2004–2005 Catalog

University of Hawai'i

Leeward Community College

WELCOME TO LEEWARD COMMUNITY COLLEGE

Leeward Community College's proven commitment to affordable, quality education is a foundation of our mission. As part of the University of Hawai'i system, we are dedicated and responsive to our community, providing an open door to the world of educational opportunities.

Located in Pearl City, Hawai'i, Leeward is a regional community center, creating both an environment for academic learning and a center of cultural life for our neighbors. From professional career studies to liberal arts, the College offers diverse and comprehensive opportunities for all students.

We believe in the dignity and potential of each individual and the power of that belief to help people learn and grow. We are committed to providing an educational environment that accepts people as they are and fosters the development of each student's unique talents. At Leeward Community College, education is a cooperative endeavor in which students, faculty, and staff share responsibility.

We invite you to discover how Leeward can help you achieve your fullest potential. At Leeward, your success is our highest priority.

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A MESSAGE FROM THE CHANCELLOR

Aloha, and welcome to your future at Leeward Community College, University of Hawai'i!

For more than 36 years, Leeward Community College has made teaching and learning the central focus of all that we do. Our motto, "to help people learn," is brought to life by our faculty and staff who are dedicated to helping you, no matter what your educational goals may be.

As a comprehensive community college, we offer a variety of programs that can meet your needs—whether you are seeking an excellent general education and liberal arts transfer program; industry-relevant employment preparation programs; a strong basic skills and developmental education program; or non-credit courses for personal enrichment, job preparation, and skills upgrading.

For some of you, your goal may be a career in education. Leeward Community College is proud to be the lead community college in the UH System to provide exciting pathways to education careers. At Leeward, you can complete the first two years of a bachelor's degree in teacher education. If you have ever thought of becoming a teacher, consider the following facts that support a rewarding, life-long career. There is a critical and increasing shortage of teachers both locally and nationally. In O'ahu's leeward and central districts alone, hundreds of new teachers must be hired annually.

Leeward Community College also offers a variety of career and technical programs, taught by outstanding faculty, that lead to certificates or degrees. Browse the "Programs of Study" section of the catalog for the varied degree and certificate programs we offer.

And don't hesitate to chat with our faculty, Job Development staff, or counselors for program information. They can help determine job opportunities in your intended area of study and provide supportive academic advising.

No matter what your goals, we're here to help you. Education will transform your life for the better. I wish you much success at Leeward Community College and in the new beginnings we can help you achieve!

Mark Silliman
Chancellor
Leeward Community College

MISSION

As one of the seven community colleges of the University of Hawai'i, the overall mission of Leeward Community College is contained in the following principles.

Access | To broaden access to postsecondary education in Hawai'i, regionally, and internationally by providing open-door opportunities for students to enter quality educational programs within their own communities.

Learning and Teaching | To specialize in the effective teaching of remedial/developmental education, general education, and other introductory liberal arts, pre-professional, and selected baccalaureate courses and programs, with the goal of seamless system articulation and transfer, where appropriate. To structure our programs in such a way that they reflect not only academic rigor but also student development, learning outcomes and student goals.

Work Force Development | To provide the trained workforce needed in the State, the Asia-Pacific region, and internationally by offering occupational, technical, and professional courses and programs which prepare students for immediate and future employment and career advancement.

Personal Development | To provide opportunities for personal enrichment, occupational upgrading, and career mobility through credit and non-credit courses and activities.

Community Development | 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; and by providing opportunities for community members to develop their creativity and an appreciation for the creative endeavors of others.

Diversity | To build upon Hawai'i's unique multi-cultural environment and geographic location, through efforts in curriculum development, and productive relationships with international counterparts, students' learning experiences will prepare them for the global workplace, with particular emphasis on Asia and the Pacific Rim.

Within this context, the special mission of Leeward Community College is to provide teacher training and serve all the residents of our diverse communities, with particular attention to the Hawaiian population; communities actively transitioning from an agricultural base to a more diversified economic base; and communities making up the fastest growing middle-income suburban population on O'ahu.

Our commitment to your success is embodied in our motto:

to help people learn

WHY CHOOSE LEEWARD?

A college education is an investment in yourself and your future.

Whether you want to earn a four-year degree or jump right into the job market, Leeward can help you make it happen. You'd be surprised with all the choices you have at Leeward. We offer a wide range of programs…for students who know exactly what they want and for those who are still exploring their options. Our career and technical education programs prepare you to enter the workforce with a competitive edge, while our transfer programs are the perfect start to a baccalaureate degree.

Outstanding Faculty

Our faculty members are our most important resource, holding degrees in their disciplines from more than 25 states and 15 foreign countries. Our faculty love teaching and get involved in your learning. They are experts in their field, have real world experience, and will go the extra mile to help you do your best. These are instructors who will know you by name!

You'll fit in

Each semester we have an average of 6,000 students, representing diverse nationalities and cultures, with no one ethnic group representing more than 25% of the student body. Leeward students take an average of 8.8 credits each semester on their way to a variety of educational goals.

Our students are:

40%	male
60%	female
43.1%	full time students,
56.9%	part time students.
68%	Liberal Arts and Pre-Professional majors
15%	Career & Technical Education majors
17%	Unclassified
31%	19 years and under
35.2%	between 20 and 24 years of age
33.8%	25 and over

Student Ethnicity

Filipino	24.8%
Mixed Ethnicity	16.3%
Hawaiian/Part Hawaiian	16.0%
Japanese	13.3%
Caucasian	11.4%
Mixed Asian/Pacific Islander	5.1%
Hispanic	2.5%
Chinese	2.2%
Pacific Islander	1.8%
Korean	1.7%
African American	1.5%
Other Asian	1.1%
Am. Indian/Alaska Native	0.4%
No Data	1.9%

Flexibility and Options

We know you may need a class schedule that allows you to meet family, work, and other responsibilities. If you're on the fast track, you can earn selected degrees in just 18 months, or explore the options of Distance Education, accelerated courses or weekend and evening classes. More than 1,200 students are enrolled in our rapidly expanding Distance Education program, conducting their studies at home via the Internet or cable television. All of the Distance Education courses allow you to combine individualized, student-center instruction with quality interaction with your instructor and colleagues.

Instructional Excellence

With an average class size of 21 students, you'll experience learning in small classes and receive personal attention. You'll have access to the latest technology in our instructional computer labs. Internships through our Cooperative Education programs allow you to gain valuable job skills, network with potential employers and learn more about your chosen career. During the summer, you can see the world and earn credit through our fabulous Study Abroad programs. These are just a few of the outstanding academic programs you can explore.

Innovation in Teaching and Learning

Our passion for teaching and learning is supported by the newly established Center for Innovation in Teaching and Learning. The Center's mission is to improve teaching and learning by encouraging collaboration, inspiring innovation and recognizing excellence for all faculty and staff. Our faculty are dedicated to exploring ways to make your education exciting, meaningful and productive.

Financial Assistance

We understand that finding the money for college might be hard. That's why we offer a variety of assistance programs to finance your education. Last year, more than a thousand students were recipients of over 2.9 million dollars in financial assistance, through scholarships, tuition waivers, loans and on-campus employment.

We're here to help.

We know you may need help. That's why we're proud of all our support services and caring staff. You can get help with counseling, career planning and job placement assistance. Kâko'o 'Ike provides a variety of services for students with disabilities. There are even free study skills and computer workshops, and tutoring in many subjects. Your success is our top priority!

Campus Life

You can participate in campus life by joining student organizations, attending performances at our award-winning Theatre, enjoying a Foyer Art Gallery exhibit, or participating in a non-credit seminar. Events like "Open Mic Day" or the annual International Festival that are presented especially for students, fill the campus with a great sense of 'ohana. Play a game of tennis, or join in an impromptu volleyball match...there's plenty of ways to meet people and make new friends.

Functions of the College

Programs and services provided by the College include the following:

General Education

liberal arts courses that count toward the requirements of the College's Associate in Arts, Associate in Science, and Associate in Applied Science degrees and, in almost all cases, transfer to meet the requirements of baccalaureate degrees offered by other colleges and universities. These courses also meet the enrichment and self-improvement interests of the general public.

Career and Technical Education

programs and courses 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.

Developmental and Remedial Education

courses and programs to help students who have forgotten or have not learned certain basic reading, writing, or math skills needed to be successful in college-level courses.

Cultural Programs and Non-Credit Instruction

activities that provide informal learning opportunities for regular students and community members in the form of performing arts presentations, workshops, lectures, and non-credit classes.

Student Support Services

support such as advising, basic skills instruction and the provision of special services aimed at insuring student success in the achievement of educational goals.

History of the College

Leeward Community College opened its doors in the fall of 1968 as the first college in the University of Hawai'i system to be developed without a connection to a pre-existing technical school. The college's guiding principle was "innovation"—a readiness to depart from tradition in order to bring the best of current educational practices to our students.

In 1968, Leonard T. Tuthill, our first Provost, welcomed over 1,640 students into humble old buildings that once housed Pearl City Kai Elementary School. That first semester witnessed more than twice the anticipated number of students ready to explore the "Community College" experience.

In the spring of 1969, the College moved to its current location, on forty-nine acres near the geographic center of O'ahu between Pearl City and Waipahu. Since those beginnings in inauspicious temporary facilities, enrollment in credit classes has grown to place the College among the largest community colleges in the State. Approximately 6,000 students are regularly enrolled each semester in liberal arts and career and technical education programs offered on campus, at off-campus locations in the community, and through distance-education courses.

Location

Leeward Community College offers a variety of educational programs and services on its main campus in Pearl City, and both off-campus at its satellite campus in Wai'anae and through its expanding Distance Education Program. The College is located on the Pearl City peninsula between the Pearl City and Waipahu communities. Situated on approximately 49 acres of mildly sloping land, the upper campus provides a commanding and magnificent view of Pearl Harbor. While the Leeward coast and Central O'ahu are the primary areas served by the College, students attend Leeward Community College from all parts of the island since there are no official boundaries for any of the community colleges.

Accreditation

Leeward Community College, University of Hawai'i, is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, [10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234], an institutional accrediting body recognized by the Council for Higher Education and the U.S. Department of Education.

LEEWARD COMMUNITY COLLEGE AT WAIʻANAE

Located on the Waiʻanae Coast
off Farrington Highway next to
the Waiʻanae Mall
86-088 Farrington Highway, Suite 201
Waiʻanae, HI 96792
696-6378

LCCW offers Waiʻanae Coast residents a variety of first and second year college credit classes in liberal arts, business, and career and technical areas. Courses are offered days, evenings, and Saturdays during the Fall, Spring, and Summer sessions. Non-credit courses are also offered at various times throughout the year.

Application and Registration

Students may obtain and submit the UH System Common Application Form to the LCCW Office during regular business hours:
Monday–Friday 8:00 a.m.–4:30 p.m.
Call 696-6378 for evening and Saturday hours.

LCCW Learning Resource Center

The Learning Resource Center provides free tutorial assistance to registered students needing help with course offerings or activities. Selected library materials and services are also available. Whenever possible, LCCW attempts to have tutors available in the LRC to give one-on-one assistance in reading, writing, and to math students requesting individual help. The LCCW LRC is also equipped with learning assistive technology to aid the learning challenged.

Counseling Services

A full range of counseling services is offered to students including: orientation to college programs and activities, assistance with filling out application forms, administering of college placement tests, academic advising, and registration. Assistance with applying for financial aid is also provided, along with graduation checks, requests for transcripts and related academic needs. Internet and other resources are also available to assist students in their beginning exploration and understanding of different career options and paths.Counseling and academic advising and support services are available on an extended-day basis. Appointments are recommended, but every effort is made to accommodate students on a "walk in" basis whenever possible.

Community Partners

Ka Lama Education Academy

Designed to improve public school education on the Leeward coast of Oʻahu by recruiting and training teachers who are committed to the community, the academy assists community residents who wish to become teachers in obtaining their Associate's degrees and to gain admittance to the University of Hawaiʻi at Mānoa College of Education. LCC's support continues as those students entering the upper division program meet with UHM professors in the LCCW classroom. These upper-division students serve as role models for our lower-division students at LCCW.

Waiʻanae Health Academy

The Academy offers outreach training, referral and counseling services to Waiʻanae coast residents interested in employment in the Health Care fields, with programs of study that lead to a degree or certificate and specialized courses that are of interest to the community. Programs of study include: Nurse Assistant Program, Medical Assisting Program, Licensed Practical Nursing Program, and Community Health Worker Program. Courses include: Medical Terminology, Study of Human Diseases, Anatomy and Physiology, and Pharmacology. Call the Academy (696-3155) for more information.

Join the LCCW Listserv

If you would like to be kept up-to-date on important LCCW information as well as current events and opportunities, join LCCW's Listserv! Providing us with your e-mail address will ensure that you are notified of different workshop dates, scholarship and volunteer opportunities, and changes in LCCW class offerings and policies. Subscribers to LCCW's listserv will also receive a monthly newsletter which provides information about registration, financial aid, and other college resources. To be a part of LCCW's listserv, call us at 696-6378 and provide us with your e-mail address!

More information
Additional information on DE courses is published in the annual Schedule of Courses. You may also contact the LCC Educational Media Center (L-112), call 455-0222 or visit the website, http://emedia.leeward.hawaii.edu/de

DISTANCE EDUCATION

Distance Education offers the opportunity to take college courses without having to come to campus or to significantly cut down on the trips you have to make. If work or family schedules conflict with on-campus class times, Distance Education courses can provide the access and convenience you need to keep you on track with your college goals.

Depending upon the course, the instructor may use various media and methods of communication.

Televised/Teleweb course

lectures are viewed by the student over Oceanic Channel 55 or Craig Television Channel 21. Students can watch the course at the time of broadcast or videotape it for a more convenient playback time. Teleweb courses' primary method of instruction is via television yet, students are also required to log on to the Internet for additional course material and communication.

Two-way interactive video courses

allow students to take courses from other campuses across the state of Hawai'i. The student is required to attend class at an interactive video classroom site here on the LCC campus. These classes are conducted in a "live- real time" interactive setting.

Internet courses

offer students the opportunity to take courses over the World Wide Web. Students receive and complete all course materials and exams via the Internet.

Differences from the Traditional Classroom

The delivery methods of a Distance Education course differentiate it from a campus-based course. DE courses are delivered to you electronically via cable, satellite, ISDN, or phone line. Instructors utilize various methods of communication to conduct the course, such as chat, threaded discussions, email, video, audio, voicemail, and fax.

