thought from 1500 A.D. to the present. Emphasis is given to broad relationships and trends and to the political, religious, economic and social changes most relevant to contemporary society.

**241-242 CIVILIZATIONS OF ASIA I, II, (3-3).** A two-semester survey of the history of Asian civilization with emphasis upon Japan, China, Korea, and Southeast Asia. The courses will use films and readings on the areas.

**244 INTRODUCTION TO JAPANESE HISTORY, (3).** An introductory course emphasizing the institutional history of Japan, organized along chronological and topical lines. To complement this course, students are encouraged to enroll in other courses in the Leeward Japan Studies package, especially HUM 220. Recommended preparation: HIST 241 and 242.

**281 INTRODUCTION TO AMERICAN HISTORY I, (3).** A survey of the development of the American continent beginning with the arrival of Europeans and proceeding through the periods of exploration, colonization, revolution and expansion up to the Civil War. Emphasis is placed on the social and political evolution of the United States.

**282 INTRODUCTION TO AMERICAN HISTORY II, (3).** A survey of the continuing development of the United States from the Civil War to the present time. Emphasizes the social and political structure and analyzes the major historical forces, movements and cultural developments which have brought the United States to its present position.

**284 HISTORY OF THE HAWAIIAN ISLANDS, (3).** A survey of the social, economic-political history from earliest times to the present. Recommended preparation: HIST 151 and 152.

## HUMAN DEVELOPMENT (HD)

**231 INTRODUCTION TO HUMAN DEVELOPMENT I, (3).** Principles of development from conception to puberty. Focuses on the interrelation of physical, cognitive and social-emotional aspects of the individual during this period. Recommended preparation: PSY 100 or PSY 170.

**232 INTRODUCTION TO HUMAN DEVELOPMENT II, (3).** Principles of development from puberty to death. Focuses on the interrelation of



physical, cognitive and social-emotional aspects of the individual during this period. Recommended preparation: PSY 100 and ENG 22 or ENG 100.

## HUMAN SERVICE (HSERV)

**90 SPECIAL TOPICS SERIES, (3).** Special Topics courses provide specialized training to paraprofessionals, practicum students, volunteer workers, community residents and others in practical human service skills and related concepts. These courses are initiated either by the Social Science Division or by a community agency or group, developed jointly, and then taught either by regular Leeward faculty or by the staff of the agency or group. (NOTE: Many Special Topics offerings do not appear in the Leeward's regular semester schedule of courses. For a complete list of current offerings, contact the HSERV Coordinator in the Social Science Division.)

**100 SELF EXPLORATION FOR HUMAN SERVICE WORKERS, (3).** This group process course provides an opportunity for student exploration of personal feelings, values and goals to assist in developing greater insights into themselves and others. The students will be encouraged to identify personal characteristics that are important in understanding themselves. The focus will be in personally relating the above issues in determining individual potential as a human service worker.

**102 INTRODUCTION TO HUMAN SERVICES, (3).** This course will introduce the student to the field of Human Services. Topics covered will include an examination of current themes and approaches in human services, the nature and meaning of human service work and worker identity, primary roles and intervention activities utilized, major issues and types of problems encountered, and the basic knowledge, attitudes, values and skills characteristic of human service work. Also emphasized will be an understanding of the different community resource systems and social service agencies, and how to make appropriate referrals.

**140 INDIVIDUAL COUNSELING, (3).** This course is designed to upgrade the understanding and counseling skills of paraprofessionals in the helping professions by study and evaluated practice in: 1) establishing a trust relationship, 2) interviewing, 3) empathic listening, 4) values clarification, and 5) problem solving. Prerequisite: HSERV 100 or consent of instructor.

**150 STRESS MANAGEMENT, (3).** The focus of this course will be on learning, experiencing, and teaching tension-reduction techniques including: deep breathing, muscle relaxation, massage, visualization and meditation. Usually offered Fall Semester.

**152 ASSERTIVENESS TRAINING, (3).** The course will present theory, philosophy, ethics and current research related to assertiveness. Students will learn and practice giving assertive responses both in class and outside. After mastering these techniques, the student will learn to observe and analyze unassertive behavior in others and give training and reinforcement in more effective behavior.

**160 EFFECTIVE PARENTING, (3).** This course is intended for parents and paraprofessionals dealing with children and parents. Unit I consists of self-development activities to enhance self-confidence and the ability to love and respect children. Unit II provides an overview and experiential use of three basic approaches to child guidance.

**185 INTRODUCTION TO DISABILITIES, (3).** A study of the major physical, mental and emotional handicapping conditions, including: mental retardation, cerebral palsy, spina bifida, visual and hearing impairments, severe multiple handicaps, severe emotional disability, autism, and learning disabilities. The course also includes a consideration of basic human service issues and skills related to assisting the disabled. Usually offered Fall Semester.

**188 ADVOCACY TRAINING FOR THE DISABLED, (3).** This course provides an understanding of the human, legal, and civil rights of disabled persons and familiarizes students with the service providing network for disabled persons in Hawaii. Course includes training in advocacy skill, information on various disabilities, specific laws and entitlements for disabled persons, and the current sociopolitical environment of legislation in this area.

**190 SPECIAL TOPICS SERIES, (3).** Special Topics courses provide specialized training to paraprofessionals, practicum students, volunteer workers, community residents and others in practical human service skills and related concepts. These courses are initiated either by the Social Science Division or by a community agency or group, developed jointly, and then taught either by regular Leeward faculty or by the staff of the agency or group. (NOTE: Many Special Topics offerings do not appear in the Leeward's regular semester schedule of courses. For a complete list of current offerings, contact the HSERV Coordinator in the Social Science Division.)

**211 COMMUNITY ACTION, (3).** The student is encouraged to develop a concept of human needs and examine how social institutions and sub-communities on Oahu provide for such needs. After examining social problems such as crime, physical and mental health, drug abuse, education, poverty and race relations, the student will identify one problem and develop a proposal for action. The course is given in the form of a series of group and individual projects. Offered Spring semester only.



**245 GROUP COUNSELING, (3).** This course provides theoretical and experiential training at a paraprofessional level in facilitating self-exploration and growth groups. It is designed to provide understanding and experience in selecting group members, establishing group norms and goals, setting group climate, developing group activities, promoting group and individual growth, and making appropriate group interventions. Usually offered Spring Semester. Prerequisite: HSERV 100 or consent of instructor.

**248 CASE MANAGEMENT, (3).** Students will conduct intake and assessment interviews on a role-played client; prepare and defend a treatment plan; conduct progress and discharge interviews and maintain a problem-oriented client record system throughout. Usually offered Fall Semester. Prerequisite: HSERV 140 or consent of instructor.

**256 SEXUAL ASSAULT AND FAMILY VIOLENCE, (3).** This course is designed to create an awareness of the problems of abuse, violence and sexual assault, to explore intervention strategies, and to identify community resources (medical, legal, and counseling services) which attempt to deal with these. In addition the course provides students an opportunity to explore their own personal feelings and values related to norms and trends in family violence in our society. Recommended preparation: HSERV 140.

**258 VOCATIONAL REHABILITATION, (3).** This is an introductory course designed to increase an understanding of vocational rehabilitation, both in general and specifically as it relates to the handicapped individual. The student learns to understand the world of work, vocational guidance and counseling, employment planning, the problems of the disabled person, and how to assess a client's needs, interests, skills, values, and aptitudes. Assists persons in the helping profession to develop skills to assist individuals with physical, emotional or mental disabilities to find employment and return to work. Usually offered Spring Semester.

**262 ADOLESCENT COUNSELING, (3).** Adolescent Counseling provides a basic understanding of adolescent development (ages 12-18), and the knowledge and interpersonal skills necessary for the paraprofessional to deliver quality services when working with youth. The course is intended for persons who have direct contact with youth on an individual or group basis in a service capacity; for example, mental health workers, school personnel, alternative and outreach program staff, etc. Recommended preparation: HSERV 140.

**268 SUBSTANCE ABUSE COUNSELING, (3).** This course is designed to increase people's understanding of substance use and abuse. Course includes historical and social perceptions of substance use, patterns and trends of use, societal and legal responses to illicit drugs, description of psychoactive drugs in terms of effects and actions, new ways of

considering the etiology of substance abuse, methods of substance abuse treatment, and drug abuse prevention.

**285 ASSESSMENT, PREVENTION AND TREATMENT OF DISABILITIES, (3).** This course provides training in assessment and case management of handicapped clients. It focuses on the assessment and individualized treatment approaches of a typical trans-disciplinary team. Students will learn and practice a variety of case management skills, identify the unique roles of each member of a trans-disciplinary team, and become familiar with some instruments for individualized treatment planning.

**290 SPECIAL TOPICS SERIES, (3).** Special Topics courses provide specialized training to paraprofessionals, practicum students, volunteer workers, community residents and others in practical human service skills and related concepts. These courses are initiated either by the Social Science Division or by a community agency or group, developed jointly, and then taught either by regular Leeward faculty or by the staff of the agency or group. (NOTE: Many Special Topics offerings do not appear in Leeward's regular semester schedule of courses. For a complete list of current offerings, contact the HSERV Coordinator in the Social Science Division.)

**294 FIELD WORK I, (3).** This course is an examined field work experience required of Human Service majors in their last year. They will be placed in agencies relevant to their specialties for 100 hours of supervised work and training, and share their experiences in weekly sessions. They will develop personal learning objectives and summarize what they have learned in personal logs. The course may be taken twice for credit if the student desires exposure to several different agencies. Prerequisite: HSERV 140.

**295 FIELD WORK II, (3).** This course is an advanced field work experience for students who wish to continue in the same or a similar agency to the one selected for Field Work I. It requires that they design and carry out personal objectives more advanced than those for HSERV 294. It requires 100 hours of supervised placement relevant to the students' specialty plus one weekly class session. Prerequisite: HSERV 294.

## HUMANITIES (HUM)

**200 THE INDIVIDUAL AND THE ARTS, (3).** An exploration of the fine arts as an approach to understanding the individual, both as participator and critic.

**210 HUMANITIES AND SCIENCE IN SCIENCE FICTION LITERATURE, (3).** An interdisciplinary, interdivisional team-taught study of Science Fiction literature to show how science has shaped humanity's growing understanding of the



universe and the position of our species in that universe. Recommended preparation: ENG 100—and an open, curious and flexible mind to best understand how science and the humanities work together to further man's understanding of himself and his place in the universe.

**220 INTRODUCTION TO JAPANESE CULTURE, (3).** This course is a survey of Japanese culture, including interpersonal relationships, daily life, theatre, art, architecture, tea and Zen. Basic values and aesthetic tastes of the Japanese that have had a long existence will be explored. Therefore, although the focus is on contemporary society, the traditional aspects of it will be emphasized.

**261 HAWAIIAN LITERATURE, (3).** Hawaiian literature in English translation is studied in the context of the Hawaiian culture. Its characteristics, forms, relation to other Hawaiian arts, history and society are examined.

## INFORMATION AND COMPUTER SCIENCE (ICS)

**100 COMPUTER AND ITS ROLE IN SOCIETY, (3).** A non-technical introduction to computers and their role in the modern world. Social benefits and problems created by the computer revolution and future implication. The material presented is chosen to encourage beginning students to evaluate their own career goals and plan their future studies. Students are expected to present their reactions in written reports, in individual conferences with the instructor and in oral presentation and discussion within the class.

**101 INTRODUCTION TO COMPUTER SCIENCE I, (3).** A practical introduction to the theory of stored program digital computers. Students are taught flowcharting, documentation techniques and the use of BASIC or BASIC PLUS to solve various scientific and business-oriented problems. The emphasis is on basic concepts and functional characteristics of a digital computer. Some classes will be on IBM PCs, others will be on the PDP 11/70. Prerequisite: MATH 25.

**140 PROBLEM SOLVING, (3).** Theory of problem solving techniques with application to diverse real-world situations. Quantitative techniques to be derived from areas of probability theory, decision and game theory, statistics as well as logic. Human values in problem solving will be considered. Discussion of computer applications. Cross-listed as PHIL 140.

**155 INTRODUCTORY COMPUTER METHODS IN COBOL, (3).** This course is designed to improve the student's problem solving ability and to introduce students to COBOL language. Students will solve business-oriented problems assigned to

them. At the completion of the course, students can expect to have developed capability to use COBOL language without difficulty in writing programs to process tapes and sequential disk files. Some classes will be on IBM PCs, others will be on the PDP 11/70. Prerequisite: A or B in ICS 101 or equivalent or consent of instructor.

**200 INFORMATION SYSTEMS, (3).** A study of data processing systems and procedures including the advantages and disadvantages of different types of systems, cards and forms design, controls, conversion techniques and facilities planning. Emphasis on various techniques and tools of the Systems Analysis, such as interviewing, procedure analysis and flowcharting. Prerequisite: ICS 155.

**220 MANAGEMENT DECISION TECHNIQUES, (3).** Introduction to mathematical and statistical programming techniques for modern management decisions. Linear programming, simulation, Monte Carlo techniques. Recommended preparation: one of the following—ICS 101, ICS 155, EE 150 or EE 151.

**250 THE ADA PROGRAMMING LANGUAGE, (3).** An introductory course in the Department of Defense (DOD) ADA programming language. The student will learn to solve business and scientific problems using the ADA language. Additionally, students will be exposed to modern programming concepts including multitasking, exception handling, generic instantiation, separate and conditional compilation, dynamic arrays, representation specification, and object oriented design. Upon successful completion of the course, students will be able to produce computer solutions to real world problems utilizing the ADA language at a junior programming level of complexity. Prerequisite: ICS 101 and one of the following—A or B in ICS 155, EE 150 or 151, other compiler language, or consent of instructor.

**255 ADVANCED STRUCTURED COBOL, (3).** This course is designed to improve the student's understanding of COBOL and problem-solving ability for business applications. The students will solve the assigned business-oriented problems. Upon completion of the course the students will have developed the capability to use the COBOL language to process sequential files and random access files, handle tables, sort, and use the Report Writer feature. Prerequisite: A or B in ICS 155 or equivalent or consent of instructor.

**260 INTRODUCTION TO COMPUTER SCIENCE II, (3).** Introduction to the use of a large scale operating system. Emphasis on utility program, assemblers, Input/Output control systems, supervisors and loaders. Programs will be written using Assembler language on the IBM PC. Prerequisite: ICS 101 and one of the following: ICS 155, EE 150 or EE 151.



**267 COMPARATIVE PROGRAMMING LANGUAGE, (3).** Survey of a number of high level procedure-oriented high level languages and their relationship to digital computer systems. Syntactic descriptions and semantics of several programming languages (such as FORTRAN, PASCAL, COBOL, RPG and BASIC). Applications using several of the major languages discussed. Prerequisite: ICS 101 and one of the following: ICS 155, EE 150 or EE 151.

## INTERDISCIPLINARY STUDIES (IS)

**104 CAREER/LIFE EXPLORATION AND PLANNING, (1).** Survey course offering preparation for initial career/life exploration and planning with emphasis on decision-making assessment of self-information, world-of-work information and a survey of occupational clusters and related academic preparation relevant to self assessed interests and values.

**105 CAREER/LIFE EXPLORATION AND PLANNING, (3).** Preparation for effective career decisions, development of a career profile, survey of occupational clusters and job market, preparation of resumés, employment interview and job seeking techniques, introduction to cooperative education. Primarily for persons seeking direction with reference to career decisions.

## JAPANESE (JPNSE)

**45 TRAVEL INDUSTRY JAPANESE, (3).** Practical Japanese for use at work related situations in travel industry in Hawaii. Relevant cultural and sociological information will be presented to ease crosscultural communication. This course is not intended for transfer nor does it apply toward fulfillment of the University of Hawaii foreign language requirement.

**101-102 ELEMENTARY JAPANESE I, II, (4-4).** Basic structures of Japanese with an emphasis on listening comprehension, speaking, reading and writing. Through directed drill and practice in class and in the Learning Resource Center, the student learns to communicate in correct Japanese. Recommended preparation: None for JPNSE 101; JPNSE 101 or equivalent for JPNSE 102.

**121-122 ELEMENTARY CONVERSATIONAL JAPANESE I, II, (3-3).** JPNSE 121 and 122 are for anyone who wants to learn how to communicate effectively in Japanese. The course will emphasize everyday situations, stressing the use of grammar and proper pronunciation of the language, while exploring interesting topics of conversation that include greetings, location of places and things, shopping, meeting people, eating and drinking, telephoning, visiting and transportation. Recommended preparation: None for JPNSE 121; JPNSE 121 or equivalent for JPNSE 122.

**201-202 INTERMEDIATE JAPANESE I, II, (4-4).** Continuation of the skills learned in Japanese 101/102. Intended to make the student proficient in the usage of the major sentence patterns in Japanese. Includes drills in the Learning Resource Center. Recommended preparation: JPNSE 102 or equivalent for JPNSE 201; JPNSE 201 or equivalent for JPNSE 202.

## JOURNALISM (JOURN)

**150 THE PRESS AND SOCIETY, (3).** An introduction to the media of mass communication covering the historical development of the press, the interaction of the press and society and selected problems relating to newspapers, magazines, radio and television in contemporary culture.

**205 NEWSWRITING, (3).** Practice and instruction in reporting, interviewing and newswriting techniques.

## LAW (LAW)

**100 INTRODUCTION TO LAW, (3).** A course designed to acquaint the student with the basic legal reasoning that lies behind both statute and common law. The course will stress areas that are not covered in traditional business law courses. In particular, the student will become aware of the legal issues involved in such areas as trespass, negligence, liability, slander and libel, labor law, family law, criminal law and procedure, will and estates, constitutional laws, the philosophy of law and other legal areas of everyday concern.

**200 LEGAL ENVIRONMENT OF BUSINESS, (3).** This is an introductory course to law—its nature, development, flexibility and growth—and to the legal environment of business, with particular emphasis on contract law—dealing with the offer, acceptance, reality of consent, consideration, capacity to contract, illegality, the Statute of Frauds, the rights of third parties, the performance of contracts, and remedies. It includes a study of the Uniform Commercial Code, the Restatement (Second) of Contracts, the Uniform Partnerships Act and the Model Business Corporation Act; the law of agency, of partnerships, of corporations, and the area of government regulation of business dealing with the interrelationships of economics and the law; the Sherman Antitrust Act; the Robinson-Patman Act; the Federal Trade Commission Act; and other related laws governing economic competition.

**211 LEGAL ENVIRONMENT OF BUSINESS II, (3).** Critical study of legal environment of business administration, with particular emphasis on the law of negotiable instruments (commercial paper law) and Articles 3 and 4 of the Uniform Commercial Code, including legal aspects of real and personal property, landlord-tenant relationships and the environment; sales contracts; credit transactions and bankruptcy. This course deals with some of the more



technical and sophisticated areas of commercial law—their concepts, terminology, and interrelationships with other areas of law and other disciplines. Prerequisite: LAW 200.

## LEARNING SKILLS (LSK)

**110 RELAXATION, CONCENTRATION AND MEMORY, (3).** This course will help students increase efficiency in concentration, relaxation, self-control and visualization as enhancements for overall learning capacity. It will advance their ability to recall written and spoken materials. It will also teach students how to effectively control fears and anxieties in stress situations, such as taking tests. Techniques covered may bring positive changes in personality, enhancing the self-image. Recommended Preparation: Nelson-Denny test total score of 51 or higher, or completion of English 21 with a grade of "C" or better. Students who score between 56 and 70 points on the Nelson-Denny Reading Test and/or wish to improve their concentration and memory skills are encouraged to take LSK 110. Students who are unsure about whether they should enroll in LSK 110 or another Reading course should see a Reading instructor.

## LINGUISTICS (LING)

**102 INTRODUCTION TO THE STUDY OF LANGUAGE, (3).** An investigation of the nature and workings of language: its composition (sound system, grammatical structure and lexicon); representation (oral and written); and divergence (relationships between languages of the world). General linguistic principles applicable to all languages will be covered.

## MANAGEMENT (MGT)

**20 INTRODUCTION TO MANAGEMENT, (3).** The student will be introduced to the management functions of planning, organizing, directing and controlling from an organizational viewpoint. Included are contemporary studies that relate to communication, motivation and leadership styles. Students are also introduced to quantitative decision-making techniques.

**22 HUMAN RELATIONS IN BUSINESS, (3).** How to deal more effectively with supervisory problems in areas such as motivation, communication skills, discipline, leadership, resistance to change and labor relations.

**24 PERSONNEL MANAGEMENT RELATIONS, (3).** Introduction to principles, organizations and techniques of personnel administration. Procurement and placement, improvement of performance, management and labor relations, remuneration and security and other services provided to the firm by the personnel section. Designed to give students an operational knowledge of the activities involved in personnel management relations in regard to their future roles in business.

## MATHEMATICS (MATH)

*Mathematics is a highly sequential subject in which concepts and problem-solving techniques are greatly dependent on each other. Work in mathematics and in all areas in which mathematics is used as a tool requires accuracy of performance with the basic operations and the manipulation of algebraic symbols and an understanding of what processes and manipulations mean. The fundamentals of arithmetic are basic to algebra, and the fundamentals of algebra are basic to any subsequent mathematics or quantitative methods (QM) courses.*

**1J BASIC MATH THROUGH PROBLEM SOLVING, (3).** Study of concepts and applications through the use of a variety of problem solving techniques of the following topics: whole numbers, fractions, decimals, ratios, proportions, and percents. Also included is the development of skills for estimation and approximate solution procedures. The calculator will be an essential tool for the course.

**22 PRE-ALGEBRA MATHEMATICS, (3).** Strengthens the problem solving skills needed for the transition into MATH 25 (Elementary Algebra). Study of concepts and applications through the use of a variety of problem solving techniques of the following topics: brief review of arithmetic, signed numbers, algebraic expressions, translating verbal expressions into algebraic expressions, first-degree equations and inequalities, exponents and polynomials. Also included is the development of skills for estimation and approximate solution procedures. The calculator will be an essential tool for the course. Prerequisite: C or better in MATH 1J or equivalent.

**25 ELEMENTARY ALGEBRA II, (3).** Covers elementary concepts of algebra, with emphasis on polynomials, special products, expressions and equations, linear equations, systems of linear equations, roots and radicals, quadratic equations, and number systems. Prerequisite: C or better in MATH 1J or equivalent.

**27 INTERMEDIATE ALGEBRA, (3).** This course lays a solid foundation for those intending to take MATH 120 and QM 121. It extends the methods studied in MATH 25 and studies such new topics as the extension of properties of exponents, graphing of linear equations, solving systems of equations in three unknowns, and solution of quadratic equations using the quadratic formula. Prerequisite: C or better in MATH 25 or equivalent.

**50C TECHNICAL MATHEMATICS I: Automotive and Diesel Mechanics, (3).** The application of basic arithmetic, algebraic and trigonometric operations to the solution of problems confronting automotive technologists. Topics include piston displacement, pressure, force, load, tolerance, compression ratio, etc., calculated in both English and metric systems.