Any student can take a Distance Education course. Just as some people are more successful at regular courses, others are more successful at DE courses. In general, a successful distance education student is someone who:

- wants or needs a flexible school schedule
- knows how to study independently
- is goal oriented & self directed
- has college level reading & writing skills
- has some experience with computer applications such as word processing and email
- establishes a regular viewing or online schedule
- sets aside a specific time on a routine basis for studying
- contacts the professor promptly with
- questions about any aspect of the course.

DE Registration

Students must apply for admission to Leeward Community College. After they have been admitted as a student, they must register for the course. Registration is accomplished on the Internet. Admitted students are provided detailed registration information.

All required forms are available on the Distance Education website, **http://emedia.leeward.hawaii.edu/de**

INTERNATIONAL EDUCATION

Leeward Community College is committed to providing unique multicultural experiences to help our students participate in the global community. The college has many programs, which both bring the international experience to our campus and encourage and support our students to travel internationally and experience other cultures first hand.

International/Multicultural Curriculum

Leeward offers more than 80 courses which invite students to delve into a diversity of cultural heritages and languages across the spectrum from Asia, the Pacific Islands, and Europe.

English Language Institute (ELI)

The ELI is an academic unit in the Language Arts Division at Leeward. The ELI offers a high quality Intensive English Program (IEP) for international students wishing to improve their English for academic, professional or personal purposes.

Students are introduced to American and Hawaiian culture through class work and weekly activities while improving their English language skills. The IEP offers 18 hours of non-credit classroom instruction, as well as 2 hours a week with a conversation tutor and access to our multi-media lab and resource center.

The IEP serves as a gateway for international students to enter our credit program and continue their studies here at Leeward. Students that complete the advanced level in the IEP are eligible to enter the credit program at LCC without further testing.

International Student Organization

The Global Multicultural Student Club provides the opportunity to meet and participate in a variety of activities. One of the major international events each year is the International Day Festival held in the spring, focusing on one international region annually. In the past China, Middle and South America, East Asian, and Islam have been featured.

International Scholarships

A number of scholarships for international study are now available to community college students. The Honda Scholarship is awarded on a competitive basis to students for study abroad experiences ranging from summer study to the full academic year. The Japanese Ministry of Education provides the Monbukagakusho Scholarship, which offers three years of study at professional schools in Japan. All expenses are paid for by the Japanese government. LCC students have been recipients of both the Honda and the Monbukagakusho scholarships.

Additionally, the Gilman International Scholarship Program was created by the Federal government to reduce barriers to study abroad by providing assistance to those undergraduate students who demonstrate financial need.

Study Abroad Opportunities

LCC's summer Study Abroad Programs offer students international travel, the chance to experience another culture first hand and the opportunity to earn college credit. Programs are currently available to Europe, Asia, Cuba, and South America.

Study Programs at Leeward for International Students

International student groups study English and learn about Hawaiian culture and experience the multi-ethnic aspect of Hawai'i. Students from other countries can spend one to three weeks on the LCC campus to attend classes in English, meet and participate in a variety of activities with our students and visit various historical and cultural places on O'ahu. These programs are enriching for both the students from other countries and the LCC students who meet and learn with them.

SPECIAL ACADEMIC PROGRAMS

Cooperative Education

Cooperative Education is an educational program that formally integrates academic preparation and career interests with actual work experience. Employers are represented from private and public sectors of the community. The partnership between the student, the employer, and the College results in a rewarding and beneficial experience for all involved. Classroom study and training take on greater relevance as students gain career experience that is highly valued by employers.

Leeward offers three Cooperative Education programs: Business, Information & Computer Science and Food Service. To find out more about the program and to see if you're eligible to participate, contact the program coordinators:

For Business, contact Kay Ono, Cooperative Education Coordinator, at 455-0223 or email kayono@hawaii.edu. Cooperative Education is a variable credit course, offered as BUS 193.

For Computer Science, contact Vincent Lee, Cooperative Education Coordinator, at 455-0512 or email vwhlee@hawaii.edu. Cooperative Education is offered as ICS 193D or ICS 293D.

For Food Service, contact Wayne Lee at 455-0303, or email **waynelee@hawaii.edu.** Cooperative Education is a variable credit course, offered as FSER 93.

English as a Second Language (ESL)

The ESL program is for non-native speakers of English, including permanent residents, foreign students and immigrants whose English language skills are inadequate to do college course work at Leeward. Students are tested and placed into the ESL program at the Basic, Intermediate, High Intermediate, or Advanced level.

In addition to classroom instruction in the English language and study skills, individualized instruction in the Learning Resource Center and personal conferences with an ESL instructor are offered in all levels of this program.

The College also offers an Intensive English Program through the English Language Institute. For details, please see page 11.

Hālau 'Ike O Pu'uloa

Hālau 'Ike O Pu'uloa is a unique Federal Department of Education Title III grant program dedicated to the preservation and continuance of Native Hawaiian Cultural values. Located on the Eva end of Leeward Community College (LCC), Hālau 'Ike O Pu'uloa offers an array of cultural courses and houses some of LCC's cultural based programs.

Hālau 'Ike O Pu'uloa has become a gathering place for students to practice cultural values, a place to socialize and at times a Pu'uhonua (a place of peace) from life's stresses. We also provide a variety of services and activities: academic and student support services through our in-house counselor, study areas, financial aid and leadership workshops, and a Hālau student club. All students are welcome to use our facilities during our hours of operation from 8:00am to 4:00 pm M–F.

For more information on these services, please call Kanani Baker at 455-0474.

Ua lehulehu a manomano ka 'ikena a ka Hawai'i.
Great is the knowledge of the Hawaiian people

Ho'oulu—Native Hawaiian Career and Technical Education Program

Ho'oulu is the Native Hawaiian Career and Technical Education Program at Leeward Community College and is located at Hālau 'Ike o Pu'uloa in the DA building. Our goal is to increase the recruitment, retention, and completion of Native Hawaiian students in the Automotive Technology, Opticianry, Business Technology, Culinary Arts, Digital Media, Information and Computer Science, Television Production, Human Services, and Native Hawaiian Health and Nutrition Programs.

Ho'ulu provides personal and academic counseling, peer counseling, career and vocational planning, and assistance in finding opportunities for students to use traditional education in real world experiences. Ho'oulu also provides stipends to qualifying participants engaged in service-learning, internships, and cooperative education. The Ho'oulu Project receives its funding through a grant from the United States Department of Education to ALU LIKE, Inc. Career and Technical Education Programs.

Students of Hālau 'Ike O Pu'uloa.

Internship Programs

The Legislative Internship Program enables students to obtain a practical, hands-on experience interning during the annual Spring Session of the Hawai'i State Legislature assigned to the office of a state senator or representative. Students can either participate for up to 12 credits or just go for the experience. If taken for credit, they meet with the faculty members involved: Professor Donald Thomson (Sociology/American Studies), Professor Ernest Libarios (Counseling/Self-Development), and Richard Yap (Political Science) for each teacher's requirements. Students participating for credit usually sign up for 3, 6, or 9 credit hours. For more information please contact Professors Richard Yap, 455-0363 or Ernest Libarios, 455-0242.

The Disney World Internship Program allows students to get paid to train in Orlando, Florida and work in various capacities at Disney World or Epcot Center. Disney provides dorms for its student employees. Students may also earn LCC Food Service Credit by meeting program requirements. Contact Wayne Lee at 455-0303 for details.

Ka ʻĀina ʻIke

Ka ʻĀina ʻIke is a unique vocational preparation program created especially for Hawai'i's high school students and recent graduates. Students discover the connection between healthy food selection, physical fitness and career planning through an interactive learning approach. By combining a cooking class and fitness training, students learn about healthy food choices, serious health issues and attainable fitness goals. For information, contact Jamie Boyd, 455-0558.

Marine Option Program

The Marine Option Program (MOP) is designed to assist students interested in relating the ocean to their educational aspirations. Through MOP, students can obtain a marine orientation to their own major while earning an official UH system certificate which is registered on their transcript. The MOP certificate can be attached to an A.A., B.A., B.S. or M.S. degree.

MOP emphasizes experiential, cross-disciplinary education and provides opportunities to apply traditional course work to the real world while students obtain practical marine skills through a "hands-on" internship, research or employment. MOP sponsors numerous filed trips, a newsletter, and many opportunities for networking with other interested students and professionals. Contact the Leeward MOP Coordinator, Dr. Frank Stanton, for information on a variety of existing marine skill opportunities which can be adapted to a student's personal learning and career objectives. Students may also develop their own projects.

A total of twelve credits are required: nine credits of ocean related courses, a one-credit seminar course and a two-credit independent study project.

MOP is open to any undergraduate who is enrolled at any of the UH campuses. Progress towards a MOP Certificate can be transferred between UH campuses.

For more information and details on certificate requirements, contact MOP Coordinator, Dr. Frank Stanton, at 455-0286 or visit the LCC MOP website at
http emedia.leeward.hawaii.edu/mop/

Service Learning

Service Learning is a teaching and learning method that connects meaningful community service experiences with academic learning, personal growth and civic responsibility. Service learning enhances what is taught in the college by extending student's learning beyond the classroom and providing opportunities for students to use newly acquired skills and knowledge in real life situations in their own communities.

Examples of community service activities include: tutoring elementary school students; visiting and assisting senior citizens; coaching elementary students in various sports; teaching computer basics to senior citizens or other age groups; providing literacy tutoring; volunteering at museums, hospitals, or other non-profit organizations. The opportunities and options for service learning activities are numerous. Students may earn variable credits for Service Learning through independent study credits.

For additional information and materials about Service Learning and community service opportunities in surrounding communities, contact Mimi Nakano, Service Learning Coordinator, Language Arts Division (LA-221), phone 455-0341, E-mail: **mnakano@hawaii.edu**.

Upward Bound Programs

Leeward Community College Upward Bound strives to increase the educational attainment levels of our community at an early age through its two pre-college programs. Program participants are from eight feeder high schools who are the first generation in their families to achieve a college degree. Students receive free tutoring, summer instruction, work-study and mentoring experience, college tours, counseling, advising, career and college research services and assistance in seeking financial aid. Eligible students may enroll in our dual credit program earning both college and high school credits. Participants receive these year 'round services until they graduate from high school. The dedication of our staff and our formula for success typically result in college going rates exceeding ninety percent for our graduating seniors. For more information please contact the Upward Bound staff at 808-455-0249.

Women in Transition Program

The Women in Transition (WIT) Program recognizes the special needs of the returning adult student. This program is designed to provide returning students with a supportive environment in which to develop their own potential through re-entry to the educational and/or work environment. The program offers package courses to enhance self-esteem and self- confidence, provide an opportunity to explore career possibilities, set educational and vocational goals, and improve learning skills. Personal growth and self-understanding are emphasized.

There are day and night classes to accommodate varied scheduling needs. For further information, contact the Coordinator of the Women in Transition Program, 455-0652/0233.

OFFICE OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

The Office of Continuing Education and Workforce Development (OCEWD) is part of Leeward Community College's educational mission to enhance the quality of life and strengthen economic stability and growth by providing life-long development and personal enrichment. OCEWD provides a variety of continuing education programs, public service and cultural programs and facilitates rental of campus facilities.

Programs support human resource and economic development, job training, and classes for small and large businesses, and aspiring entrepreneurs. OCEWD serves people whose educational goals do not require college credit.

Non-Credit and Continuing Education Program

The fee-based, non-credit program offers short and long term training opportunities especially designed to meet the needs and interests of the community and private industry. The non-credit program offers activities for persons of all ages and interest.

Short-term, customized training meets the needs of business and industry. Flexible, convenient and self-supporting, these programs provide technical skills for the growing number of occupations that require more than the basics but do not require an Associate degree.

OCEWD strives for constant development of new approaches and designs for learning. The long-range concerns and needs of industry, business, labor and consumers challenge LCC to provide citizens and employees with an opportunity to learn new skills and upgrade present skills. **www/lcc.hawaii.edu/ocet**

Community Involvement

The Office of Continuing Education and Workforce Development works closely with members of civic, business, community trade associations, and other organizations. These partnerships assure that the communities' needs are met; that the college is taking full advantage of the talents of the community; and that the College's resources are used and accessible. OCEWD also works closely with other governmental and private non-profit agencies that provide services to the community. Education services of the College are carefully coordinated with education and training services provided by other agencies.

Training and Consultation

Faculty and staff of the College are available to groups and organizations to provide training and consultation in a variety of specialized subject areas. OCEWD also works closely with local professional or special interest groups in order to offer quality workshops and conferences to the community on numerous topics.

For information, contact the Office of Continuing Education and Workforce Development at 455-0477 or in room CE 101.

Facilities Use

In addition to the normal class scheduling, LCC makes most of its facilities—Theatre, cafeteria, classrooms, the grounds and tennis courts—available to both the college community and the community-at-large. Organizations interested in renting LCC facilities must be either college-sponsored or non-profit groups. Rental fees are assessed to

non-University of Hawai'i affiliated groups. To reserve facilities, complete a Facilities Request Form at the Office of Continuing Education and Workforce Development (CE 101), 455-0477, and submit the application at least 10 working days prior to the date of intended use. All facilities are reserved on a first-come first-served basis. For rental of LCC Theatre, please contact the Theatre Administrative Offices directly at 455-0380. OCEWD programs include:

- Business & Industry
- Computers/Technology
- Motorcycle Safety
- Native Hawaiian Education Program
- Health Education & Personal Enrichment
- Theatre Program
- Transportation Industry

COMMUNITY CONNECTIONS

Kulanui O Kūpono

North Shore Community Learning Center

Since 2002, a core group of community members, educators, business representatives and state officials have been meeting to discuss how best to help the North Shore communities prosper. These on-going conversations developed into the E3 Project, "Economic Empowerment through Education," a strong affirmation that educational issues are critical to sustained community development.

In the summer of 2004, the E3 Project evolved into the North Shore's Kulanui O Kūpono Program, aligning community needs with E3 partners to create multi-generational opportunities for learning.

Kulanui O Kūpono, meaning "Schools of Excellence," is the name of both a physical site and the concept of an intergenerational school where excellence is not only a standard but an outcome, as well. Located at the Haleiwa Elementary School, the school will provide a rich array of learning opportunities that meet the needs of various learners, regardless of age, ethnicity, or educational background.