**50H TECHNICAL MATHEMATICS I: Food Service, (3).** A course to develop the knowledge and skills of mathematics that are necessary in hospitality education, especially in the area of food trades. Relates instruction in the fundamentals of whole numbers, fractions, decimals, ratios, proportions and percents to food trades problems. Topics include dry measurements, liquid measurements, measurement by weight, converting recipes, price markup, food cost problems and preparation of various business forms related to the food industry.

**50K TECHNICAL MATHEMATICS I: Drafting and Graphic Arts, (3).** A course to develop the mathematical skills useful in technical and trade vocations, especially in areas of drafting technology. Topics include practical uses of fractions, decimals and percents, equations in algebra, measurement, trade formulas, ratio and proportion, applied geometry, indirect measurement and trigonometric functions. Prerequisites: C or better in MATH 1J or equivalent. Offered Fall Semester only.

**100 SURVEY OF MATHEMATICS, (3).** This course is designed to introduce the student to quantitative reasoning. The topics included depend on the instructor and are chosen from such areas as logic, algebra, probability, statistics, game theory, linear programming and geometry. Not intended to be a preparation for advanced courses. Prerequisite: MATH 25 or equivalent.

**111 INTRODUCTION TO MATHEMATICS, (3).** A study of the structure and basic concepts of the number systems used in arithmetic. Includes the nature, structure, proofs and operations of sets, relations, functions, systems of numeration and the systems making up the real number system. This course is primarily for potential Education majors; however, it is not meant to provide a review of arithmetic operations or methods of teaching. Prerequisite: C or better in MATH 27 or equivalent. Offered Spring Semester only.

**115 STATISTICS, (3).** A course in descriptive and inferential statistics with emphasis on hypothesis testing. The statistical models to be studied include one- and two-sample tests of means and proportions, Chi Square, Linear regression and correlation, and one-way analysis of variance. Non-parametric statistics is also introduced. This course is of value to students of biology, business, computer science, economics, management, psychology, sociology, etc. Prerequisite: C or better in MATH 25 or equivalent. Offered Spring Semester only.

**120 PRE-CALCULUS: COLLEGE ALGEBRA, (3).** A functional approach to algebra which includes polynomial, exponential and logarithmic functions; higher degree equations; inequalities; sequences; binomial theorem; partial fractions. This course is recommended for students majoring in mathematics, sciences or engineering. Prerequisite: C or better in MATH 27 or equivalent.

**123 PRE-CALCULUS: TRIGONOMETRY, (3).** A functional approach to trigonometry, including trigonometric functions, angles, triangles, inverse functions and trigonometric equations. Prerequisite: C or better in MATH 120 or equivalent.

**126 PRE-CALCULUS: ANALYTIC GEOMETRY, (3).** A study of functions and their graphs, equations and their loci, lines, conic sections, parametric equations, polar coordinates, translations and rotations in the plane. This course is necessary for students intending to continue into the study of calculus. Prerequisites: C or better in MATH 120 and 123 or equivalent.

**205 CALCULUS I, (3).** Differentiation of algebraic functions with applications of the derivatives, definite integrals, and the fundamental theorem of calculus. Prerequisite: C or better in MATH 126 or in equivalent courses covering trigonometry and analytic geometry.

**206 CALCULUS II, (3).** Derivatives and integrals of trigonometric, exponential and logarithmic functions, techniques of integration; sequences and series. Taylor approximations. Prerequisite: C or better in MATH 205 or equivalent.

**231 CALCULUS III, (3).** Vector-oriented study of functions of several variables; partial differentiation and line integrals; multiple integrals. Prerequisite: C or better in MATH 206 or equivalent.

**232 CALCULUS IV, (3).** The course is primarily designed for engineering and physical science students. The emphasis is on the methods of solving first and second order ordinary differential equations, linear equations with constant coefficients and second order linear equations with variable coefficients using infinite series. Prerequisite: C or better in MATH 231 or equivalent.

## MECHANICAL ENGINEERING (ME)

**213 INTRODUCTION TO ENGINEERING DESIGN, (3).** Introductory experience in analysis, synthesis, computer aided design, and communication used in solving engineering problems. Also covers engineering professional ethics and social responsibility. Prerequisites: high school physics and chemistry (or PHYS 100B and CHEM 151B) and credit or concurrent registration in MATH 205.

## MICROBIOLOGY (MICRO)

**130 GENERAL MICROBIOLOGY, (3).** This course covers the fundamentals of microbiology and the role of microorganisms in the environment and in human affairs. Viruses, bacteria, algae, protozoa and fungi are described and their economic importance is discussed. Other topics include cell structure and metabolism; microbial genetics; medical, food, water and soil microbiology. Emphasis is given to



medical aspects—bacterial and viral diseases, immunology and chemotherapy. Class meets for 3 hours of lecture per week.

**140 GENERAL MICROBIOLOGY LABORATORY, (2).** Experiments involve aseptic technique and manipulation of microorganisms under laboratory conditions to illustrate the basic principles of microbiology. Primarily for students majoring in the health sciences. Class meets for two 2-hour lab sessions per week. Prerequisites: Completion of or concurrent registration in MICRO 130. (Formerly MICRO 130L.)

## MUSIC (MUS)

**102 COLLEGE CHORUS, (1).** Performance of one major choral work chosen from the literature from the Renaissance to the present. Previous choral experience not required. May be repeated for additional credit.

**104 BEGINNING STAGE BAND, (1).** Performance of stage band music that is classified from easy to medium difficulty. Students are expected to have some background on alto, tenor or baritone saxophone, tuba, trumpet, trombone, string bass, piano or guitar, but need not read music well. May be repeated for additional credit.

**107 MUSIC IN WORLD CULTURES, (3).** Designed for the general student, the course views music both as sound organization and as a product of specific cultures or peoples. Topics of discussion are tribal traditions in the cultures of Polynesia and Africa, tribal and folk traditions in the United States and Central America, and folk and art traditions in the Middle East and Asia.

**115 FIRST-LEVEL PIANO I, (1).** A study of piano performance including the application of music theory to problems in improvising, harmonizing, creating accompaniments, transposing and sightreading at the keyboard.

**116 FIRST-LEVEL PIANO II, (1).** A continued study of piano performance including the application of music theory to problems in improvising, harmonizing, creating accompaniments, transposing and sight-reading at the keyboard. Prerequisite: MUS 115 or equivalent.

**121 BEGINNING INSTRUMENTAL CLASS LESSONS, (1).** Offers two hours of beginning class lessons per week. May be repeated for additional credit. MUS 121 C *Classical Guitar*—students must have use of a nylon-string classical guitar. MUS 121 D *Woodwind, Brass or Percussion*. MUS 121 G *Folk Guitar*.

**122 INTERMEDIATE INSTRUMENTAL CLASS LESSONS, (1).** Offers two hours of intermediate class lessons per week. Prerequisite: MUS 121 for the same instrument. May be repeated for additional credit. MUS 122 C *Classical Guitar*—students must have use of a nylon-string classical

guitar. MUS 122 D *Woodwind, Brass or Percussion*. MUS 122 G *Folk Guitar*.

**123 ELEMENTARY VOICE CLASS, (1).** Beginning class lessons. Class meets three (3) hours per week.

**124 INTERMEDIATE VOICE CLASS, (1).** Intermediate class lessons. Class meets three (3) hours per week. Prerequisite: MUS 123 or equivalent.

**160 INTRODUCTION TO MUSIC LITERATURE, (3).** Covers the elements, forms and styles of music. Emphasis is on music of the western hemisphere from the listener's point of view.

**180 MUSIC FUNDAMENTALS, (3).** Covers basic concepts in organization of music as an expressive medium in Western culture, including the roles of composer, performer and listener. Notation as a mode of experience, and discovery and verification of ideas through laboratory experience is practiced. Emphasis will be on singing, music reading, and aural dictation.

**188 HARMONY I, (3).** The study and analysis of scales and modes. Writing melodies in various scales. Study of tertian structure; triads and seventh chords. Study of modulation. Ear training studies in scales, modes and triads, and in recognition of form components.

**189 HARMONY II, (3).** The study and analysis of forms (variation, rondo, sonata). The study of borrowed chords, 9th, 11th, and 13th chords, neopolitan sixth chords, augmented sixth chords, altered dominants and chromatic mediant. Analysis of style. Ear training studies in the above chords and in recognition of form components.

**183 AURAL TRAINING AND SIGHTSINGING I, (1).** A systematic study of problems in perception, identification, singing and notation of musical sounds. Singing, identifying and notating simple diatonic stepwise melodies. All intervals and scales will also be covered. To be taken concurrently with MUS 181. Prerequisite: MUS 180 or equivalent.

**184 AURAL TRAINING AND SIGHTSINGING II, (1).** A systematic study of problems in perception, identification singing and notation of musical sounds. The course also covers chord identification and notation with singing, identifying and notating melodies built around primary diatonic chords. Continued review of all intervals is also emphasized. To be taken concurrently with MUS 182. Prerequisite: MUS 183.

**201 VOCAL ENSEMBLE, (1).** Performance of a *capella* literature and choral-instrumental repertoire for mixed male and female voices. Recommended preparation: previous choral experience and instructor's approval. May be repeated for additional credit.



**202B INTRODUCTION TO CONCERT BAND, (1).** Performance of wind ensemble and band literature from easy to medium difficult. Emphasizes fundamentals of concert band performance through performing, listening and composing. Recommended preparation: two years of performance on instrument. May be repeated for additional credit.

**202C COMMUNITY COLLEGE BAND, (2).** Performance of wind ensemble and band literature from medium difficult to difficult. Open to community and college personnel. Recommended preparation: MUS 221D or equivalent. May be repeated for additional credit.

**202D SYMPHONIC WIND ENSEMBLE, (2).** This course is performance oriented, with emphasis in: (1) excellence in musical performance, (2) human development and (3) community outreach. Members in this class and organization will participate in class activities, clinics and concerts. May be repeated for additional credit.

**203 INSTRUMENTAL ENSEMBLE, (1).** Performance of ensemble literature. Prerequisite: one year of class instruction or equivalent. May be repeated for additional credit. *MUS 203 D Keyboard. MUS 203 Woodwind. MUS 203 N Mixed Instruments. MUS 203 O Percussion. MUS 203 R Brass.*

**204 STAGE BAND, (1).** Performance of stage band music from the 1930's to the present. Recommended preparation: MUS 104 or equivalent. May be repeated for additional credit.

**215 SECOND-LEVEL PIANO I, (1).** A continuation of class piano instruction. Intended for music majors planning to qualify for applied music (MUS 231) at transfer time or before. Also intended for non-music piano majors who wish to develop skills and understanding beyond that of the first year for personal enjoyment. Prerequisite: MUS 116 or equivalent.

**216 SECOND-LEVEL PIANO II, (1).** A continuation of class piano instruction which is intended for music majors planning to qualify for applied music (MUS 231) at transfer time or before. The course is also intended for non-music majors who wish to develop skills and understanding beyond that of the first year for personal enjoyment. Prerequisite: MUS 215 or equivalent.

**221 ADVANCED INSTRUMENTAL CLASS LESSONS, (1).** Offers two hours of advanced class lessons per week. Prerequisite: MUS 122. May be repeated for additional credit.  
*MUS 221 D Woodwind, Brass or Percussion*

**223 ADVANCED VOICE CLASS, (1).** An extension of MUS 123/124. Advanced class lessons, with class meeting two hours per week. Prerequisite: MUS 124 or equivalent. May be repeated for additional credit.

**231 APPLIED MUSIC, (1).** Offers individual music instruction for intended music majors. *MUS 121: B Voice; C Piano; D Organ; E Harpsichord; F Harp; G Classical Guitar; H Violin; I Viola; J Cello; K Double Bass; M Flute; N Oboe; O Clarinet; P Bassoon; Q Saxophone; R Trumpet; S French Horn; T Trombone; U Tuba; W Baritone Horn; Y Percussion; Z Other.* Prerequisite: Audition. May be repeated for additional credit.

**265 HISTORY OF WESTERN MUSIC TO 1750, (3).** Covers the development of Western music from its origins to 1750, including styles, schools and composers. Prerequisite: MUS 182 or consent of instructor.

**266 HISTORY OF WESTERN MUSIC AFTER 1750, (3).** Covers the development of Western music from 1750 to the present, including styles, schools and composers. Prerequisite: MUS 265 or consent of instructor.

**283 INTERMEDIATE AURAL TRAINING I, (1).** A systematic study of problems in perception, identification, singing and the notation of musical sounds. The course also includes melodies that modulate and compound rhythms, part singing and jazz and contemporary melodies. To be taken concurrently with MUS 281. Prerequisite: MUS 184.

**284 INTERMEDIATE AURAL TRAINING II, (1).** A systematic study of problems in perception, identification, singing and the notation of musical sounds. The course also includes late 19th century as well as 20th century melodies; compound intervals in both directions; and asymmetric rhythms. To be taken concurrently with MUS 282. Prerequisite: MUS 283.

## OCEANOGRAPHY (OCEAN)

**201 SCIENCE OF THE SEA, (3).** An overview of the science of oceanography. Physical and chemical properties of sea water. Life in the ocean, waves, tides and currents. Exploration of the sea floor. Occasional field trips.

**201L SCIENCE OF THE SEA LABORATORY, (1).** This laboratory course is an extension of the lecture course. It is designed to introduce students to the basic techniques used in marine scientific study and to bring into sharp focus the principles learned in OCEAN 201. It may be taken either concurrently or separately after completion of the OCEAN 201.

**210 OCEANOGRAPHIC INSTRUMENTATION I, (4).** This course provides hands-on experience in sampling and studying the marine environment. Stressed are the basic techniques for water sampling and analysis (i.e., salinity, oxygen and nutrients), geological and biological sampling and subsequent laboratory analyses. Meets twice weekly, each for four hours. Recommended preparation: OCEAN 201, MATH 120 (or its equivalent).



**211 OCEANOGRAPHIC INSTRUMENTATION II, (3).** A continuation of OCEAN 210 with emphasis on modern oceanographic and geophysical techniques and instruments. Meets twice weekly, each session for four hours. Prerequisite: OCEAN 210.

**214 TECHNIQUES IN MARINE ECOLOGY, (4).** Techniques of collecting, recording and evaluating data in the field are stressed. Work will be done in the marine environment with SCUBA. Class meets for 1 hour lecture and 5 hours of field work per week. Students must have SCUBA certification. Recommended preparation: Completion of or concurrent registration in ZOOL 101 or ZOOL 200.

**215V MARINE ECOLOGY FIELD WORK, (2-6).** Ecological data collection in offshore waters; environmental impact statement studies. Work is performed from a ship at sea. The number of credits is determined by the length of the cruise. The cruise is normally scheduled for summer usually after the Spring Semester and before the start of the Summer Session. Prerequisite: Scuba certificate. Recommended preparation: ZOOL 200 or OCEAN 214.

**230 RESOURCES FROM THE SEA, (3).** An overview of the potential resources available from the ocean. Biological resources (food from the sea and aquaculture), mineral resources, the energy potential of oceanic processes, and the effects of ocean pollution on these resources will all be covered.

## OFFICE PROCEDURES (OFPRO)

**30 RECORDS MANAGEMENT, (3).** Study of principles and procedures used in organizing and operating records management programs, including selection of filing systems, equipment, and supplies; study of storage and retrieval procedures; evaluation of filing efficiency; and study and application of rules of alphabetic, geographic, numeric, and subject filing.

**40 CLERICAL OFFICE PROCEDURES (3).** Introductory course in office procedures. The student will refine and improve basic office skills, develop new office skills, and learn job performance requirements and traits of effective office workers through textbook study and discussion and through performance of a wide variety of office tasks. Recommended preparation: Completion of at least one semester of typewriting at LCC or equivalent with a minimum of 35 WPM.

**50 SECRETARIAL PROCEDURES, (3).** An advanced course in a semi-simulated business setting designed for secretarial science majors. It requires the integration of shorthand and typewriting skills and all other skills and knowledge necessary to solve the problems which the secretary may encounter on the job. Emphasis placed on problem-solving

and decision-making. Recommended preparation: OFPRO 30, 40, TRNSC 35, TYPW 40 and SHTHD 40. Offered Spring Semester only.

## PERSONNEL AND INDUSTRIAL RELATIONS (PIR)

**200 CAREER PLACEMENT, (1).** Preparation for job placement. A survey of general labor market conditions and trends, job sources, employers, students' abilities and potentials, human relations, importance of job interviews and approaches, applications / abstracts / resumés / self-inventories, persistency and factors which create barriers to employment. See Career Development Center Information in "To Serve You" section.

## PHILOSOPHY (PHIL)

**100 INTRODUCTION TO PHILOSOPHY: Survey of Problems, (3).** A historical and positional approach to the major problems of Philosophy. The course will include analyses of such concepts as Reason, Meaning, Knowledge, Mind, God, Good and Law, which will be discussed with a view toward relating them to everyday reasoning.

**101 INTRODUCTION TO PHILOSOPHY: Morals and Society, (3).** An introductory study of social and individual values, obligations, rights, and responsibilities.

**102 INTRODUCTION TO PHILOSOPHY: Asian Traditions, (3).** Methods and fields in philosophy from the historical and positional perspective of leading Hindu, Buddhist, Chinese and Japanese philosophers and schools of thought.

**140 PROBLEM SOLVING, (3).** Theory of problem solving techniques with application to diverse real-world situations. Quantitative techniques to be derived from areas of probability theory, decision and game theory, statistics, as well as logic. Human values in problem solving will be considered. Discussion of computer applications. Crosslisted as ICS 140.

**200 HISTORY OF PHILOSOPHY, (3).** A study of Western philosophy from the era of great Greek thinkers to the Renaissance. Offered during Fall semester only.

**201 HISTORY OF PHILOSOPHY II, (3).** A study of Western philosophy from the Renaissance to the present. Offered during Spring semester only.

**210 INTRODUCTION TO LOGIC, (3).** An examination of the principles involved in clear thinking using both traditional and/or symbolic techniques. The logical structure of language will be studied in order to develop analytical problem-solving skills in the student. Definitions, truth and validity, and modes of argument will also be emphasized.



Helps fulfill requirements in either the Division of Arts and Humanities or the Division of Mathematics and Natural Sciences but may *not* be counted twice under both divisions for the same degree. Prerequisite: MATH 27 or 2 years of high school algebra.

## **220 PHILOSOPHICAL PSYCHOLOGY, (3).**

An introduction to the philosophical assumptions and consequences related to the major contemporary psychological theories of mind and human nature.

## **PHYSICS (PHYS)**

### **100B SURVEY OF PHYSICS (Lecture/Lab),**

**(4).** An introduction to the science of physics through topics selected from mechanics, thermodynamics, electricity and magnetism, relativity, atomic and/or nuclear physics. Emphasis will be placed on understanding basic principles and concepts. Simple algebra will be used. This course is a terminal physics course for non-science majors and also provides a useful background for science majors. A pocket calculator is required. Prerequisite: two years of high school algebra or MATH 27, or equivalent.

### **114 INTRODUCTION TO PHYSICAL ELECTRONICS, (3).**

A basic course in electronics designed for the layman. No prior experience in physics or electronics is needed and no math beyond basic algebra is involved. This course surveys the role of electronic devices in the home and introduces the basic concepts involved in the operation of common electric circuits. Students are provided with practical experiences in circuit assembly and applications. A pocket calculator is required. Prerequisite: two years of high school algebra or MATH 27, or equivalent.

**151 COLLEGE PHYSICS I, (3).** The first course in a two-semester sequence in introductory physics intended for science majors. Emphasis is split between concepts and mathematical applications. Algebra, trigonometry and geometry are used; calculus is not. The course includes mechanics, kinetic theory and thermodynamics. Required: Pocket trig-type calculator. Prerequisite: credit or registration in MATH 123. Offered Fall Semester only.

### **151L COLLEGE PHYSICS LABORATORY,**

**(1).** An experimental analysis (laboratory) course paralleling PHYS 151 in content and mathematical level, intended for science majors. Class meets once a week for 3-hour sessions. Prerequisite: credit or concurrent registration in PHYS 151. Offered Fall Semester only.

**152 COLLEGE PHYSICS II, (3).** The second course in a two-semester sequence in introductory physics intended for science majors. Emphasis is split between concepts and mathematical applications. Algebra, trigonometry and geometry are used; calculus is not. Course includes electricity and

magnetism, wave motion, optics, and atomic and nuclear physics. Required: Pocket trig-type calculator. Prerequisite: PHYS 151. Offered Spring Semester only.

### **152L COLLEGE PHYSICS LABORATORY II,**

**(1).** An experimental analysis (laboratory) course paralleling PHYS 152 in content and mathematical level, intended for science majors. Class meets once a week for 3-hour sessions. Prerequisite: credit or concurrent registration in PHYS 152. Offered Spring Semester only.

### **170 GENERAL PHYSICS I, (4).**

A rigorous introductory course in classical mechanics and thermodynamics for physical science and engineering majors, emphasizing the mathematical techniques used in the explanation of physical phenomena. Required: Pocket trig-type calculator. Class meets for 4 hours of lecture per week. Prerequisites: MATH 205 and PHYS 100 or high school physics.

### **170L GENERAL PHYSICS I LABORATORY,**

**(1).** Experimental analysis in mechanics emphasizing error analysis, measurement techniques, and report writing. Prerequisite: credit or concurrent registration in PHYS 170.

### **272 GENERAL PHYSICS II, (3).**

The second course in introductory general physics covering electromagnetism and optics for physical science and engineering majors. Required: pocket trig-type calculator. Class meets for 3 hours of lecture per week. Prerequisites: MATH 206 and PHYS 170.

### **272L GENERAL PHYSICS II LABORATORY,**

**(1).** Experimental analysis in electricity, magnetism and optics. Prerequisite: credit or concurrent registration in PHYS 272.

### **274 GENERAL PHYSICS III, (3).**

Modern physics, consisting of relativity, introduction to quantum mechanics, atomic and nuclear physics, and physical optics; the last of the rigorous three-semester introductory physics sequence. Required of physical science and engineering majors (except CE). Class meets for 3 hours of lecture per week. Prerequisite: PHYS 272.

## **POLITICAL SCIENCE (POLSC)**

### **110 INTRODUCTION TO POLITICAL SCIENCE, (3).**

An introduction to the study of the theory, structure, functions and techniques of modern government, with special attention given to contemporary problems and controversies. The course is designed to provide knowledge of government and to encourage creative and critical thinking about political concepts, institutions and practices.

### **220 INTRODUCTION TO WORLD POLITICS, (3).**

A study of the mechanics of international organization through a systematic exposure and analysis of the relations among nations; history and



origin of the state systems and causes behind state policies.