The immediate goal of the Kulanui O Kūpono Program is to expand offerings of select courses for students pursuing college degrees, and non-credit courses for students seeking job-training skills. The long-term goal is to help restore economic and social prosperity to a once vibrant agricultural community struggling to adapt to life in the Information Age. Focusing on community, economics and the environment simultaneously, the Kulanu O Kūpono partnership is committed to teaching citizens and businesses how to leverage education in ways that stimulate and sustain moderate economic growth, while empowering residents to establish ownership in their community businesses and homes once again, without sacrificing treasured environmental resources.

Hawai'i National Guard Youth Challenge Academy

"A better America, one youth at a time" is the motto of the National Guard Challenge Program. The Hawaii National Guard's Youth Challenge Academy (YCA) provides "at risk" youth a second chance to obtain their high school diploma and become productive citizens. The program develops life skills, educational levels and employment potential of 16-18 year old high-school dropouts. Since its inception in 1994, YCA has graduated more than 1500 students with over 88% earning their high school diplomas.

The program consists of residential and post-residential phases. The twenty-two week residential military-based approach instills discipline and establishes an effective learning environment. Family support is nurtured in numerous parenting sessions. The following post-residential twelve month mentoring period provides personalized guidance.

In 1996, Leeward Community College initiated the PATH (Perseverance, Achievement, Transition and Heart) Program in the post-residency phase. The PATH Program transitions high-risk teens from the into college or work.

PATH's goals are building positive self-esteem, helping students become responsible, improving their relationships with family members as well as their community, and embracing the importance of continuous learning through education. Under the guidance of LCC counselor, Ernie Libarios, the National Guard Challenge Program recognized the Leeward PATH program as "Best Program in the Nation."

PROGRAMS OF STUDY

Arts and Sciences

Associate in Arts Degree
Academic Subject Certificates
- Creative Media
- Digital Art
- Educational Assistance in Special Education
- Hawaiian Studies
- Music
- Philippine Studies
- Pre-Business

University Transfer Options

Automotive Technology

- Associate in Applied Science Degree
- Certificate of Achievement
- Certificate of Completion

Business

Accounting
- Associate in Science Degree
- Certificate of Achievement
- Certificate of Completion
  - Small Business Accounting

Business Foundations: Certificate of Competence
Business Technology
(formerly Office Administration and Technology)
- Associate in Science Degree
- Certificate of Achievement
- Certificate of Completion

E-Commerce
- Certificate of Competence
  - E-Commerce
  - E-Commerce for Marketing
  - E-Commerce for Entrepreneurs

Management
- Associate in Applied Science Degree
  - Supervisory Management
- Certificate of Completion
  - Sales and Marketing

Pre-Business
- Academic Subject Certificate

Culinary Arts

Food Service
- Associate in Applied Science Degree
- Certificate of Achievement
- Certificate of Completion
  - Preparation Cook
  - Baking
  - Dining Room Supervision

Digital Media

Associate in Science Degree
with emphasis in one of the following:
- Internet Publishing
- Digital Video
- Motion Graphics

Certificate of Completion
- Digital Media Production

Certificate of Competence
- Desktop Publishing
- Motion Graphics
- Video Web Casting
- Virtual Reality
- Web Page Design

Academic Subject Certificate
- Creative Media

Human Services

Certificate of Completion
- Human Services/Substance Abuse Counseling

Information and Computer Science

Associate in Science Degree
with emphasis in one of the following:
- Network Support Specialist
- Database Support Specialist
- Webmaster

Certificate of Completion
- Basic Networking

Certificate of Completion
- Advanced Networking

Opticianry

Associate in Applied Science Degree
(not accepting students Fall 2004–Spring 2005)

Television Production

- Associate in Science Degree
- Certificate of Achievement
- Certificate of Completion

PROGRAMS OF STUDY

"The rhythms of drumming and the patterns of dance are found in math. I love the opportunities I have here at Leeward…to open students' minds, to help them discover, and to **celebrate the moment,** both on and off stage."

Emily Uribe

Math Instructor
and founder of Kuumba Collective,
West African Dance and Drum

For students planning to transfer to a four-year institution, see the Transfer Information on page 90.

The degrees and certificates offered at Leeward differ in the number and type of courses required for completion and the length of time it takes to complete all requirements. In general, the various degrees and certificates provide the following:

Associate in Arts (A.A.) degree | A two–year liberal arts degree, consisting of at least 60 semester credits, entirely at the baccalaureate level, which provides students with skills and competencies essential for successful completion of a baccalaureate degree.

Associate in Science (A.S.) degree | A two-year career and technical professional degree, consisting of at least 60 semester credits, entirely at the baccalaureate level, which provides students with skills and competencies for gainful employment.

Associate in Applied Sciences (A.A.S.) degree | A two-year career and technical professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program.

Certificate of Achievement | A college credential for students who have successfully completed designated medium-term career and technical professional education credit course sequences, which provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 45 credit hours (unless external employment requirement exceeds this number).

Certificate of Completion | A college credential for students who have successfully completed designated short-term career and technical professional education credits course sequences, which provide them with entry-level skills, job upgrading. These course sequences shall be at least 10 credit hours, but may not exceed 23 credit hours.

Academic Subject Certificate | A college credential for students who have successfully completed a specific sequence of credit courses from the A.A. curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours.

Certificate of Competence | A college credential for students who have successfully completed designated short-term credit or non-credit courses, which provide them with job upgrading or entry-level skills. Credit course sequences shall be at least 4 but less than 10 credit hours.

Some students may not wish to pursue a certificate or a degree at all, but to select their courses of study according to their own personal interests or occupational needs. Any student is eligible to become a candidate for any degree or certificate offered at LCC. Candidates must see a counselor to complete a graduation check, then apply for graduation and pay the required graduation fee at the Cashier's Window by the appropriate deadline.

ARTS AND SCIENCES

The Associate in Arts degree program offers the challenge and variety of a solid liberal arts and sciences foundation in preparation for transfer to four-year colleges and universities. The A.A. degree provides the critical thinking, information technology, communication, and problem-solving skills needed for a successful career.

Working with our counseling staff, students can often complete the requirements for their first two years of a baccalaureate degree right here at Leeward!

For students interested in careers in education, engineering and the allied health fields, Leeward is a great place to start.

Academic Subject Certificates are offered in Hawaiian Studies, Music, Philippine Studies, Pre-Business, Digital Art, Creative Media and Educational Assistance in Special Education. These certificate programs allow you to explore specific areas of interest while earning your degree.

Program Coordinator | Christian Ganne
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Phone | 455-0513
ganne@hawaii.edu

CREATIVE MEDIA

Academic Subject Certificate | Creative Media

The Certificate in Creative Media is designed for students who plan to earn a bachelor's degree in Animation & Computer Games or Interactive Media. The Certificate provides creative individuals with the art and design training needed to explore and express ideas using leading-edge technology as well as interactive scripting. The certificate focuses on 3D visual art production for the film, broadcast, and computer game development industries. The certificate provides a balance of technical skills and aesthetic development, culminating in a portfolio-building project targeted to the student's chosen specialization.

Students can take the required courses at any UH Community College and/or at UH Manoa. At least 12 of the 21 required credits for the certificate must be taken at Leeward Community College At least 6 credits of the 21 required credits for the Certificate would also apply as general education core requirements for the Associate in Arts (A.A.) degree. With proper planning, the Certificate can be used as electives for the A.A. degree and will not exceed the maximum credits needed for the A.A.

Students planning to transfer to a bachelor's degree program in either Animation & Computer Games or Interactive Media should obtain the application program requirements sheet for the Transfer College or university and see a counselor for academic advising.

Specialization | Animation & Computer Games 21 credits

Requirements

Course		Credits
Design and Illustration		
6 credits: 2 different courses up to 6 credits from the list below		
ART 113	Basic Drawing (KCC, UHM)	3
ART 113D	Digital Drawing (LCC)	3
ART 115	Introduction to Design–2D	3
ART 213	Intermediate Drawing	3
Animation and Production		
12 credits: 4 different courses up to 12 credits from the list below		
DMED 197M	Introduction to 3-D Animation (LCC)	3
DMED 240	Animation & Special Effects (LCC)	3
DMED 242	Character Animation (LCC)	3
DMED 243	3-D Modeling & Animation (LCC)	3
ART 126	3-D Computer Graphics I (KCC)	3
ART 212	Digital Animation (KCC)	3
ART 246	Computer Graphics II (KCC)	3
ART 247	Lighting and Rendering (KCC)	3
Technology		
3 credits		
ICS 111	Introduction to Computer Science I	3
Total Credits		**21**

Specialization | Interactive Media 21 credits

Requirements

Course		Credits
Design & Illustration		
3 credits from the list below		
ART 113	Basic Drawing (KCC, UHM)	3
ART 113D	Digital Drawing (LCC)	3
ART 115	Introduction to Design–2D	3
ART 213	Intermediate Drawing	3
Animation and Production		
3 credits from the list below		
DMED 240	Animation & Special Effects (LCC)	3
DMED 242	Character Animation (LCC)	3
DMED 243	3-D Modeling & Animation (LCC)	3
ART 212	Digital Animation (KCC)	3
ART 246	Computer Graphics II (KCC)	3
ART 247	Lighting and Rendering (KCC)	3
Technology		
15 credits: 5 different courses up to 15 credits from the list below		
ICS 111	Introduction to Computer Science I	3
ICS 141	Discrete Math For Comp SCI I	3
ICS 211	Introduction to Computer Science II	3
ICS 212	Program Structure	3
ICS 241	Discrete Math For Comp II	3
Total Credits		**21**

Program Coordinator | Wayne Muromoto
Office | AM 202
Phone | 455-0280
wmuromoto@hotmail.com

DIGITAL ART

Academic Subject Certificate | Digital Art

With the advent of computer graphics, the College has begun to offer classes that combine art and the new digital technology such as Digital Art, Digital Drawing and Digital Imaging. This academic subject certificate supports students who have an interest and talent in art and digital media and prepares them for further academic study or the workplace.

Requirements

Core Prerequisite | ART 101

Core Courses for the Certificate

Course		Credits
ART 113D	Digital Drawing	3
ART 112	Digital Art	3
DMED 200	Electronic Portfolio	3
ART 107D	Digital Imaging	3

Electives (students select one)

ART 115	Introduction to Design	3
DMED 113	Layout Design	3
DMED 130	Digital Storyboard	3
ART 202	Digital Imaging	3
ART 220	Virtual Reality	3
Total Credits Required		15

ART 202 and ART 220 are offered only in the spring semester.

DMED 130 is offered only in the fall semester.

Program Coordinator | Judy Kappenberg
Phone | 455-0284
Office | BE 203
jkappenb@hawaii.edu

EDUCATIONAL ASSISTANCE IN SPECIAL EDUCATION

Academic Subject Certificate | Educational Assistance in Special Education

The Educational Assistance in Special Education program addresses the issues confronted by people who currently work, or plan to work, with special needs youth in primary and secondary education. It will familiarize the learner to the field of Special Education, its legal, historical and philosophical background, cover characteristics of selected disabilities and the particular needs experienced by students with these disabilities. Best practices and strategies used to work with each area of disability will also be explored and how to assist the teacher and students in the classroom will be identified, along with the challenges that confront them.

Core

Course		Credits
ED 285	Intro to Classroom Management	3
ED 286	Special Populations I	3
ED 287	Special Populations II	3
ED 288	The Practice Seminar: Working in the Learning Environment	3

Selected studies courses

select 2 for a total of 6 credits

must be taken at Kapi'olani or Honolulu Community Colleges

DEAF 101	Deaf Studies	3
DEAF 201	Educational Principles and Practices	3
DEAF 202	Effective Teaching Strategies	3
DEAF 203	Practicum	3
ED 131	Early Childhood Development: Theory into Practice	3
ED 140	Guiding Young Children in Group Settings	3
ED 275	Including Children with Special Needs	3
Total Credits Required		18

Note: The selected study courses are being developed at Kapi'olani and Honolulu Community Colleges.
Examples of such courses are|Autism, American Sign Language, Behavior Management, Medically Fragile, Literacy, and Early Childhood Education.

Program Coordinator | Momi Kamahele
Office | FA 119
Phone | 455-0627
momi@hawaii.edu

HAWAIIAN STUDIES

Academic Subject Certificate | Hawaiian Studies

Academic Subject Certificate in Hawaiian Studies is intended to provide students with a strong introduction to the culture, language and history of Hawai'i and the Native Hawaiian people. The certificate enhances the Liberal Arts degree and prepares students with a strong foundation to complete their baccalaureate degrees in Hawaiian Studies or other fields of study at the University of Hawai'i.

Course		Credits
HAW 101	Elementary Hawaiian I	4
HAW 102	Elementary Hawaiian II	4
HWST 107	Hawai'i: Center of the Pacific	3
BOT 130	Plants in the Hawaiian Environment	4
Elective courses (select one)		3
HUM 261	Hawaiian Literature (3 cr)	
HUM 270	Hawaiian Mythology (3 cr)	
REL 205	Understanding Hawaiian Religion (3 cr)	
HIST 284	History of the Hawaiian Islands (3 cr)	
Total Credits Required		**18**

Students choosing to take HIST 284 to satisfy the Arts and Humanities Group 2, REL 205 to satisfy the AH Group 3, and/or BOT 130 to satisfy the Natural Science Group 1 core requirements must complete other elective courses to earn a total of 60 credits required for the A.A. degree. Recommended electives include: HAW 201 and 202, LSK 110, ENG 217, HPER 124, MUS 112, 113, 121F, 122F, 121Z, 122Z, 173, 174, OCN 101, and ZOOL 200.

Program Coordinator | Mark Minasian
Office | AM 101B
Phone | 455-0612
minasian@hawaii.edu

MUSIC

Academic Subject Certificate | Music

This Certificate in Music is designed to provide a strong foundation in music theory, performance, and the music business for students who plan to earn a bachelor's degree in music, who wish to develop and further their interest or talent in music while earning an Associate in Arts degree, and/or who intend to pursue a professional career in music.

With proper planning, and particularly for students with prior music study, the Certificate may be completed within the total requirements for the Associate in Arts degree or, as needed, with additional course credits.

Requirements

Core Courses (14 credits required)

All six courses below are required for a total of 14 credits.