**230 INTRODUCTION TO AMERICAN POLITICS, (3).** A contemporary look at the ideology behind the problems, the structure and policy formation process of the American political system. Comparisons will be made from analyses of the problems with actual government policies intended to deal with them. This course will attempt to present an even-handed treatment unveiling the problems as well as the strengths of the American political system.

## PSYCHOLOGY (PSY)

**100 SURVEY OF PSYCHOLOGY, (3).** The basic principles of human behavior, motivation, learning, perception, emotion, etc., as they relate to the individual.

**170 PSYCHOLOGY OF ADJUSTMENT, (3).** A study in the patterns of adjustment from the standpoint of the individual: needs, frustrations, conflicts, anxiety, etc. Stress on the aspects of good mental health.

**240 DEVELOPMENTAL PSYCHOLOGY, (3).** Study of the physical, intellectual, social and personality development of the child, with emphasis on the factors affecting such development; heredity and the effects of such environmental factors as the family, school, peers and culture. Recommended preparation: PSY 100 or some introduction to psychology.

**250 SOCIAL PSYCHOLOGY, (3).** Interpersonal relations: social attitudes; group dynamics; intergroup relations, class cultural influence. Prerequisite: PSY 100 or consent of instructor.

**260 PSYCHOLOGY OF PERSONALITY, (3).** Scientific study of personality, its theories, assessment, development and relationships to cultural-social determinants. Prerequisite: PSY 100 or consent of instructor.

## QUANTITATIVE METHODS (QM)

**121 MATHEMATICS FOR DECISIONMAKING I, (3).** Mathematical operations relating to business and economics; relations and functions; inequalities; algebraic equations; exponential and logarithmic functions and equations; matrix operations and linear programming. Prerequisite: C or better in MATH 27 or equivalent.

**122 MATHEMATICS FOR DECISIONMAKING II, (3).** Applications of mathematical operations to business and economics; equations and their graphs; limits, continuity, derivatives and their use in minimax problems; Lagrangian multipliers in optimizing functions subject to linear and higher-order constraints; partial, indefinite and definite

integrals; techniques and applications. Prerequisites: ECON 150 or ECON 151; C or better in QM 121.

## RELIGION (REL)

**150 INTRODUCTION TO THE WORLD'S MAJOR RELIGIONS, (3).** A survey of the origins, teachings, practices, and present-day situation of the world's great religions through lectures, slides, videotapes, discussion, and field trips. Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Islam, Christianity.

**151 RELIGION AND THE MEANING OF EXISTENCE, (3).** Emphasizes contemporary religious thought regarding the human person's consciousness of human existence. Addresses the question "What is the meaning of existence?"

**200 UNDERSTANDING THE OLD TESTAMENT, (3).** Intellectual analysis of the developing beliefs and practices of the Hebrew religion as set forth in the Old Testament. This Bible study will highlight the meaning of the Hebraic faith for the modern world.

**201 UNDERSTANDING THE NEW TESTAMENT, (3).** Intellectual analysis of the origin and development of the early Christian message as set forth in the New Testament. Special attention will be given to the message of Jesus and Paul and its relevance to the modern world.

**205 UNDERSTANDING HAWAIIAN RELIGION, (3).** A general introductory survey of Hawaiian religious teaching and practices from ancient times to the present.

## SALES AND MARKETING (SMKT)

**20 ADVERTISING, (3).** An introductory view of advertising and its marketing role in selling a product. A non-technical, practical approach involving basic media evaluation, media rates and purchasing methods, advertisement creation and production, including layouts and television. A hands-on application related to the business world is emphasized.

**30 PRINCIPLES AND METHODS OF SALESMANSHIP, (3).** An introduction to personal selling. This course covers the principles and methods of professional selling including approach, presentation, demonstration, overcoming objections and closing the sale; behavior forces in selling; buying motives; industrial and retail selling; and sales management. Oral sales presentations by students are required.

**32 MERCHANDISING ANALYSIS, (3).** Merchandise buying from the point of view of the retail or wholesale buyer. Particular emphasis is focused on practical retail merchandising activities such as sales estimating, assortment planning, merchandise





dollar and unit control, pricing, and sales trending. Recommended preparation: SMKT 45.

**40 PRINCIPLES OF MARKETING, (3).** An introduction to marketing principles including channels of distribution, pricing, government regulations, consumer behavior, marketing functions and organization, product analysis and promotional activity. Recommended preparation: MGT 20, ACC 201 or 24 and ECON 150.

**45 PRINCIPLES OF RETAILING, (3).** An introductory review of retailing and its relative position in the marketing chain. Primary emphasis is on the basic functions of a retail store; finance and control, operations, personnel, merchandising and sales promotion. Realistic case problems are used to simulate problem solving.

**93B/C/D/E RETAILING COOPERATIVE EDUCATION, (1-4).** Provides practical work experience in retailing so that the student has an opportunity to apply knowledge in a practical work situation. Through work experience the student has the opportunity to test his/her interest in, and suitability for, the occupation. Emphasis is placed on the development of operational competencies, social, personal habits, attitudes and skills essential for job entry, tenure and success in retailing careers. He/She makes the transition from college to work gradu-

ally under the skilled guidance of a coordinator, assuring time to comprehend the significance of learning situation and world of work. Direction and orientation are obtained in preparation for the ever-changing needs of industry, government and service agencies. While cooperative education is essentially an education program, the student, nevertheless, begins earning the means for paying his/her own way and understanding what it takes to manage his/her own money and time in a productive manner. Intended primarily for students enrolling in or interested in the Retailing Program of the Management Curriculum. Students register for a definite number of credits, as approved by the coordinator at the time of registration, and may earn no more or less than the stated number without the approval of the coordinator. "B" indicates 1 credit (60-119 hours of work during the semester). "C" indicates 2 credits (120-179 hours). "D" indicates 3 credits (180-239 hours of work). "E" indicates 4 credits (240 plus hours of work). May be repeated for up to nine credits in each program of study with the approval of the cooperative education coordinator.



## SCIENCE (SCI)

### 107 THE MOLECULAR BASIS OF LIFE, (3).

The topic of life will be examined from the molecular standpoint. Topics include the combination of atoms to form complex molecules such as proteins, carbohydrates, lipids, and DNA—the genetic material. Chemical digestion of foods; intermediate metabolism; molecular evolution, and a biological viewpoint of the origin of life.

### 121 INTRODUCTION TO SCIENCE—BIOLOGICAL, (4).

An introduction to the philosophy and history of science from the viewpoint and perspective of the biological scientist. Topics include an understanding of the conceptual framework of science, science as a human activity and the interrelationships of science and society. To illustrate these topics, the major biological concepts of genetics, evolution and ecology will be covered. Lab attendance is required.

### 122 INTRODUCTION TO SCIENCE—PHYSICAL, (4).

An introduction to the philosophy and history of science from the perspective of the physical scientist. Topics covered include: the evolution of the scientific approach to problem solving, interrelationships between science and society, and the differences between science and technology. To illustrate these topics, examples from the history of physical sciences will be used. The lab is required and allows the student to perform discovery type activities. Recommended preparation: MATH 25 or one year of high school algebra.

### 124 TECHNOLOGY, ECOLOGY AND MAN, (4).

Working from a general background in biology, the course examines the many interrelationships among organisms and their environments with an emphasis on the impact which man has had (and may yet have) on the total planet. Problems of pollution, overpopulation, depletion of resources, etc., are considered. Causes of ecological problems and alternatives to current human actions are suggested and evaluated, stressing the ecological action of the individual student. Emphasis is placed on problems relating to island ecology and Hawaii in particular. Field trip and lab attendance are required.

## SHORTHAND (SHTHD)

### 21 BEGINNING THEORY/DICTATION, (3).

The student will learn the basic principles of shorthand. Upon completion of this course, the student will have passed 3 official dictation tests at a minimum speed of 40 words per minute with 95% accuracy. Recommended preparation: ENG 22 or 100; Knowledge of the English language and the mechanics of written English.

### 30 INTERMEDIATE SHORTHAND, (3).

The student will concentrate on speed-building and type-written transcription skills. Upon completion of this course, the student will have passed 3 official dictation tests at a minimum speed of 60 words per min-

ute with 95% accuracy. Recommended preparation: SHTHD 21 or equivalent, TYPW 30 or equivalent.

### 40 ADVANCED SHORTHAND, (3).

The student will concentrate on transcription of shorthand notes, increased dictation speed and quality production of mailable transcripts. Upon completion of this course, the student will have passed 2 official dictation tests at a minimum of 100 words per minute with 95% accuracy. Recommended preparation: SHTHD 30 or equivalent, TYPW 30 or equivalent. Offered Fall Semester, day; Spring Semester, evening.

## SOCIAL SCIENCE (SSCI)

### 101 SELF DEVELOPMENT, (3).

Exploration and communication of student goals and feelings about oneself and others which is designed to assist students in beginning to develop an understanding of themselves through the group process. The course provides an opportunity for the individual to begin to recognize, accept, develop and use the various potentials as one encounters himself/herself in a group at this point in life as a student. May be repeated once for additional credit.

### 130 HUMAN SEXUALITY, (3).

A survey of various aspects of human sexuality, academic and personal. Resource persons, films and reading will be used to examine human sexual functions, behavior and attitudes with emphasis on contemporary research and thought in the fields of anthropology, economics, philosophy, physiology, sociology, psychology, ethics and religion.

### 230 CULTURE AND SOCIETY OF THE HAWAIIAN PEOPLE, (3).

Application of the perspectives of the social sciences and the process of scientific observation and analysis to the Hawaiian ethnic community. Study of the social behavior of the Hawaiian people in an historical perspective through an examination of basic social relationships, the socialization process, religion and other aspects of culture. Special emphasis on an awareness and understanding of Hawaiian ethnic identity and contemporary Hawaiian problems. Offered Fall semester only.

## SOCIOLOGY (SOC)

### 100 SURVEY OF GENERAL SOCIOLOGY, (3).

Introduction to basic sociological concepts, theories and findings with emphasis on the sociological perspective to gain insight into basic social relationships, social structures and processes.

### 218 INTRODUCTION TO SOCIAL PROBLEMS, (3).

Application of a social perspective to selected problems afflicting modern industrial societies. Emphasis on understanding the nature, causes, and effects of social problems in relationship to social processes and social structures. Different research data and theoretical approaches are examined. Prerequisite to all Manoa 300-level sociology classes.



**250 COMMUNITY FORCES IN HAWAII, (3).** This course is designed to acquaint the student with sociological principles and the application of these principles to aid in the awareness, understanding, and appreciation of the unique social environment of the State of Hawaii. Fundamental concepts of sociology in the area of race relations are presented with emphasis on Hawaii's unique potential "melting pot" social environment and the development of an "unorthodox race doctrine" for Hawaii. Sociological aspects of the various cultural contributions by the ethnic groups to Hawaii including values, concepts, practices, history, and language are also investigated.

**251 SOCIOLOGY OF THE FAMILY, (3).** This course is a survey of contemporary family life. Variations in relationships and family patterns are examined from a cross-cultural perspective. The course focuses on choices in relationships; current patterns, trends, and changes in these choices and family life. Love, sex roles, sexual attitudes and their relationship within the institution of the family are discussed along with partner selection, dating, marriage, singlehood, divorce, separation or widowhood. Major issues in family life today will be addressed including: career and family conflicts, alternative family forms, family planning and parenthood, spouse and child abuse, et al.