Course		Credits
MUS 281	Music Theory I	3
MUS 282	Music Theory II	3
MUS 283	Aural Training I	1
MUS 284	Aural Training II	1
MUS 140	Sound System Utilization	3
MUS 146	The Business of Music	3
Total Credits		14

Performing Ensembles (4 credits required)

4 credits are required from any of the performing ensemble courses below. All ensemble courses are 2 credits each except for MUS 202B which is 1 credit.

Course		Credits
MUS 103	Guitar Ensemble I	2
MUS 104	Beginning Jazz Ensemble	2
MUS 112	Hawaiian Ensemble I	2
MUS 113	Hawaiian Ensemble II	2
MUS 114	College Chorus	2
MUS 201	Vocal Ensemble "The Kanikapila Singers	2
MUS 202B	Introduction to Concert Band	1
MUS 202C	Community College Band	2
MUS 202D	Symphonic Wind Ensemble	2
MUS 203D	Keyboard Ensemble	2
MUS 203G	Guitar Ensemble II	2
MUS 204	Advanced Jazz Ensemble	2
MUS 206	Electronic Keyboard Ensemble	2

Electives (2 credits required)

A minimum of 2 credits is required from one of the two options below.

Performance Option—For students planning to earn a bachelor's degree in music or intending a professional career in music, complete 2 semesters (2 credits) of MUS 232, Applied Music, 1 credit each.

or

General Option—For students who have no further educational or career plans in music, complete a minimum of 2 credits from any of the following courses.

Course		Credits
MUS 106	Introduction to Music Literature	3
MUS 107	Music in World Cultures	3
MUS 124	Intermediate Voice Class	2
MUS 122C	Classic Guitar II	2
MUS 122Z	Ukulele	1
MUS 178	Jazz Improvisations I	3
MUS 179	Jazz Improvisations II	3
MUS 215	Intermediate Piano Class I	2
MUS 216	Intermediate Piano Class II	2
MUS 221D	Woodwind, Brass, or Percussion	2
MUS 221G	Contemporary Guitar	2
MUS 221H	Classic Guitar III	2
MUS 223	Advanced Voice Class	2
MUS 227	Piano by Ear I	2
MUS 228	Piano by Ear II	2

Program Coordinator | Raymund Liongson
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Phone | 455-0224
liongson@hawaii.edu

PHILIPPINE STUDIES

Academic Subject Certificate | Philippine Studies

The Certificate in Philippine Studies is designed to provide a strong introduction to the culture, language, and history of the Philippines and the Filipino people. With proper planning, the Certificate may be completed within the total credit requirements for the Associate in Arts degree. It provides a valuable foundation to students planning to earn a bachelor's degree in Asian Studies and is recommended to students of any ethnic heritage who are interested in Filipino culture, language, and history and the evolution of ethnic minorities in the United States.

Requirements

Course		Credits
ASAN 203	Philippine History & Culture*	3
ASAN 204	Filipinos in the U.S.*	3
TAG 101	Elem Tagalog/Pilipino I	4
TAG 102	Elem Tagalog/Pilipino II	4
HIST 242	Civilizations of Asia II*	3

*Any one of these 3 courses will fulfill the Arts & Humanities requirement (Group 2) for the A.A. degree.

Recommended electives

(beyond the 17 credits required for the Certificate)

Course		Credits
SSCI 101	Self Development (Project Malaya)	3
TAG 201	Inter Tagalog/Pilipino I	4
TAG 202	Inter Tagalog/Pilipino II	4

Program Coordinator | Shelley Ota
Office | BE 207
Phone | 455-0615
sota@hawaii.edu

PRE-BUSINESS

Academic Subject Certificate | Pre-Business

The Certificate in Pre-Business is designed to provide a strong foundation in accounting, economics, mathematics, computer applications, and written and oral communication for students who plan to earn a bachelor's degree in business administration.

At least twelve of the 24 or 27 credits required for the Certificate will also apply as general education core requirements for the Associate in Arts (A.A.) degree. With proper planning, the Certificate may be completed within the total credit requirements for the A.A. degree.

Students planning to transfer into a bachelor's degree program in business should obtain the applicable program requirements sheet for the college or university to which they intend to transfer and see a counselor for academic advising.

Requirements

Course		Credits
ENG 100	Expository Writing	3
SP 151	Personal and Public Speech	3
or		
SP 251	Principles of Effective Public Speaking (3)	
Accounting Series*		
ACC 201 and ACC 202		6
ACC 201	Financial Accounting (3)	
ACC 202	Managerial Accounting (3)	
or		
ACC 124, ACC 125 and ACC 126		9
ACC 124	College Accounting I (3)	
ACC 125	College Accounting II (3)	
ACC 126	College Accounting III (3)	
ECON 130	Principles of Microeconomics	3
ECON 131	Principles of Macroeconomics	3
BUS 101, BUS 201 or ICS 101		3
MATH **		3
Total Credits		**24 or 27**

*Possible combinations of accounting courses
ACC 124, ACC 125, and ACC 126
ACC 201 and ACC 202
ACC 124, ACC 125, and ACC 202
ACC 201, ACC 125, and ACC 126

For Pre-Business Academic Subject Certificate:
**Students need to check receiving institution (to which they are transferring) for specific math requirement or see an academic advisor for appropriate Math course.

1. UH Manoa CBA requires QM 122 or MATH 205.
2. UH West O'ahu requires completion of Math 103, Math 115 or higher; or a passing grade on a UHWO administered test of basic math and elementary algebra.

A detailed listing of requirements for various colleges and universities may be obtained by making an appointment with a Leeward counselor | Room AD 208
Phone | 455-0233, 455-0234
leeward@hawaii.edu

UNIVERSITY TRANSFER OPTIONS

Allied Health, Business, Computer Science, Education, and Engineering

If you're thinking about pursuing a career in education, engineering, allied health fields, business or computer science, Leeward can be a great start to your four-year degree.

In four-year college programs, a student takes most of the required courses for her or his major in the junior and senior years. The first two years are usually spent completing the general education requirements and taking any freshman and sophomore courses that may be required for advanced work in the selected major.

Working closely with a Leeward counselor can help you determine which courses will meet the requirements for various colleges and universities.

Allied Health

From anthropology to zoology, Leeward offers prerequisites needed for a variety of health careers in nursing, radiology, respiratory or physical therapy or emergency services. You can complete your prerequisites and make a smooth transition into a variety of health programs: Kapi'olani Community College Health Career Education, UH-Mānoa School of Nursing, or Hawai'i Pacific University Nursing Program. With the projected increase in the demand for skilled employees in all health fields, this exciting career path offers you the perfect opportunity for fulfilling work.

Business

Leeward's Accounting and Business Technology programs have transfer agreements with both UH West O'ahu and Hawai'i Pacific University. The Pre-Business academic subject certificate within the Associate of Arts degree is highly recommended for transfer to UH Mānoa's College of Business Administration. Contact the Business Technology Division office at 455-0344 more detailed information.

Computer Science

Leeward's Information and Computer Science program is part of the Math & Sciences division, with courses that are transferable at the bachelor's degree level. In addition, LCC is currently the only O'ahu community college campus with an Associate in Science Degree in computer science. Students wishing to pursue a Bachelor's degree in computer science may, instead, want to earn an Associate in Arts degree. A counselor or ICS Faculty Advisor can help you to select appropriate courses. You can obtain a Bachelor in Science Degree in Computer Science from the University of Hawai'i at Hilo right here at Leeward through Distance Education.

Education

Leeward is designated the lead campus for Teacher Education within the UH Community Colleges, coordinating the UH system initiative to provide training for Special Education Educational Assistants. Many of the courses required for our Associate in Arts degree align with the requirements for UH-Manoa's College of Education. Courses such as English 100, Math 100, History 151 and 152, Hawaiian Studies 107, combined with many Natural and Social Science classes and labs can be taken here at Leeward and transferred to the College of Education.

Special courses, such as Music 253, Music for Classroom Teachers, and Speech 200, Speaking Skills for Prospective Teachers, combined with a variety of Education courses, make Leeward a perfect start for your career in education.

The need for qualified teachers in Hawai'i is monumental, with nearly 750 new teachers hired annually in O'ahu's leeward and central districts alone.

In the next 5 years, 6 of the top 10 occupations with the fastest employment growth will be in health-related fields.

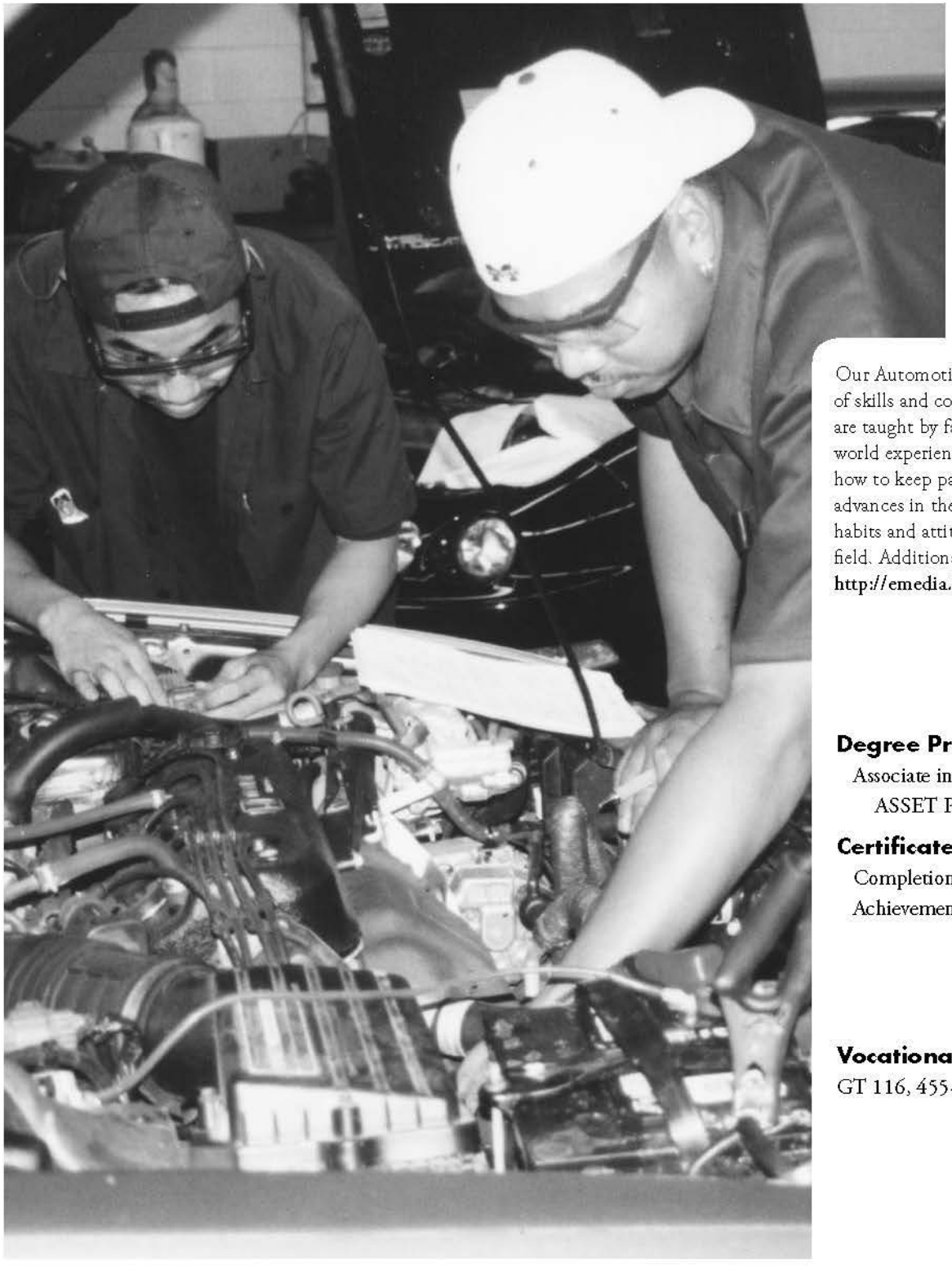
Leeward has produced two "Outstanding Electrical Engineering Graduates," one "Outstanding Mechanical Engineering Graduate," and over 5% of all engineering graduates from the University of Hawai'i at Mānoa College of Engineering during the past five calendar years.

Engineering

We are extremely proud of the tradition of success in our engineering students transferring to UH Mānoa. Since 1980, Leeward Community College has offered most of the courses required to complete the freshman and sophomore years of the baccalaureate physics and engineering curricula. In particular, the courses offered at LCC are designed to allow a student to transfer with junior standing to the Civil, Electrical, and Mechanical Engineering, and Physics departments at the University of Hawaii at Manoa. In addition, Leeward students have recently transferred, without loss of credits, to the Electrical Engineering Department at the University of California at Berkeley, and the Mechanical Engineering Department at Washington State University.

Leeward Community College has always focused on the quality of the learning experience. Lecture sections are small, and laboratory classes are taught by regular faculty. As a result, each student gets more personal attention than he or she might receive at a larger school. LCC offers the student an opportunity to complete his of her first years of engineering education in a small college environment, and some students may find that to be exactly what they need.

AUTOMOTIVE TECHNOLOGY



Our Automotive Technology program provides a solid foundation of skills and competencies needed for employment. The courses are taught by faculty who are experts in their fields, have real world experience and will take the time to help you. You'll learn how to keep pace with the rapidly changing technological advances in the automotive field, while discovering the work habits and attitudes necessary to succeed in this high demand field. Additional information can be obtained online: **http://emedia.leeward.hawaii.edu/auto/**

Degree Programs

Associate in Applied Science

ASSET Program Option

Certificate Programs

Completion

Achievement

Vocational Education Division Office

GT 116, 455-0300

Program Coordinator | Jake Darakjian
Office | ET 108A
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AUTOMOTIVE TECHNOLOGY

The goals of the program are: (1) to prepare students with the skills and competencies necessary for a successful career as an automotive technician; (2) to instill in students the work habits and attitudes necessary to work in a highly competitive field; and (3) to provide students with the basic skills necessary to become lifelong learners in order to keep abreast of the latest technological changes in the automotive field.

Recommended high school preparation:
Pre-Algebra, Electronics, Chemistry or Physics, Industrial Arts.

In order to promote a student's readiness and success, prerequisites have been established for each AMT certificate and degree and for AMT courses. (Refer to Certificate and Degree Requirements listed here and AMT Course Descriptions listed in the Course Offerings Section.)

The competencies students are expected to achieve in the AMT program are based on the tasks prescribed by National Automotive Technician Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE) for technician certification in the following service/repair areas:

1. Automatic Transmission/Transaxle
2. Brakes
3. Electrical Systems
4. Engine Performance
5. Engine Repair
6. Heating and Air Conditioning
7. Manual Drive Train and Axles
8. Suspension and Steering

Associate in Applied Science | 64 Credits

The Associate in Applied Science Degree is awarded to students who successfully complete both the required AMT and general education courses. The A.A.S. degree prepares students for employment in the automotive field and is designed to enable graduates, with the goal of becoming technicians and supervisors, to also enter related vocational-technical fields or to pursue advanced education at other colleges.

Prerequisite: ENG 22 Intro. to Expository Writing

First Semester Requirements

Course		Hours	Credits
AMT 25	Prevt Main & Insp (PMI)	105	3
AMT 40	Electrical System I	150	6
AMT 43	Heat. A/C Vent. (HACV)	105	3
MATH 50C	Technical Mathematics	45	3
Total Credits			15

Second Semester Requirements

Course		Hours	Credits
AMT 30	Engines	150	6
AMT 53	Brakes	105	3
AMT 55	Suspension & Steering	105	3
SCI 122	Intro. to Science-Phys.	90	4
or			
CHEM 100B	Chemistry and Man	90	
Total Credits			16

Third Semester Requirements

Course		Hours	Credits
AMT 46	Man. Drive-Train & Axles	105	3
AMT 50	Auto Trans & Transaxles	150	6
AMT 41	Elect./Electronic Sys. II	105	3
COM 145	Interpersonal Comm.	45	3
or			
SP 151	Personal & Public Speech	45	
Total Credits			15

Fourth Semester Requirements

Course		Hours	Credits
AMT 40D	Engine Performance	150	6
AMT 60	Diagnostic & Repair	210	6
SOCIAL SCIENCE (100 and above)		45	3
ART/HUMANITIES (100 and above)		45	3
Total Credits			18

The Automotive Technology program is accredited by the National Automotive Technician Education Foundation (NATEF).

Certificate of Achievement | 45 Credits

The Certificate of Achievement is awarded to a student who completes a prescribed series of courses leading to employment in the automotive service and repair industry. Students completing the requirements for a C.A. will have demonstrated the knowledge and skills required to enter the industry with the goal of becoming Mechanics and/or Technicians.

Prerequisite: ENG 22 Intro. to Expository Writing

First Semester Requirements

Course		Hours	Credits
AMT 25	Prevt Main & Insp (PMI)	105	3
AMT 40	Electrical System I	150	6
AMT 43	Heat. A/C Vent. (HACV)	105	3
MATH 50C	Technical Mathematics	45	3
Total Credits			15

Second Semester Requirements

Course		Hours	Credits
AMT 30	Engines	150	6
AMT 53	Brakes	105	3
AMT 55	Suspension & Steering	105	3
Total Credits			12

Third Semester Requirements

Course		Hours	Credits
AMT 46	Man. Drive-Train & Axles	105	3
AMT 50	Auto Trans & Transaxles	150	6
AMT 41	Elect./Electronic Sys. II	105	3
Total Credits			12

Fourth Semester Requirements

Course		Hours	Credits
AMT 40D	Engine Performance	150	6
Total Credits			6

Certificate of Completion | 18 Credits

A Certificate of Completion is awarded to a student who successfully completes a group of occupational courses in a specific sequence. This credential is designed primarily for students who require short-term training and/or job upgrading for a specific automotive specialty. Because of variations in service and repair areas of employment, students should select course electives appropriate to their needs. (For additional information, obtain a Planning Sheet from an AMT instructor).

Prerequisite: ENG 9 or ENG 10, or ENG 1B OR 2B, or ENG 8

Requirements

Course		Hours	Credit
AMT 25	Prevt Main & Insp (PMI)	105	3
AMT 40	Electrical System I	150	6

Electives

Select 9 credits

Course		Hours	Credits
AMT 43	Heat. A/C Vent. (HACV)	105	3
AMT 30	Engines	150	6
AMT 53	Brakes	105	3
AMT 55	Suspension & Steering	105	3
AMT 46	Man. Drive-Train & Axles	105	3
AMT 50	Auto Trans & Transaxles	150	6
Total Credits			18

Ford ASSET Option

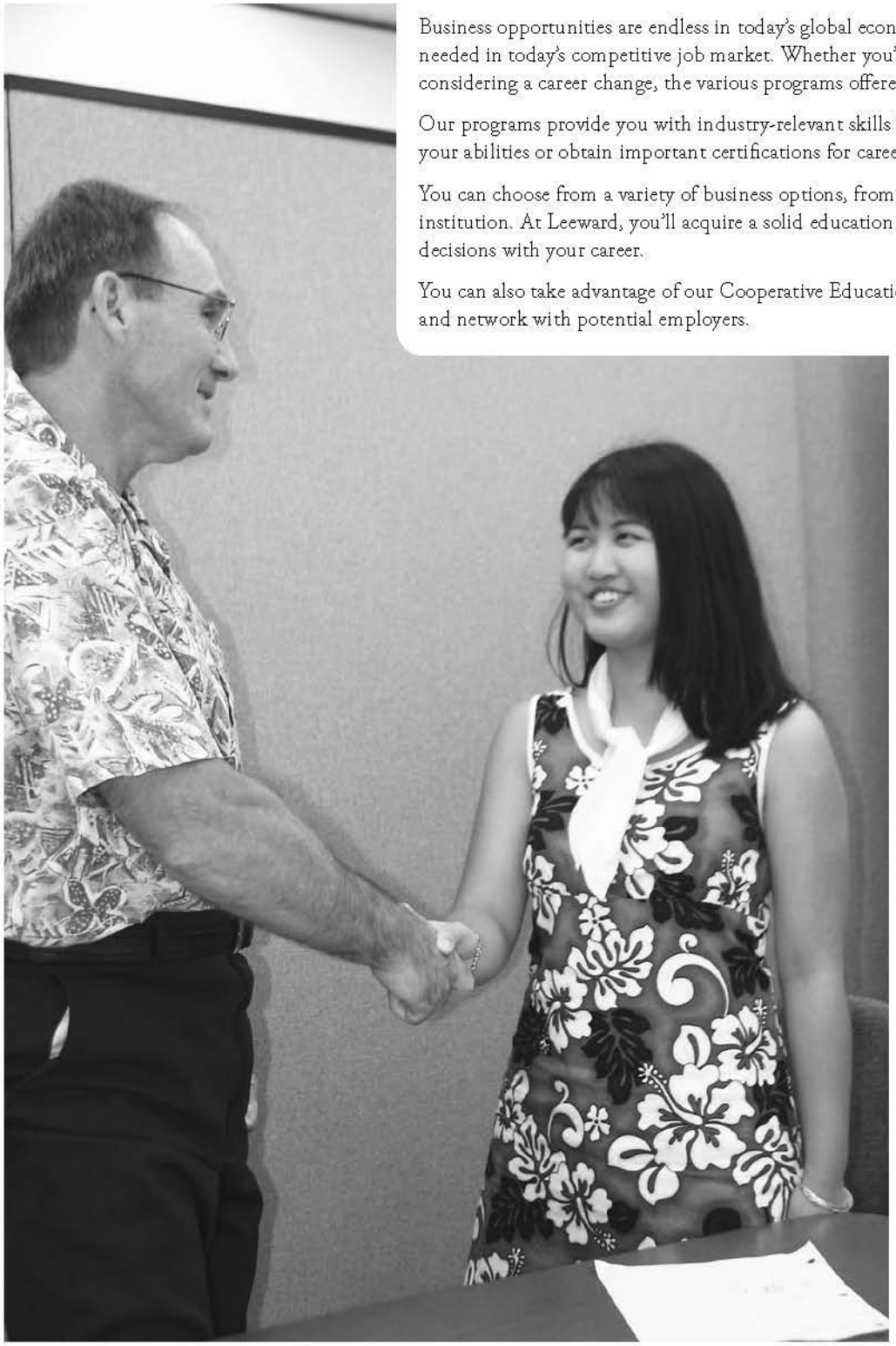
Automotive Student Service Educational Training (ASSET) is a Statewide program sponsored by Ford Motor Company, Ford and Lincoln/Mercury Dealers and LCC. It is a two-year program designed to develop entry-level service technicians for Ford and Lincoln/Mercury dealerships.

ASSET provides the student with a unique two-year-work-study experience which leads to an Associate in Applied Science Degree (64 credits) in Automotive Technology.

The ASSET program is designed to provide Ford and Lincoln/Mercury dealerships with qualified technicians proficient in the latest automotive service technologies and methods. In addition, the program enables graduates to make advancements in their career paths. The cost of tools and supplies is approximately $1,120.

Students interested in enrolling in ASSET should see the AMT ASSET Instructor.

BUSINESS



Business opportunities are endless in today's global economy. Our Business programs offer the training and knowledge needed in today's competitive job market. Whether you're beginning your career, pursuing a job promotion, or considering a career change, the various programs offered by our Business Technology division can help you.

Our programs provide you with industry-relevant skills for employment preparation and the means to help you upgrade your abilities or obtain important certifications for career moves and promotions.

You can choose from a variety of business options, from certificates to degrees, and even transfer to a four-year institution. At Leeward, you'll acquire a solid education that can help you land a job with the confidence to make good decisions with your career.

You can also take advantage of our Cooperative Education program that enables you to gain valuable on-the-job training and network with potential employers.

Degree Programs

Associate in Science
- Accounting
- Business Technology

Associate in Applied Science
- Supervisory Management

Certificate Programs

Certificates of Achievement
- Accounting
- Business Technology

Certificates of Completion
- Business Technology
- Sales and Marketing
- Small Business Accounting

Certificates of Competence
- Business Foundations
- E-Commerce
- E-Commerce for Marketing
- E-Commerce for Entrepreneurs

Academic Subject Certificate
- Pre-Business

Business Technology Division Office

BE 213, 455-0344

ACCOUNTING

The Certificate of Completion in Small Business Accounting is for the student who wishes to quickly acquire accounting knowledge to be applied in a new or continuing small business. This certificate can be earned by attending live or online classes.Both the Certificate of Achievement and the Associate in Science Degree programs are designed to prepare the student for entry-level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other related fields. We emphasize our students' development in the areas of analytical knowledge, communication skills, and computer applications. Our accounting programs provide solid foundations for any business career in government and private industry. In order to obtain an accounting certificate or degree, students must pass all required accounting courses with a grade of "C" or better. Recommended schedules for full-time students: please see an academic advisor for help in choosing ACC 124 or ACC 201.

Certificate of Completion in Small Business Accounting | 12 or 15 Cr

First Semester Requirements

Course		Credits
ACC 201 or ACC 124 and ACC 125	Financial Accounting (3) College Accounting I (3) College Accounting II (3)	3 6
BUS 101	Business Computer Systems	3
Total Credits		6

Second Semester Requirements

Course		Credits
ACC 150	Using Computers in Accounting	3
ACC 132	Payroll & Hawai'i GE Taxes	3
Total Credits		6

The College offers the opportunity to complete the A.S. Degree in Accounting in only 18-months. Please contact the Business Technology Division, 455-0344, for details.

Articulation agreements have been established with UH West O'ahu. See a counselor for details.

Certificate of Achievement | 32 Credits

First Semester Requirements

Course		Credits
ACC 124* or ACC 201*	College Accounting I (3) Financial Accounting (3)	3
BUS 155	Business Calculations	3
OAT 121 or BUS 127	Computer Keyboarding (3) Intro to MS® Word for Business (3)	3
SP 151	Personal and Public Speech	3
BUS 101 or BUS 136 and BUS 137	Business Computer Systems (3) Bus. Comp. Spreadsheets – MS® Excel(2) Bus. Comp. Databases – MS® Access (1)	3
Business Technology Elective		1
Total Credits		16

Second Semester Requirements

Course		Credits
ACC 125* or ACC 202*	College Accounting II (3) Managerial Accounting (3)	3
ENG 100	Expository Writing	3
ACC 132	Payroll & Hawai'i GE Taxes	3
BUS 120	Principles of Business	3
BUS 121	Customer Service	3
BUS 143	Professional Employment Preparation (*A.S. students may take this in their fourth semester*)	1
Total Credits		16

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Associate in Science Degree | 60 Credits

First Semester Requirements

Course		Credits
ACC 124* or ACC 201*	College Accounting I (3) Financial Accounting (3)	3
BUS 155	Business Calculations	3
OAT 121 or BUS 127	Computer Keyboarding (3) Intro to MS® Word for Business (3)	3
SP 151	Personal and Public Speech	3
BUS 101 or BUS 136 and BUS 137	Business Computer Systems (3) Bus. Comp. Spreadsheets – MS® Excel(2) Bus. Comp. Databases – MS® Access (1)	3
	Business Technology Elective	1
Total Credits		16

Second Semester Requirements

Course		Credits
ACC 125* or ACC 202*	College Accounting II (3) Managerial Accounting (3)	3
ENG 100	Expository Writing	3
ACC 132	Payroll & Hawai'i GE Taxes	3
BUS 120	Principles of Business	3
BUS 121	Customer Service	3
BUS 143	Professional Employment Preparation	1
	(A.S. students may take this in their fourth semester)	
Total Credits		16

Third Semester Requirements

Course		Credits
ACC 126* or BUS ED	College Accounting III (3) *Elective for those who completed ACC 201 and ACC 202. See recommended list in fourth semester.	3
ACC 150	Using Computers in Accounting	3
ECON 131 or ECON 130 or ECON 120	Principles of Macroeconomics (3) Principles of Microeconomics (3) Introduction to Economics (3)	3
ENG 209	Business Writing	3
NSCI	Natural Science Elective	3
Total Credits		15

Fourth Semester Requirements

Course		Credits
ACC 155	Using Spreadsheets in Accounting	3
LAW 150 or LAW 200	Fundamentals: Legal Environ. of Business (3) Legal Environment of Business (3)	3
A & H	Arts and Humanities Elective	3
BUS ED	Business Technology Electives:	4
Recommended Business Electives:		
ACC 134	Income Tax Preparation (3)	
ACC 141	Tax Preparation with TurboTax® (1)	
ACC 142	Personal Accounting - Quicken® (1)	
ACC 143	Home-Office Accounting-QuickBooks® (1)	
BUS 193	Cooperative Education (1-4)	
BUS 201	Microsoft Office® Advanced (3)	
Total Credits		13

Combinations of Introductory Accounting Courses For Certificate of Achievement:	Combinations of Introductory Accounting Courses For Associate in Science Degree:
ACC 124 and ACC 125	ACC 124, ACC 125, and ACC 126
ACC 201 and ACC 202	ACC 201 and ACC 202
ACC 201 and ACC 125	ACC 124, ACC 125, and ACC 202
	ACC 201, ACC 125 and ACC 126

*The sequence of ACC 124, 125, and 126 is equivalent to the sequence of ACC 201 and 202 and vice versa. Therefore, credit will not be given for both sequences. A student who has completed ACC 124, or ACC 125, and/or ACC 126 may not count or use ACC 201 or ACC 202 as an elective for any A.S. or A.A.S. degree. Similarly, a student who has completed ACC 201 and/or ACC 202 may not count or use ACC 124, ACC 125 and/or ACC 126 as an elective for any A.S. or A.A.S. degree.