**275 INTRODUCTION TO SOCIOLOGICAL INQUIRY, (3).** Introduction to basic methods and analytical techniques used in sociology. This course is designed to introduce students to the basic methods in sociology, and the nature, logic, and still involved in the production and analysis of social scientific data. Emphasis is on learning by doing and providing basic skills in sociology. This course provides the necessary foundation for more advanced courses in methods and statistics. (Required of all sociology majors in the Manoa program and is a prerequisite for all 400-level sociology courses). Prerequisite: SOC 100 or SOC 218.

## SPANISH (SPAN)

**101-102 ELEMENTARY SPANISH I, II, (4-4).** Basic structures of the Spanish language emphasizing speaking, writing and comprehension in listening and reading. Through practice in class and drills in the Learning Resource Center, the student learns to use the basic structures of Spanish without hesitation. Recommended preparation: None for SPAN 101; SPAN 101 or equivalent for SPAN 102.

**201-202 INTERMEDIATE SPANISH I, II, (3-3).** Continuation of skills learned in SPAN 101-102. Through a variety of readings and exercises, the student learns to communicate with greater facility in the Spanish language. Includes drills in the Learning Resource Center. Recommended preparation: SPAN 102 or equivalent for SPAN 201; SPAN 201 or equivalent for SPAN 202.

*See also:* EL 261 and 262, Spanish Civilization and Latin American Civilization, taught in English.

## SPEECH (SP)

**151 PERSONAL AND PUBLIC SPEECH, (3).** Introduction to major elements of speech. Activities for students to acquire competence in two-person, small group, and public situations. Models and concepts to explain the speech act.

**200 SPEAKING SKILLS FOR PROSPECTIVE TEACHERS, (3).** Theory and activities for competence in speaking skills useful in classroom: Interview, discussion, lecture, etc.

**231 INTERPRETATIVE READING, (3).** Principles of interpretative reading. Practice in textual analysis and in transmitting intellectual and aesthetic content of literature.

**251 PRINCIPLES OF EFFECTIVE PUBLIC SPEAKING, (3).** Adaptation of rhetorical theory to particular speakers, audiences, occasions. Extensive practice in planning and delivering speeches. Prerequisite: SP 151 or equivalent.

## TRANSCRIPTION (TRNSC)

**35 MACHINE TRANSCRIPTION, (3).** This course is designed to enable the student to transcribe machine dictation. The coordination of typewriting and transcribing skills in the production of mailable business documents will be emphasized. Also includes a review of the language arts skills of spelling, grammar, punctuation, and business vocabulary. Recommended preparation: Completion of at least one semester of typewriting at LCC or equivalent with a minimum speed of 35 WPM.

## TYPEWRITING (TYPW)

**20 BEGINNING TYPING, (3).** The student will master the typewriter keyboard and operate the mechanical controls of the typewriter. The student will type centered announcements, personal and business letters, envelopes, tabulation problems, outlines and manuscripts. Upon completion of this course, the student is expected to type at least 30 words per minute on straight-copy materials for 5 minutes with no more than 5 errors.

**30 INTERMEDIATE TYPING, (3).** The student will review the typewriting fundamentals and develop increased accuracy and speed. He/she will learn to type different styles of business letters and reports, including manuscripts and tabulated data. Upon completion of this course the student will have typed at least 45 words per minute on straight-copy material for 5 minutes with 5 errors or less. Recommended preparation: TYPW 20 or equivalent.



**40 ADVANCED TYPING, (3).** The student will become proficient in the use of the electronic typewriter. The student will format and type business documents applicable to specific types of business activity, including: accounting, medical, governmental, legal, etc. Upon completion of this course, the student is expected to type at least 50 GWPM on straight-copy material for 5 minutes with 5 errors or less. Recommended preparation: TYPW 30 or proven ability to type at least 45 WPM and knowledge of the basic letter forms, tabulation arrangements and manuscript styles.

## WOMEN'S STUDIES (WS)

**280 THE AMERICAN WOMAN'S STORY, (3).** The course will focus on the roles and status of women at selected times in the past and in the present. Topics covered include the biological and psychological aspects of women's roles, socialization, economic and legal implications of sex roles, issues in the women's movement and women in Hawaii. Recommended preparation: one introductory level course in either sociology, anthropology, psychology or permission of the instructor.

### **290 TOPICS IN WOMEN'S STUDIES, (1-6).**

A selection of various topics in Women's Studies utilizing perspectives and data from many disciplines. Each topic examines the issues involved in sexism and sex role differentiation by focusing on women's positions, contributions, concerns and problems. Recommended preparation: WS 280 and/or an introductory level course in contributing discipline area for all 290 topic courses.

**290C WOMEN AND RELIGION, (3).** A survey of the influence of religious teaching and practice on the condition of women in representative cultures, past and present. Emphasis is given to the contribution of women in the various religions, the view of women in the official teachings and the relationship of religion to the contemporary status of women. The potential of religion for correcting the subjugation of women is explored. Recommended preparation: WS 280.

**290D WOMEN IN HAWAII, (3).** An investigation of the status of women in Hawaii, past and present: their roles, diversified cultural backgrounds and achievements. Special attention will be given to the creative tensions between traditional and emerging values with an emphasis on the potential of women for the Hawaii of the future.

**290E IS ANATOMY DESTINY? A LOOK INTO THE PSYCHOLOGY OF WOMEN, (3).** The Psychology of Women surveys the status of women today from various psychological perspectives and describes the traditional as well as alternative roles of women as a function of specialized institutional settings (e.g., family, education, work force, law and politics, health and mental health). This course also deals with understanding the forces, both

social and psychological, underlying some of the unique problems faced by contemporary women and introduces strategies to deal with such problems.

## WORD PROCESSING (WPRO)

### **20 BASIC COMPUTER KEYBOARDING, (1).**

This course is designed for those who plan to use keyboarding skills in the computer for personal and secondary vocational purposes. An introduction to the computer keyboard, function keys, and other operational parts with special attention to alphabet keys. This course cannot be used as a business elective for Secretarial Science majors.

### **40 INTRODUCTION TO INFORMATION PROCESSING, (1).**

Basic course in microcomputer word processing. It includes the creation, revision, filing, retrieval, and printing of documents. Secretarial Science majors may not substitute this course for WPRO 50. Recommended preparation: Basic typing skills.

### **42 MICROCOMPUTER SPREADSHEET, (1).**

A hands-on course to develop microcomputer spreadsheet skill. This course is structured to provide an opportunity for the student to follow the logic of spreadsheet functions and then apply those functions to practical business applications. Recommended preparation: Basic keyboarding ability; basic math skills.

### **45 DATABASE MANAGEMENT, (1).**

A hands-on course designed to introduce the student to database management, its applications, advantages, and limitations. This course includes database concepts and terminology, creating, editing, and organizing data files, displaying reports and creating reports. Recommended preparation: Basic keyboarding skills.

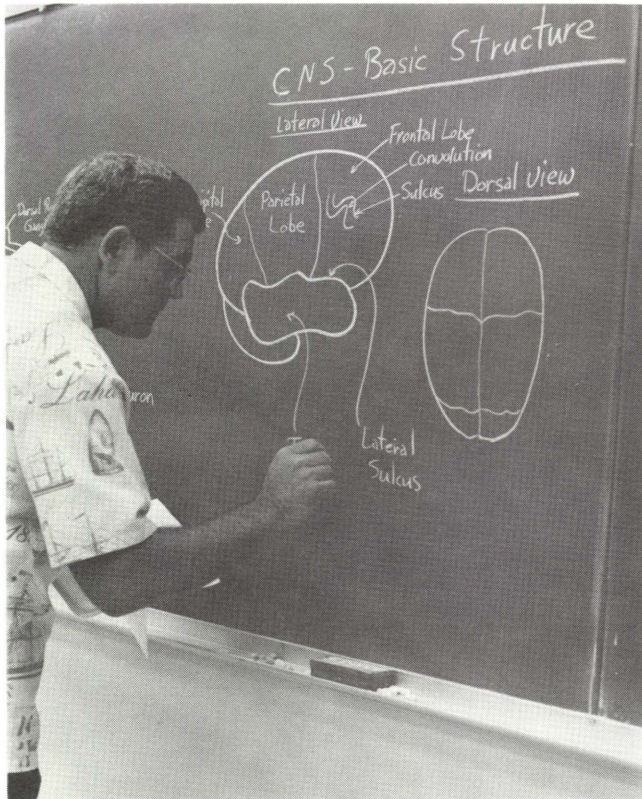
### **50 INTRODUCTION TO WORD PROCESSING, (3).**

An introduction to word processing concepts and system management, the development of power typewriting skills, and reinforcement of communication skills. Prerequisites: TYPW 30, ENG 22 or 100, and approval of instructor. Recommended preparation: TRNSC 35.

### **52 WORD PROCESSING APPLICATIONS, (3).**

This course expands the student's concept of information processing and further develops skills in the operation of a shared-logic system. Emphasis on document creation and more advanced applications such as merging files and text; composing statistical charts and creating forms; creating and utilizing command structures, processing environment. Prerequisite: WPRO 50 or approval of instructor.





## ZOOLOGY (ZOOL)

**101 PRINCIPLES OF ZOOLOGY, (4).** An introduction to the study of animal life. Basic principles of biology are covered including the role of plants as primary producers of chemical energy. The mechanisms of digestion, circulation, osmoregulation, excretion, locomotion, nerve action and reproduction in representative animals are discussed. The chemical and cellular mechanisms involved in the transmission of inheritance are studied. The evolution of plant and animal life, the interaction of organisms in their environment, food chains and trophic levels, and ecological distributions are introduced. Representative animal phyla including both invertebrates and vertebrates are studied from the viewpoint of systematics and structural characters. This course is designed to provide the student with basic information and vocabulary in preparation for advanced courses in zoology and biology. Class meets for 2 1/2 hours of lecture and 3 hours of lab per week.

**200 MARINE BIOLOGY, (4).** An introduction to Hawaiian marine animals and plants, their ecological relationships, structures and systematics. Various shallow water habitats on Oahu, including tidepools, mudflats and coral reefs, are explored on field trips. Class meets for 2 1/2 hours of lecture and 3 hours of laboratory or field work per week. Recommended preparation: ZOOL 101.

**230 SURVEY OF ECOLOGY, (3).** A survey of the basic principles of ecology which will include basic theories of community interaction, population

dynamics, diversity in nature, etc. This course has a biological emphasis as opposed to a sociological emphasis. Class meets for 3 hours of lecture per week. Prerequisite: ZOOL 101.

**240-241 HUMAN ANATOMY AND PHYSIOLOGY, (4-4).** Designed for students who plan careers in fields of health care, i.e., nursing, medicine, medical technology, dietetics, dentistry, veterinary medicine, etc. Structure and function of human body organs and tissues. The laboratory of ZOOL 240 will include a thorough dissection of a generalized mammal, the cat, with a view to understanding the functional anatomy of the human. Articulated and disarticulated human skeletons are available for study. ZOOL 241 laboratory will include completion of the cat dissection, studies of the central nervous system, and human physiology experiments. Recommended preparation for ZOOL 240: ZOOL 101 or BIOL 100. Prerequisite for ZOOL 241: ZOOL 240 and completion of or concurrent registration in CHEM 151 or consent of instructor.

## ADDITIONAL COURSES

### Independent Study 99, 199, 299

The purpose of the program is to offer the student an opportunity to participate in the creation of academic learning experiences geared to the individual needs, interests, aptitudes and desired outcomes.

Any student registering at LCC may design an independent study project which may be proposed at any of the three levels—*Developmental* (99), *Introductory* (199) and *Enrichment* (299). This must be managed by at least one student-selected faculty advisor and be approved by the faculty advisor's Division Chairperson. While there are no prerequisites, an advisor may recommend particular preparation before a student may undertake a project.

An independent study project could take the form of self-directed reading, research, field work experience, public performance or an occupational experience.

The number of credits to be awarded will be determined by the nature and extent of the work involved in the project.

For further information, see the appropriate faculty member, a counselor or the appropriate Division Chairperson.



# ADMINISTRATION/ FACULTY/STAFF

## ADMINISTRATION

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### Central Administration, University of Hawaii

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### Office of the Chancellor for Community Colleges

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## Leeward Community College

**Peter N. Dobson, Jr.**, *Acting Provost*; B.S., Massachusetts Institute of Technology; Ph.D., University of Maryland

**Katherine Hiyane-Brown**, *Dean of Instruction*; B.A., Grinnell College; M.A., University of Iowa.

**Cary E. Howard**, *Assistant Dean of Instruction*; B.A., California Western University; M.A., Ph.D., United States International University.

**Teresita Rafael Hartwell**, *Assistant Dean for Academic Support*; B.S.E., University of Negros Occidental-Recoletos; M.A., Philippine Normal College; Ph.D., Ateneo de Manila-Philippine Normal College Consortium in Linguistics.

**Michael Unebasami**, *Director, Administrative Services*; B.B.A., M.B.A., University of Hawaii.

**Lucy M. Gay**, *Director, Special Programs and Community Services*; B.S., Northern State College; M.B.A., University of Hawaii.

**Kathleen Kiss Damon**, *Dean of Student Services*; B.S., University of Wisconsin; M.A., University of Iowa.



## FACULTY/STAFF

### Arts and Humanities

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**Telephone:** 455-0350

**Division Secretary:** Ms. Gail Harioka

**Adaniya, Ruth,** *Instructor, History*; M.A., University of Hawaii; M.A., University of Hawaii.

**Aiona, Darrow L. Kananui,** *Instructor, Sociology, Religion, Hawaiian Studies*; B.A., M.A., University of Hawaii; M. Div., Church Divinity School of the Pacific.

**Brennan, Charles W.,** *Instructor, Music*; B.M., University of Alabama.

**Casey, Edward,** *Instructor, History*; B.A., Arizona State University; M.A., University of the Americas (Mexico City).

**Conner, John W.,** *Instructor, Literature*; B.A., University of Notre Dame; M.A., Indiana University.

**Craig, Anne E.,** *Instructor, Music*; B.A., West Virginia Wesleyan College; M.M., University of Cincinnati College—Conservatory of Music.

**Davidson, Sayoko Kay,** *Instructor, Art*; B.A., Pomona College; M.A., Claremont Graduate School; M.F.A., University of Hawaii.

**Dykstra, Doug,** *Instructor, History*; B.A., Thiel College; M.A., Kent State University; M.Ed., University of Hawaii.

**Harada, Michael,** *Instructor, Art*; B.F.A., M.F.A., University of Hawaii.

**Hayashida, Richard,** *Instructor, Art*; B.F.A., M.F.A., University of Hawaii.

**Hilbe, Joseph M.,** *Instructor, Philosophy, Law*; B.A., California State University, Chico; LL.B., LaSalle Law School; M.A., University of Hawaii.

**Johnson, David,** *Instructor, Drama*; B.A., Valparaiso University; M.F.A., University of Hawaii.

**Kaya, Douglas,** *Instructor, Drama*; B.A., M.F.A., University of Hawaii.

**Kim, Marilyn Liu,** *Instructor, Music*; B.M., M.M., University of Hawaii.

**Little, James,** *Instructor, Art*; A.A., Napa Community College; B.A., California College of Arts and Crafts; M.A., University of California at Davis.

**Odom, Ralph W.,** *Instructor, Religion*; B.A., University of Redlands; Th.M., Th.D., Iliff School of Theology (University of Denver campus).

**Perz, Joseph,** *Instructor, Philosophy*; B.A., Providence College; S.T.L., S.T.Lr. (Ph.D.), Pontifical College of Immaculate Conception.

**Richardson, William R.,** *Instructor, History*; B.A., San Diego State University; M.A., University of Hawaii.

**Saromines, Barbara,** *Instructor, Art*; B.A., University of Buffalo; M.A., University of Hawaii.

**Schliemann, Dorothy S.,** *Instructor, Literature*; A.B., Mount Holyoke College; A.M., Smith College; C.A.S., Wesleyan University; Ph.D., University of Connecticut.

**Thompson, Bethany L.,** *Instructor, History*; B.A., M.A., University of Hawaii; M.A., American Studies, University of Hawaii.

**Uyeda, James Y.,** *Instructor, Music*; B.M., Lawrence University Conservatory of Music; M.Ed., University of Hawaii.

### Business Education

**Division Office:** Business Education Building, BE-213

**Telephone:** 455-0344

**Division Secretary:** Ms. Monica Okido

**Aadland, Richard O.,** *Instructor, Accounting*; B.S., Northern State College; M.B.A., University of Hawaii.

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## Language Arts

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**Division Secretary:** Ms. Elaine Nakayama

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## Social Sciences

**Division Office:** Fine Arts Building, FA-220

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**Furutani, Francis**, *Instructor, Drafting Technology*.

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**Pang, Eric.**, *Instructor, Automotive Technology*; A.S., Automotive Technology; A.A.; B.Ed., Trade & Industry Education, UH; Licenses in National Institute for Automotive Service; Certified General Automotive Mechanic; License—State of Hawaii Motor Vehicle Repair Industry Board; Certified Mechanic License.

**Sueyoshi, James T.**, *Instructor, Food Service*; former Executive Chef of several Waikiki restaurants.

**Tamanaha, Edward**, *Instructor, Automotive Technology*; Certificates: Smokey Hill Army Air Force; General Motors Corporation; Clayton Manufacturing Company; Johnson and Reynold Company.

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## Student Services

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## Library

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## Special Programs and Community Services

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**Secretary:** Ms. Marge Yokooji

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**Ranney, Donald J., Jr.**, *Theatre Technician*; B.A., Chaminade College; M.F.A., University of Hawaii.

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## Leeward Community College at Wai'anāe (formerly Wai'anāe-Nanakuli Education Center)

**LCCW Office:** 86-090 Farrington Hwy.

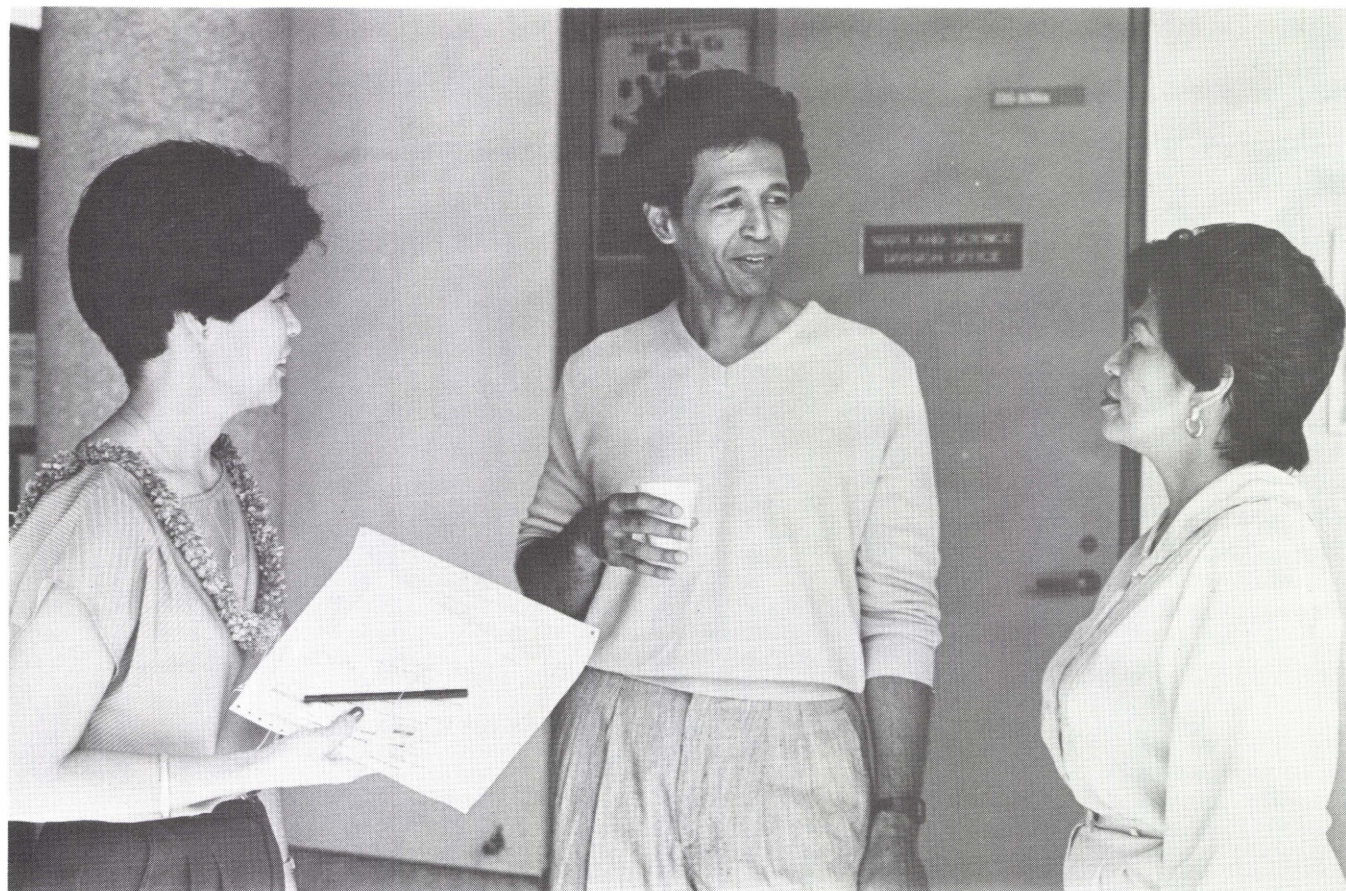
(near Wai'anāe Mall)

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**d'Argy, Elizabeth**, *LCCW Coordinator*; B.A., Oakland University; M.Ed., University of Hawaii.

**Wright, Clifford**, *Community Education Assistant*, Leeward College.







## Advisory Committees

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**Jerry Kurosawa**, AM International  
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**Terry Ledford**, Electronic Data Systems  
**Rod Pickett**, Systems Concepts  
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**Tina Gomes**, Sears at Pearlridge  
**Eugene Kaneshiro**, Liberty House, Pearlridge  
**Dennis Kondo**, U.T. Enterprises, Inc.  
**Ed Shimizu**, Retail Merchants Association of Hawaii  
**Peter Suemori**, First Hawaiian Bank  
**Stanley Tokumaru**, First Hawaiian Bank  
**Kenneth Yap**, NCR Corporation  
**Milton Zane**, Liberty Bank

### RECREATIONAL INSTRUCTOR

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**Herbert Kikukawa**, Division of Forestry  
**Philip Minicola, Jr.**, Physical Activities Branch  
 Schofield Barracks  
**Richard Paglinawan**, Department of Social Services  
**William Suzuki**, YMCA of Honolulu

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**James Biggs**, U.S. Office of Personnel Management  
**Doris Domingo**, R.M. Towill Corporation  
**Bobbie Hayes**, Ukishima & Matsubara  
**Richard Honda**, Hawaii State Dept. of Education  
**Martin Luke**, Hawaii State Dept. of Personnel Service



## FREQUENTLY CALLED NUMBERS\*

\*If you don't know a particular extension, call the main switchboard at 455-0011.