Program Coordinator | Warren Imada
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BUSINESS FOUNDATIONS

Certificate of Competence in Business Foundations | 6 Credits

The Business Technology Division offers this program to provide the most critical skills demanded by businesses: customer service, interpersonal skills, and communication. The certificate offers training opportunities for business and students who are currently working in industry as well as for those who wish to apply their skills in immediate employment while pursuing additional college study.

Requirements

Course		Credits
BUS 121	Customer Service	3
BUS 144	Career Success	3
Total Credits		6

The student must earn a GPA of 2.0 or better for all courses required.

Contact | Business Technology Division
Office | BE 213
Phone | 455-0344

E-COMMERCE

E-Commerce Courses provide online education for entrepreneurs, individuals seeking positions in the new world of online business and for employees of companies needing specific skills to assist their companies in making the transition to the New Economy. All E-Commerce courses are online, Internet based and modular to fit the needs of students in today's market.

Most E-Commerce curriculum courses are offered in single credit hour modules. The courses provide an introduction to the technology and historical development of transactional services on data networks, an understanding of the elements of e-commerce and e-business operations, an introduction to direct personalized marketing on the Internet, and an introduction to the roll of back office operations such as accounting, inventory control and customer service in the E-Business environment.

Certificate of Competence
E-Commerce | 6 credits

The College will award a Certificate of Competence to a student who successfully completes any six (6) unduplicated credits in E-Commerce courses offered. A grade of "C" or higher is required for all courses applied to the Certificate. This certificate will indicate an understanding of the basic components and processes of e-commerce and e-business operations appropriate to a basic online work environment.

If a student completes a subsequent unduplicated set of six (6) credits in different E-Commerce courses offered by the College which had not been previously applied to the first Certificate of Competence awarded, the student may apply for a second Certificate of Competence in E-Commerce. The College may make an appropriate notation to this effect on the second Certificate awarded.

Certificate of Competence
E-Commerce for Marketing | 6 credits

This Certificate of Competence will be awarded to a student who completes six (6) unduplicated credits in E-Commerce courses offered with three (3) of those credits required to be in ECOM 110 B, C and D. A grade of "C" or higher is required for all courses applied to the Certificate. The Certificate will indicate knowledge of basic e-commerce and e-business systems with specific knowledge of online marketing development, personalized marketing and marketing planning.

ECOM 110B E-Commerce Marketing Product Development (1)
ECOM 110C E-Commerce Personalized Marketing (1)
ECOM 110D E-Commerce Marketing Planning and Design (1)
Plus 3 additional unduplicated credits in E-Commerce Courses

Certificate of Competence
E-Commerce for Entrepreneurs | 9 credits

A Certificate of Competence in E-Commerce for Entrepreneurs will be awarded to a student who successfully completes nine (9) unduplicated credits in E-Commerce courses offered with specific courses in Business and Accounting also required. A grade of "C" or higher is required for all courses applied to the Certificate. This Certificate will indicate an understanding of e-commerce and e-business operations along with the business and accounting skills required to start a business with a significant online presence.

BUS 125B Starting a New Business I (1)
and
BUS 125C Starting a New Business II (1)
and
BUS 125D Starting a New Business II (1)
or
BUS 125 Starting a New Business (3)
and
ACC 201 Financial Accounting (3)
Plus 3 additional unduplicated credits in E-Commerce Courses

For detailed descriptions of all
E-Commerce courses:
http://www.waveinter.net/LCCecompublic/

Program Coordinator | Stanley May
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BUSINESS TECHNOLOGY

The overall objective of the Business Technology (formerly Office Administration and Technology, OAT) Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility.

Courses lead to a Certificate of Completion, a Certificate of Achievement, and an Associate in Science Degree. Articulation agreements have been established with both the University of Hawai'i-West O'ahu and Hawai'i Pacific University. See a counselor or advisor to see what credits may transfer.

Certificate of Completion | 15 Credits

Requirements

Course		Credits
BUS 121	Customer Service	3
BUS 127	MS® Word for Business	3
BUS 140	Records and Information Management	3
BUS 144	Career Success	3
BUS 155	Business Calculations	3
Total Credits		15

Certificate of Achievement | 30 Credits

Requirements

Course		Credits
BUS 121	Customer Service	3
BUS 127	MS® Word for Business	3
BUS 140	Records and Information Management	3
BUS 144	Career Success	3
BUS 155	Business Calculations	3
BUS 136	Bus. Computer Spreadsheets–MS® Excel	2
BUS 137	Bus. Computer Databases–MS® Access	1
BUS 143	Professional Employment Preparation	1
BUS 193C	Cooperative Education	2
BUS 201	Microsoft® Office Advanced	3
ENG 100	Expository Writing	3
or		
ENG 100E	Expository Writing (for non-native speakers)	
SP 151	Personal and Public Speech	3
or		
SP 200	Speaking Skills for Prospective Teachers (3)	
Total		30

You can become certified as a Microsoft® Office Specialist [MOS] right here at Leeward!

Simply complete the review courses offered by our Business Technology Division and then take the separate MOS exams!

Review courses and exams are offered for MS® Word, Excel, Access, PowerPoint and Outlook.

The certification by Microsoft® validates your proficiency of knowledge and skills and may help you gain that competitive edge with employers.

Associate in Science Degree | 60–61 Credits

Core Requirements | 36 Credits

Course		Credits
BUS 121	Customer Service	3
BUS 127	MS® Word for Business	3
BUS 140	Records and Information Management	3
BUS 144	Career Success	3
BUS 155	Business Calculations	3
BUS 136	Bus. Computer Spreadsheets—MS® Excel	2
BUS 137	Bus. Computer Databases—MS® Access	1
BUS 143	Professional Employment Preparation	1
BUS 193C	Cooperative Education	2
BUS 201	Microsoft® Office Advanced	3
ENG 100	Expository Writing	3
or		
ENG 100E	Expository Writing (for non-native speakers)	
SP 151	Personal and Public Speech	3
or		
SP 200	Speaking Skills for Prospective Teachers (3)	
ACC 124	College Accounting I	3
or		
ACC 201	Financial Accounting (3)	
BUS 259	Supervision	3
Total Core		**36**

In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), office administration and technology (OAT), accounting (ACC) and law (LAW) courses with a grade of "C" or better.

General Education Requirements | 9 or 10 Credits

Requirements

Course	Credits
Arts & Humanities Elective	3
HIST 151/152 or ARTS/HUM Elective	
Natural Sciences Elective	3 or 4
Social Science Elective	3
ECON 120	
[*not recommended if you are transferring to a four-year university*]	
or	
ECON 130 or ECON 131 (3)	
Total Gen Ed Requirements	**9–10**

Specialization

Select 15 credits from the following

BUS 200	Computer Speech Recognition	3
BUS 202	Microsoft® Office Expert	3
BUS 240	Advanced Issues in RIM	3
BUS 270	Business Presentations Technology	3
BUS 271	International Business Protocol	3
BUS 272	International Business Analysis	3
BUS 282	Medical Terminology & Procedures	3
BUS 283	Legal Terminology & Procedures	3
LAW 200	Legal Environment of Business	3
Total Core		**15**

MANAGEMENT

This program prepares the student for entry-level employment in Sales and Marketing field and supervisory positions

Certificate of Completion in Sales and Marketing | 21 Credits

This program prepares students for entry- level employment positions in the Sales and Marketing field such as retail clerks, stock clerks, cashiers, order clerks, stockpersons and sales trainees. See a Management Academic Advisor for assistance. SMKT courses below 100-level have been modified into MKT courses above 100-level, as indicated below.

First Semester Requirements

Course		Credits
BUS 20	Introduction to Business	3
ENG 22	Introduction to Expository Writing (3)	3
or		
ENG 100	Expository Writing (3)	
MKT 150/30	Principles of Selling	3
MKT 120/40	Marketing in a Global Economy	3
Total Credits		12

Second Semester Requirements

Course		Credits
BUS 155	Business Calculations	3
MKT 160/20	Principles of Advertising (3)	3
or		
MKT 130/45	Principles of Retailing (3)	
3 credits of courses from the following group		3
BUS 136	Business Computer Spreadsheets (2)	
BUS 137	Business Computer Databases (1)	
OAT 20B*	Basic Computer Keyboarding (1)	
OAT 134*	Information Processing (1)	
Total Credits		9

*Note: OAT 20B and 134 are not currently being offered.

Suggested Sequence for Associate in Applied Science Degree

First Semester | 12 credits
SP 151
BUS 121
BUS 155
MGT 120

Second Semester | 15 credits
BUS 120
ENG 100
MGT 122
BUS 101
MKT 120

Third Semester | 15 credits
ENG 209 or BUS 270
MGT 124
Social Science Elective
Special Elective
Natural Science Elective

Fourth Semester | 18 credits
ACC 124 or ACC 201
LAW 200
FIN 245
PHIL 100 or PHIL 101)
Special Elective
MGT 200 or IND STUDY 299 MGT

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Associate in Applied Science Degree in Supervisory Management | 60 Credits

This program prepares the student for entry-level employment and supervisory positions in government and private industry.
(See an Academic Advisor for assistance.)

Core Requirements

Course		Credits
BUS 121	Customer Service	3
BUS 155	Business Calculations	3
MGT 120	Principles of Management	3
BUS 120	Principles of Business	3
MGT 122	Human Relations in Business	3
BUS 101	Business Computer Systems	3
MKT 120	Marketing in a Global Economy	3
ENG 209	Business Writing (3)	3
or		
BUS 270	Business Presentations Technology (3)	
MGT 124	Human Resources Management	3
ACC 124	College Accounting I (3)	
or		
ACC 201	Financial Accounting (3)	3
LAW 200	Legal Environment of Business	3
FIN 245	Principles of Finance	3
MGT 200	Integrated Topics in Management (3)	3
or		
IND STUDY 299	Independent Study—Management (3)	
Total Credits		**39**

The College now offers the opportunity to complete an A.A.S Degree in Management within 18 months. Please contact the Business Technology Division, 455-0344, for details.

General Education Requirements

Course		Credits
SP 151	Personal and Public Speaking	3
ENG 100	Expository Writing	3
Arts & Humanities Elective		3
PHIL 100	Introduction to Philosophy (3)	
or		
PHIL 101	Morals & Society (3)	
Special Elective		3
complete any one of the 4 following courses		
PHIL 140	Problem Solving (3)	
IS 250H	Leadership Development (3)	
BUS 193D	Cooperative Education (3)	
COM 210H	Intercultural Communication (3)	
Social Science Elective		3
complete one of the following ECON courses		
ECON 120	Introduction to Economics (3)	
or		
ECON 130	Principles of Microeconomics (3)	
or		
ECON 131	Principles of Macroeconomics (3)	
Special Elective		3
complete any one of the following courses		
BUS 125	Starting a New Business (3)	
BUS 150	Personal Finance (3)	
TIM 101	Intro to Travel Ind Management (3)	
HSER 150	Stress Management (3)	
PSY 100	Introduction to Psychology (3)	
PSY 170	Psychology of Adjustment (3)	
PSY 180	Psychology of Work (3)	
SOC 250	Community Forces in Hawai'i	
Natural Science Elective		3
complete 3 credits in a Natural Science course (numbered 100 or higher)		
Total Gen. Ed. Credits		**21**
Total Core Credits		**39**
Total Credits for AAS Degree		**60**

Program Coordinator | Shelley Ota
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Phone | 455-0615
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PRE-BUSINESS

Academic Subject Certificate | Pre-Business

The Certificate in Pre-Business is designed to provide a strong foundation in accounting, economics, mathematics, computer applications, and written and oral communication for students who plan to earn a bachelor's degree in business administration.

At least twelve of the 24 or 27 credits required for the Certificate will also apply as general education core requirements for the Associate in Arts (A.A.) degree. With proper planning, the Certificate may be completed within the total credit requirements for the A.A. degree.

Students planning to transfer into a bachelor's degree program in business should obtain the applicable program requirements sheet for the college or university to which they intend to transfer and see a counselor for academic advising.

Requirements

Course		Credits
ENG 100	Expository Writing	3
SP 151	Personal and Public Speech	3
or SP 251	Principles of Effective Public Speaking (3)	
Accounting Series*		
ACC 201 and ACC 202		6
ACC 201	Financial Accounting (3)	
ACC 202	Managerial Accounting (3)	
or		
ACC 124, ACC 125 and ACC 126		9
ACC 124	College Accounting I	
ACC 125	College Accounting II	
ACC 126	College Accounting III	
ECON 130	Principles of Microeconomics	3
ECON 131	Principles of Macroeconomics	3
BUS 101, BUS 201 or ICS 101		3
MATH 100**	3	
Total Credits		**24 or 27**

*Possible combinations of accounting courses
ACC 124, ACC 125, and ACC 126
ACC 201 and ACC 202
ACC 124, ACC 125, and ACC 202
ACC 201, ACC 125, and ACC 126

For Pre-Business Academic Subject Certificate:
**Students need to check receiving institution (to which they are transferring) for specific math requirement or see an academic advisor for appropriate Math course.

1. UH Manoa CBA requires QM 122 or MATH 205.
2. UH West O'ahu requires completion of Math 103, Math 115 or higher; or a passing grade on a UHWO administered test of basic math and elementary algebra.