AD-220	Admissions and Records	455-0218	AD-224	Handicapped/ KOMO MAI Center	455-0288
SC	Bookstore (Lower Level)	455-0205	AD-122	Health Center	455-0216
AD-113	Business Office	455-0011	AD-221	Job Placement/Counseling	455-0236
SC	Cafeteria	455-0375	L-102	Learning Resource Center	455-0412
LA-238	Campus Security	455-0295	L	Library (Second and Third Levels)—Circulation	455-0377
AD-222	Career Development Center	455-0237	SC-202	Lost and Found	455-0208
BS-109	Computer Center	455-0271	L	Media Center (First Level)	455-0201
AD-208	Counseling and Academic Advising	455-0233	L-102	Reading/Writing Lab	455-0412
	<u>Division Offices</u>		AD-220	Registrar's Office	455-0218
FA-109	Arts and Humanities	455-0350	AD-221	Special Programs and Community Services	455-0230
BE-213	Business Education	455-0344	SC-202	Student Activities Office	455-0208
LA-201	Language Arts	455-0330	SC-203	Student Government Office	455-0287
BS-106A	Mathematics & Natural Sciences	455-0251		Theatre	
FA-220	Social Sciences	455-0360		Box Office	455-0385
GT-116	Vocational-Technical Education	455-0300	AD-212	Student Services	455-0260
AD-221	Financial Aids	455-0248	AD-220	Veterans' Affairs	455-0217
L-102	Foreign Language Lab	455-0412		Wai'anāe-Nānākuli Education Center	696-6378
SC-220	Gourmet Dining Room	455-0322			

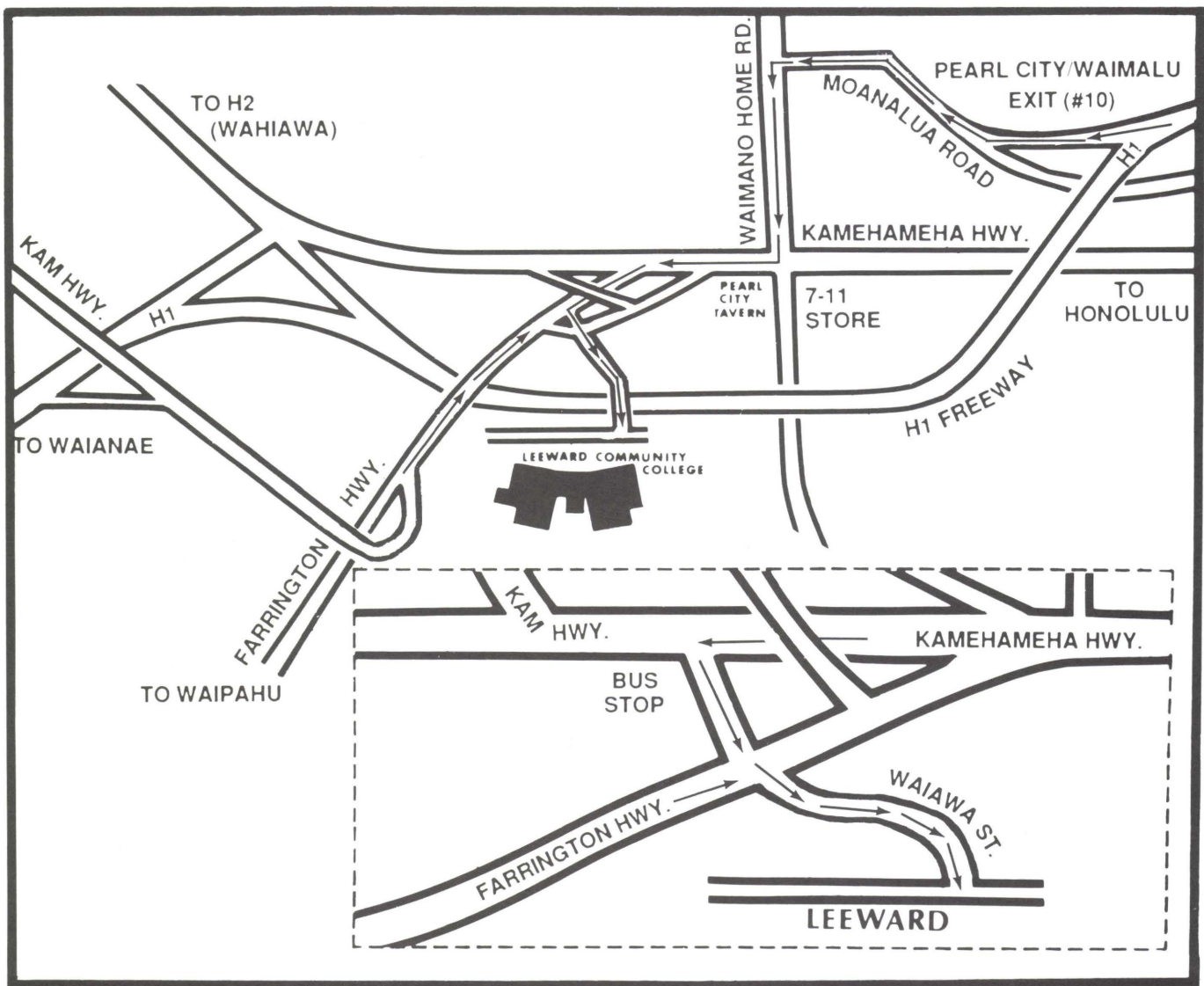




## HOW TO FIND LCC

From Honolulu: Take the Pearl City turn off, turning to the right and following Moanalua Road for one mile to Waimano Home Road. Turn left on Waimano Home Road. Continue on Waimano Home Road until you reach Kam Highway. (Pearl City Tavern is a familiar landmark on this intersection.) Turn right into Kam Highway and stay on the extreme left lane. Continue for approximately 7/10 mile. Turn a sharp left at the LCC sign and follow signs to the campus.

From Waianae on H-1: Take off-ramp to Pearl City, stay on extreme left lane on Kamehameha Highway. Follow clover leaf to Farrington Highway. Staying on right lane, and make right turn at stoplight (past overpass).





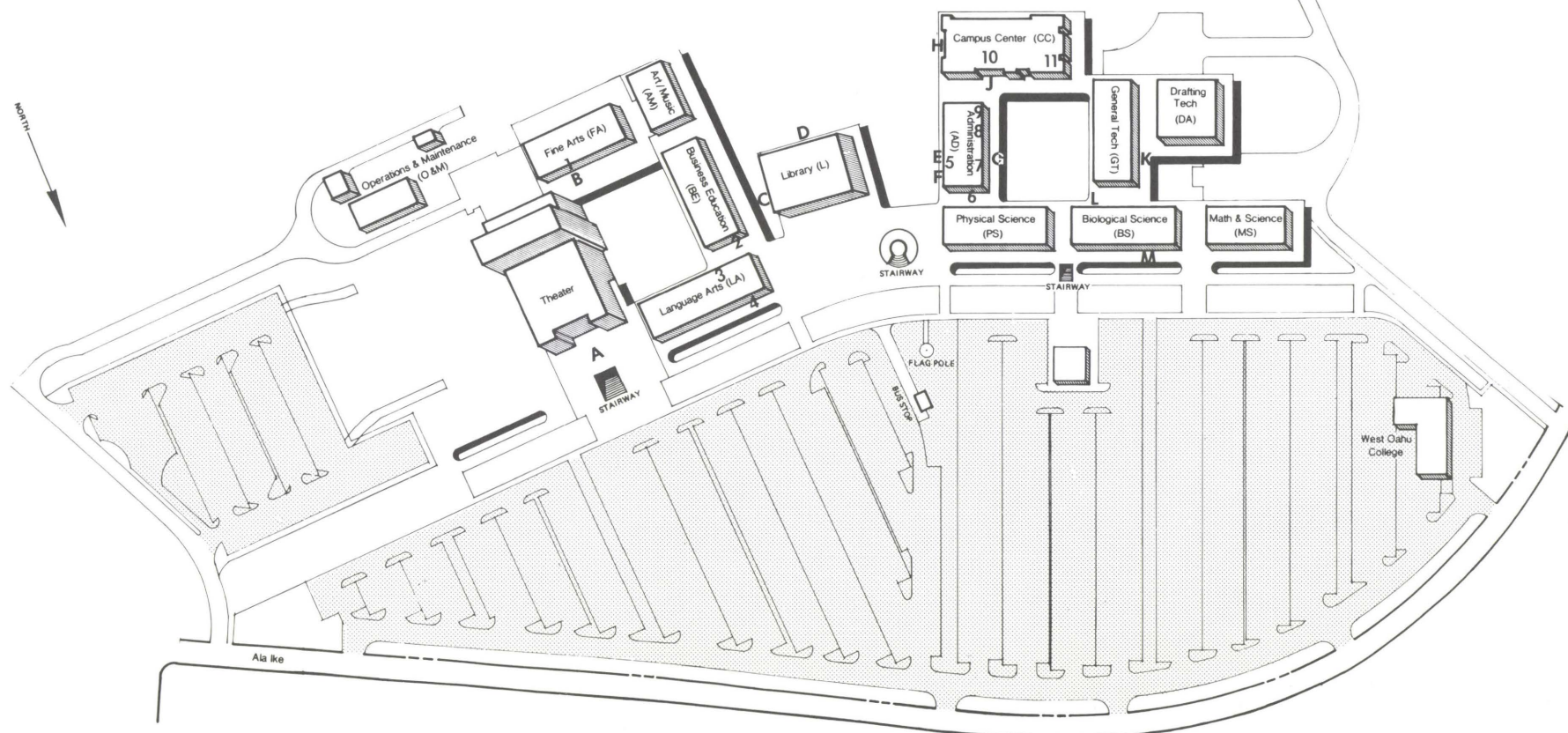
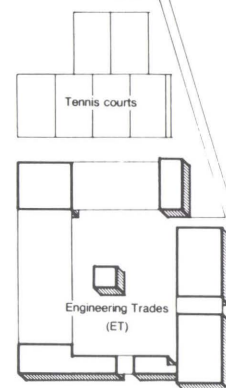
# LEeward COMMUNITY COLLEGE CAMPUS MAP

## UPPER LEVEL

- 6 Admissions & Records, AD-220
- 2 Business Education Divisional Office, BE-213
- 7 Career Development Center, AD-221
- 5 Counseling & Advising Center, AD-208
- 5 Director, Student Services, AD-212
- 8 Disabled Students, Komo Mai Center, AD-223
- 7 Financial Aids Office, AD-221
- 11 Gourmet Dining Room (Le Petite Gourmet), CC
- 3 Language Arts Divisional Office, LA-201
- 9 Learning Disabled Program
- 10 Lounge, CC
- 4 Security, LA-238
- 1 Social Sciences Divisional Office, FA-220
- 10 Student Activities, CC-202
- 7 Student Employment, AD-221

## LOWER LEVEL

- B Arts & Humanities Divisional Office, FA-109
- H Bookstore, CC
- F Business Office, AD-113
- J Cafeteria/Snack Bar, CC
- M Computer Center, BS-109
- E Dean Of Instruction, AD-109
- F Director, Administrative Services, AD-112
- G Director, Special Programs & Community Services, AD-121
- E Foyer Art Gallery
- G Health Center, AD-122
- D Learning Resource Center, L-103, 104
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- K Vocational Tech. GT-116





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