CULINARY ARTS

Degrees and Certificates in our Food Service Program

Develop the skills, knowledge, and confidence essential to prepare for a wide range of opportunities in the culinary world. A fusion of hands-on experience and theoretical instruction gives you a solid foundation of the fundamentals.

In addition to intensive classroom instruction, you'll have the opportunity for hands-on training in the campus dining facilities, from the cafeteria to fine dining at The Pearl. Our program goes bey ond the classroom, offering a variety of activities including networking with renowned chefs, guest speaker presentations, and internships.

The faculty combines an unparalleled dedication with a caring, nurturing touch to provide you with the encouragement, knowledge, skills and professional attitude critical to current industry's needs.

Leeward's Culinary program is accredited by the American Culinary Federation, Inc., a stamp of approval that ensures the quality of our programs and enhances your credibility in obtaining employment.

Degree Programs

Associate in Applied Science

Certificate Programs

Achievement

Completion

- Baking
- Preparation Cook
- Dining Room Supervision

Vocational Education Division Office

GT 116, 455-0300

Contact | Tommylynn Benavente
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Career-Technical Education
Counselor | Ann Dorado
Phone | 455-0652
adorado@hawaii.edu

FOOD SERVICE

The student who successfully completes the prescribed courses in the Food Service curriculum will be awarded an Associate in Applied Science Degree, a Certificate of Achievement or a Certificate of Completion. The time to complete the certificates or the degree varies from one to four semesters. Cost of cutlery, books and uniforms is approximately $500 for the beginning student.

Certificates of Completion | 11–16 Credits

Offered in Preparation Cook, Baking, and Dining Room Supervision; each requires one or two semesters to complete. The objective of the Certificate program is to give students basic skills in specific entry-level jobs.

Certificate of Completion
Preparation Cook | 15 Credits

Note: The Certificate of Completion-Preparation Cook completes the first semester requirements of the Certificate of Achievement.

Requirements

Course		Credits
FSER 20	Introduction to Food Service	1
FSER 21	Food Service Sanitation	2
FSER 50B	Fundamentals Cookery: Basics	2
FSER 50C	Fundamentals Cookery: Principles	3
FSER 50D	Fundamentals Cookery: Methods	4
MATH 50H	Technical Math, Food Service	3
Total Credits		**15**

Certificate of Completion
Baking | 11 Credits

Requirements

Course		Credits
FSER 21	Food Service Sanitation	2
FSER 50B	Fundamentals Cookery: Basics	2
FSER 62	Fundamentals of Baking	4
MATH 50H	Technical Math, Food Service	3
Total Credits		**11**

Certificate of Completion
Dining Room Supervision | 16 Credits

Requirements

Course		Credits
FSER 21	Food Service Sanitation	2
FSER 41	Dining Room & Beverage Operations	6
FSER 74	Food Service Supervision	2
MATH 50H	Technical Math, Food Service	3
SP 151	Personal and Public Speech (3)	3
or		
PSY 180	Psychology of Work (3)	
Total Credits		**16**

The first semester requirements of the Certificate of Achievement completes the Preparation Cook Certificate of Completion; the requirements for the Certificate of Achievement fulfill the first two semesters of the Associate in Applied Science degree.

Students in our Food Service program have many opportunities to work alongside acclaimed chefs such as Alan Wong, and Roy Yamaguchi, in a variety of events throughout the year, including our annual Taste of the Stars gala.

Certificate of Achievement | 32 Credits

Requires two semesters to complete. Students acquire a solid foundation in cooking principles and develop fundamental food preparation skills. The goal of this program is to develop an employee able to work in a variety of entry-level job stations in a commercial kitchen.

First Semester Requirements

Course		Credits
FSER 20	Introduction to Food Service	1
FSER 21	Food Service Sanitation	2
FSER 50B	Fundamentals Cookery: Basics	2
FSER 50C	Fundamentals Cookery: Principles	3
FSER 50D	Fundamentals Cookery: Methods	4
MATH 50H	Technical Math, Food Service	3
Semester Credits		15

Second Semester Requirements

Course		Credits
FSER 52	Short Order Kitchen (10)	10
or		
FSER 52B	Short Order Cookery: Breakfast (3)	
and FSER 52C	Short Order Cookery: A La Carte (4)	
and FSER 54	Cold Food Pantry (3)	
FSER 93	Cooperative Ed.	1
ENG 22	Intro. to Expository Writing	3
SP 151	Personal and Public Speech	3
or		
COM 145	Interpersonal Relations	
Semester Credits		17
Total Credits		**32**

Associate in Applied Science Degree

This program is designed to provide the technical knowledge and basic skills training for students interested in a professional food service career. Program emphasis is on providing students with theoretical knowledge reinforced with "hands-on" training. With job experience, graduates of the program have advanced to chefs, pastry chefs, kitchen managers, restaurant managers, and restaurant owners.

Associate in Applied Science Degree | 66–67 Cr

Requires four semesters to complete.

First Semester Requirements

		Credits
FSER 20	Introduction to Food Service	1
FSER 21	Food Service Sanitation	2
FSER 50B	Fundamentals Cookery: Basics	2
FSER 50C	Fundamentals Cookery: Principles	3
FSER 50D	Fundamentals Cookery: Methods	4
MATH 50H	Technical Math, Food Service	3
Total Credits		**15**
At this point	*Certificate of Completion, Preparation Cook*	

Second Semester Requirements

		Credits
FSER 52	Short Order Kitchen (10)	10
or		
FSER 52B	Short Order Cookery: Breakfast (3)	
and FSER 52C	Short Order Cookery: A La Carte (4)	
and FSER 54	Cold Food Pantry (3)	
FSER 93	Cooperative Ed.	1
ENG 22	Intro. to Expository Writing	3
SP 151	Personal and Public Speech	3
or		
COM 145	Interpersonal Relations	
Total Credits		**17**
At this point:	*Certificate of Achievement, 32 credits*	

Third Semester Requirements

		Credits
FSER 41	Dining Room & Beverage Operations	6
FSER 62	Fundamentals of Baking	4
FSHN 185	Concepts in Nutritional Science	3
FSER 30	Purchasing and Controls	3
Total Credits		**16**

Fourth Semester Requirements

		Credits
FSER 70	Advanced Cookery	10
FSER 74	Food Service Supervision (2)	2 or 3
or		
MGT 122	Human Relations in Business (3)	
PSY 180	Psychology of Work (3)	3
	or Other Social Science Elective (3)	
ART 115	Introduction to Design (3)	3
	or Other Arts & Humanities Elective	
Total Credits		**18 or 19**
At this point:	*Associate in Applied Science, 66 or 67 credits*	

DIGITAL MEDIA

The Digital Media program combines a solid foundation of visual art with emerging digital technologies. You'll acquire integrated digital media training incorporating art theory, web design and development, computer graphics, non-linear digital video, business and marketing, streaming media and web animation, motion graphics media authoring, and 2D and 3D animation. Students become life-long learners, developing the skills required for a vast array of digital media careers.

Associate in Science Degree

Certificate of Completion
Digital Media Production

Certificates of Competence
Desktop Publishing
Motion Graphics
Video Web Casting
Virtual Reality
Web Page Design

Academic Subject Certificate
Creative Media

Arts & Humanities Division Office
FA 109, 455-0350

DIGITAL MEDIA

The Digital Media curriculum provides creative individuals with the art and design training needed to explore and express ideas using leading-edge technology and skill-sets. Students receive integrated digital media training incorporating art theory, web design and development, computer graphics, non-linear digital video, business and marketing, streaming media and web animation, motion graphics media authoring, and 2D and 3D animation. Students become life-long learners, developing the skills required for a vast array of digital media careers.

Associate in Science Degree
Digital Media Production | 60 credits

All required DMED courses must be passed with a grade of "C" or better in order to be applied to the degree.

Core Requirements | 24 Credits

Course		Credits
ART 113D	Introduction to Digital Drawing	3
ART 112	Digital Art	3
ART 107 D	Digital Photography	3
DMED 120	NetPrep Web Development	3
DMED 113	Introduction to Layout Design	3
DMED 200	Electronic Portfolio	3
DMED 130	Digital Storyboarding	3
DMED 293	Practicum in Digital Media	3
Total Credits		24

General Education | 21 Credits

Course		Credits
ENG 209	Business Writing	3
or		
ENG 225	Technical Writing	
SP 151	Personal and Public Speech	3
MATH 100 or higher	Survey of Mathematics	3
or		
PHIL 110	Introduction to Logic	
	BUS 125B, 125C, and 125D	3
or		
ACC 124	College Accounting	
ART101	Introduction to the Visual Arts	3
ICS 100	Computing Literacy & Applications	3
or		
ICS 111	Introduction to Computer Science	
ECON 130	Principles of Microeconomics	3
or		
ECON 131	Principles of Macroeconomics	
Total Credits		21

Elective | 3 Credits

Select One Course Below

Course		Credits
DRAM 230	The Art of Storytelling	3
ART 113	Basic Drawing	3
ART 202	Digital Imaging	3
ART 220	Virtual Reality	3
ART 115	Intro to Design-2D	3
BUS 101	Business Computer System	3

Specialization | 12 Credits

Select One Specialization Below

Specialization | Internet Publishing

Course		Credits
DMED 121	NetPrep Web Site Design	3
DMED 122	NetPrep Web Animation	3
ICS 184	NetPrep Network Fundamentals	3
DMED 221	NetPrep Dynamic Web Publishing	3
Total Credits		12

Specialization | Digital Video

Course		Credits
DMED 131	Introduction to Digital Video	3
DMED 132	Non-Linear Video Editing	3
DMED 140	Introduction to Motion Graphics	3
ART 220	Virtual Reality	3
Total Credits		12

Specialization | Motion Graphics

Course		Credits
DMED 140	Introduction to Motion Graphics	3
DMED 241	Introduction to 3-D Animation	3
DMED 240	Motion Graphics	3
DMED 243	3-D Modeling & Animation	3
Total Credits		12
Total Credits for A.S. Degree		**60**

Program Coordinator | Christian Ganne
Office | DA 212
Phone | 455-0513
ganne@hawaii.edu

Certificate of Completion
Digital Media Production | 21 cr

Designed to develop interdisciplinary skills necessary for the production of multimedia, students have the opportunity to explore a variety of media for the Internet, print, and digital video. The Certificate is intended to train students who are working in such fields which requires them to develop digital media materials.

Requirements

Course		Credits
ART 101	Introduction to Visual Arts	3
ICS 100	Computing Literacy & Applications	3
ART 112	Digital Art	3
DMED 121	Web Page Design	3
DMED 113	Introduction to Layout Design	3
DMED 131	Introduction to Digital Video	3
DMED 200	Electronic Portfolio Formery DMED 197H	3
Total Credits		21

ART 111 formerly ART197D
DMED 113 formerly DMED 197E
DMED 121 formerly DMED 197B
DMED 122 formerly DMED 197D
DMED 130 formerly DMED 197F
DMED 131 formerly DMED 197C
DMED 132 formerly DMED 197G
DMED 200 formerly DMED 197H

Certificate of Competence
Desktop Publishing | 9 cr

Training in practical, technical, and theoretical desktop publishing skills used by the graphic arts and allied industries in the areas of publication and print promotion.

Requirements

Course		Credits
ART 113D	Introduction to Digital Drawing	3
ART 112	Digital Art	3
DMED 113	Introduction to Layout Design	3
Total Credits		9

Certificate of Competence
Motion Graphics | 9 cr

Prepare for a variety of careers in the film, television and multimedia industries.

Requirements

Course		Credits
DMED 140	Introduction to Motion Graphics	3
DMED 240	Advanced Motion Graphics	3
DMED 241	Intro to 3-D Animation & Visual Effects	3
Total Credits		9

Students interested in Digital Media may also want to explore our Information and Computer Science program (page 55) and our Television Production program (page 59).

DIGITAL MEDIA CONTINUED

Certificate of Competence
Video Web Casting | 9 cr

Meet the challenges of real-world video production in a variety of global and local contexts. Students will experience storytelling, animation, editing, broadcasting and directing.

Requirements

Course		Credits
DMED 130	Digital Storyboard	3
DMED 131	Introduction to Digital Video	3
DMED 132	Intro to Non-Linear Video Editing	3
Total Credits		9

Certificate of Competence
Virtual Reality | 9 cr

Training in practical, technical and theoretical Virtual Reality skills used by graphic arts and allied industries in the areas of web advertising and training promotion.

Requirements

Course		Credits
ART 202	Digital Imaging	3
ART 107D	Intro to Digital Photography	3
ART 220	Virtual Reality	3
Total Credits		9

Certificate of Competence
Web Page Design | 9 cr

Prepare for a multitude of careers in web design, development, and management. Students will build a strong foundation in digital art, visual and information design, animation, web production and management.

Requirements

Course		Credits
DMED 120	NetPrep Web Development	3
DMED 121	NetPrep Web Page Design	3
DMED 122	NetPrep Web Animation	3
Total Credits		9

ART 111 formerly ART197D
DMED 113 formerly DMED 197E
DMED 121 formerly DMED 197B
DMED 122 formerly DMED 197D
DMED 130 formerly DMED 197F
DMED 131 formerly DMED 197C
DMED 132 formerly DMED 197G
DMED 200 formerly DMED 197H

Program Director | Gwen Williams
Office | FA 206
Phone | 455-0365
Fax | 455-0633
gwenw@hawaii.edu

HUMAN SERVICES
SUBSTANCE ABUSE COUNSELING

Enrollment in this Certificate Program offers learners opportunities to develop the knowledge and skills required by the International Certification and Reciprocity Consortium (ICRC), which governs Hawai'i state certification of substance abuse counselors. The certificate fulfills the substance abuse specific education requirement for Hawai'i certification and satisfies a portion of the hours of experience requirement.

Our program provides training for people interested in pursuing work as alcohol and drug abuse counselors, as well as for those who are already working in the field who wish to hone their knowledge and skills. The certificate program may also be helpful for people with advanced degrees in law enforcement, nursing, education, rehabilitation counseling, social work, psychology, and in other areas of human services and who wish to specialize in substance abuse counseling.

Learners will focus on developing both basic and intermediate-level knowledge and skills training in substance abuse counseling, and be encouraged to develop personal maturity and a professional attitude. Learners can fulfill a sizable portion of the National Association of Drug and Alcohol Counselors' (NADAC) Twelve Core Functions of the Alcohol and Drug Abuse Counselor requirements. The program will help one to prepare to take the state certification exam. Please be advised that completing Leeward's certificate program is not the same as obtaining the state certification. Contact the Department of Health, Alcohol and Drug Abuse Division (ADAD), Certification Unit (692-7518) for details about state certification.

Certificate of Completion | 18 credits

The 18 credits do not include the prerequisite for the program, HSER 100, Self Exploration for Human Service Workers

It is required that you have taken at least ENG 22 or higher before entering the program. You must be able to write at college-level. This is a two-year, part-time program. One must complete HSER 100, Self Exploration either prior to enrolling in HSER 140 or HSER 245. One may also request to take it concurrently with one of the above-mentioned courses.

First Semester Requirements

Course		Credits
HSER 140	Individual Counseling	3
HSER 268	Survey of Substance Abuse Problems	3

Second Semester Requirements

Course		Credits
HSER 245	Group Counseling	3
HSER 270	Substance Abuse Counseling	3

Third Semester Requirements

Course		Credits
HSER 294	Practicum	3

Fourth Semester Requirements

Course		Credits
HSER 295	Practicum	3
Total Credits		18

In most cases, students must complete the 4 clinical courses prior to entry into Practicum. Practicum involves being placed at a substance abuse treatment facility and completing 225 hours a semester and attendance at an evening seminar. HSER 294 is offered in the Fall semester only and HSER 295 is offered in the Spring semester only in the second year of the program. It is recommended that the learner also complete an A.A. degree in Liberal Arts. All of these courses support the elective requirements for an A.A. degree. With an A.A. degree, another 2,000 hours of the experiential requirement are waived.

First semester courses are normally offered in the Fall semester only, and second semester courses are offered in Spring semester only.

Acceptance into the program occurs in early-March for entry in the Fall semester. One must be accepted into the program before enrolling in the practicum courses.

Notify the Social Science Division Secretary of your interest in receiving an application after you have completed the prerequisite course.

Social Sciences Division Office
FA 220, 455-0360

Completion of HSER 268 is a prerequisite for HSER 270.

INFORMATION & COMPUTER SCIENCE

Associate in Science Degree
Network Support Specialist
Database Support Specialist
Webmaster

Certificates of Completion in
Basic Networking
Advanced Networking

Math and Sciences Division Office
BS 106A, 455-0251

Our Information & Computer Science offers both an A.S. degree and certificate options. The Associate in Science Degree in Information & Computer Science prepares you for employment as technical assistants to professional and administrative personnel. Skills in writing, speech, accounting, economics and mathematics complete the preparation for employment. Certificates provide you with a strong foundation in entry-level networking and data communications. Our affiliation with the National Association of Communication System Engineers (NACSE), prepares for national certification—a definite advantage for career advancement!

INFORMATION & COMPUTER SCIENCE

The growing interdisciplinary use of information systems has increased the need for a comprehensive program in Computer Science. Such a program is offered by LCC 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 may choose one of three areas of specialty: Network Support Specialist, Database Support Specialist or Webmaster. Skills in writing, speech, accounting, economics and mathematics complete the preparation for employment.

Students wishing to pursue a Bachelor's degree in computer science may, instead, want to earn an Associate in Arts degree. See a counselor or ICS Faculty Advisor for appropriate course choices.

Certificates of Completion in Basic and Advanced Networking

The objectives of these Certificates are to provide students with a strong foundation in networking and data communications that is not vendor specific and to train entry-level network specialists who can be nationally certified by the National Association of Communication Systems Engineers (NACSE). The eight networking courses required for these Certificates make up the Netprep College Curriculum. For additional information, contact the ICS faculty.

Certificate of Completion in Basic Networking | 15 credits

This Certificate in Basic Networking will provide the student with the knowledge and skills for NACSE certification as an Associate Network Specialist. All five courses required for this Certificate are also required for the Associate in Science degree in ICS with a specialization under that degree as a Network Support Specialist.

Requirements

Course		Credits
ICS 125	Microcomputer Maintenance	3
ICS 184	NetPrep Network Fundamentals	3
ICS 185	NetPrep Local Area Networks	3
ICS 186	NetPrep Wide Area Networks	3
ICS 187	NetPrep Networking Architecture	3
Total		15

Certificate of Completion in Advanced Networking | 12 credits

This Certificate in Advanced Networking will provide the student with the knowledge and skills for NACSE certification as a Senior Network Specialist (NSNS). Prerequisite to the advanced Certificate is the completion of the basic Certificate or certification at the lower NANS level or the possession of the knowledge and skills at that lower level.

Requirements

Course		Credits
ICS 290	NetPrep Intro to Internet Technologies	3
ICS 291	NetPrep Internetworking	3
ICS 292	NetPrep Processes and Protocols	3
ICS 294	NetPrep Network Analysis & Design	3
Total		12

Students planning to earn a four-year Bachelor degree in Computer Science at UH Manoa or UH Hilo may complete all of the general education core requirements at LCC, as well as following the five ICS courses required for the Computer Science Major.

ICS 111	Introduction to Computer Science I
ICS 141	Discrete Math for Computer Science I
ICS 211	Introduction to Computer Science II
ICS 241	Discrete Math for Computer Science II
ICS 212	Program Structure

Program Coordinator | Barbara Hotta
Office | DA 206
Phone | 455-0506
hotta@hawaii.edu

Associate in Science Degree | 60-63 Credits

All required ICS courses must be passed with a grade of "C" or better in order to be applied to the degree.

Core Requirements | 21 Credits

Course		Credits
ICS 106*	Database Fundamentals	3
ICS 110*	Introduction to Programming	3
ICS 111	Introduction to Computer Science I	3
ICS 184	NetPrep Network Fundamentals	3
ICS 240	Operating Systems	3
ICS 270	Systems Analysis	3
ICS 293D	Cooperative Education	3
Total Credits		21

General Education Requirements | 24 Credits

Course		Credits
ICS 100	Computing Literacy& Applications	3
ACC 201	Financial Accounting	3
ECON 130	Principles of Microeconomics	3
or		
ECON 131	Principles of Macroeconomics (3)	
ENG 100	Expository Writing	3
ENG 225	Technical Writing	3
SP 151	Personal and Public Speech	3
PHIL 101	Intro to Phil: Morals & Society (3)	3
or		
PHIL 110	Introduction to Logic (3)	
MATH 135	Pre-Calculus: Elem. Functions (3)	3
or		
QM 121	Mathematics for Decision Making (3)	
Total Credits		24

*Note
ICS 106 formerly ICS 113
ICS 110 formerly ICS 130

Specialization Requirements | 12-15 Credits

Select One Specialization Below

Specialization | Network Support Specialist

Course		Credits
ICS 125	Microcomputer Maintenance	3
ICS 185	NetPrep Local Area Networks	3
ICS 186	NetPrep Wide Area Networks	3
ICS 187	NetPrep Networking Architecture	3
Total Credits		12

or

Specialization | Database Support Specialist

Course		Credits
ICS 135	Intro to Programming in Visual BASIC	3
ICS 151Z	Structured Database Programming	3
ICS 250	Intro. Object Oriented Programming (C++)	3
ICS 251	Advanced Database Programming	3
Total Credits		12

Specialization | Webmaster

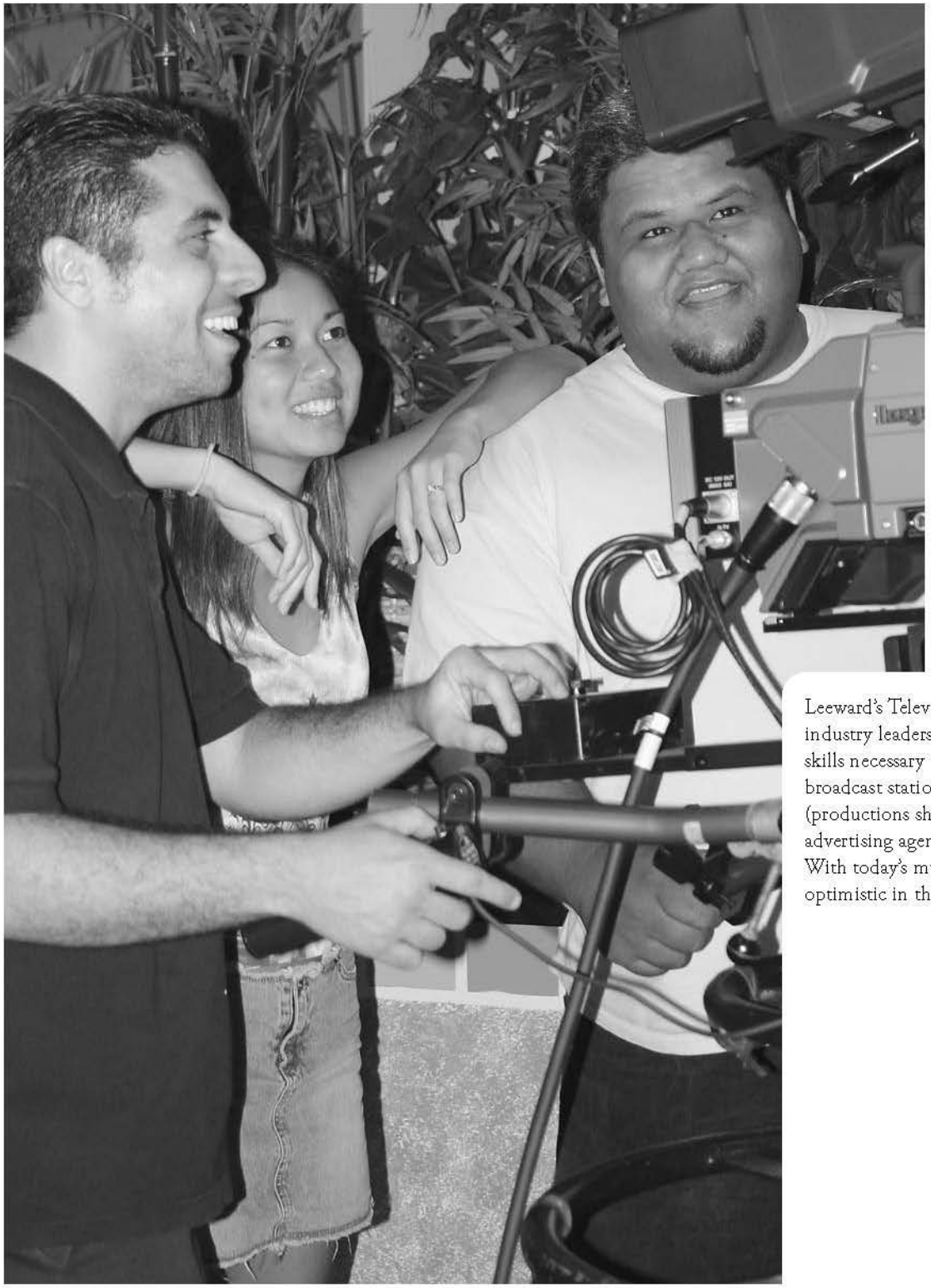
Course		Credits
ICS 187	NetPrep Networking Architecture	3
ICS 290	NetPrep Intro to Internet Technologies	3
DMED 120	NetPrep Web Development	3
DMED 121	NetPrep Web Site Design	3
DMED 221	NetPrep Dynamic Web Publishing	3
Total Credits		15

Elective | 3 credits
Recommended Elective

Course	Credits
One other ICS or EE courses numbered 100 or higher.	3

Total Credits for A.S. Degree **60–63**

TELEVISION PRODUCTION



Leeward's Television Production program is uniquely co-designed by industry leaders and university educators to give you the knowledge skills necessary to enter the TV production profession. Besides broadcast stations, additional opportunities exist in sports, news, films (productions shot in Hawai'i, Hollywood and around the world), advertising agencies, commercials and private production companies. With today's multimedia explosion, the job outlook for this field is very optimistic in the long term.

Certificate of Completion
Certificate of Achievement
Associate in Science Degree

Vocational Technology Division
GT 116, 455-0300

TELEVISION PRODUCTION

This career-oriented program is designed specifically for students seeking job-entry skills/retraining/upgrading in professional digital cinematography, with emphasis on all aspects of video production. While this program assumes no prior knowledge of television production, students should be advised that this program is demanding, condensed, rigorous, academically challenging, and requires substantial time commitments. Courses and extensive hands-on labs include the use of state-of-the-art digital video technology and equipment to teach film techniques and television production. The Certificate of Completion is 15 credits. The Certificate of Achievement is 38 credits. The Associate in Science degree is 64 credits. TVPR 100 level courses emphasize video equipment operation. TVPR 200 level classes emphasize storytelling, application and mastery of equipment, and aesthetics. An advising appointment with, and signature of, the TVPRO Program Coordinator is required prior to registration.

Math 100 or higher and English 100 or higher are required courses for the Certificate of Achievement and the Associate in Science degree and are recommended preparation for program entry and the Certificate of Completion.

In order to obtain the TVPRO certificates and degrees, all TVPRO courses must be passed with a grade of "C" or better.

Certificate of Completion | 15 credits

Recommend Prep | Eng 100 or higher & Math 100 or higher

Requirements

Course		Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Intro to Digital Camera Operation & Lighting Principles	3
TVPR 136	Audio / Video Engineering	3
TVPR 142	Film & Video Audio – Acquisition & Recording	3
TVPR 151	Intro to Film & Video Digital Editing Principles	3
Total Credits		15

Certificate of Achievement | 38 credits

Prerequisites | All Certificate of Completion courses listed with a grade of "C" or better and Math 100 or higher and English 100 or higher with a grade of "C" or better (or equivalents) must be competed prior to entry into C.A.

Requirements

Course		Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Intro to Digital Camera Operation & Lighting Principles	3
TVPR 136	Audio / Video Engineering	3
TVPR 142	Film & Video Audio – Acquisition & Recording	3
TVPR 151	Intro to Film & Video Digital Editing Principles	3
TVPR 251	Applied Film & Video Digital Editing & Postproduction Audio	3
TVPR 121	Film & TV Graphics	3
TVPR 226	Applied Digital Camera Operation, Composition, & Lighting	3
TVPR 293B	Internship I & Practicum	2
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	3
TVPR 211	Film & Video Storytelling & Scriptwriting	3
or		
TVPR 212	Media Talent Development, Directing, & Performance	
Math 100 or higher		3
English 100 or higher		3
Total Credits for Certificate of Achievement		38

Program Coordinator | Robert Hochstein
Office | GT 107
Phone | 455-0300
hochstein@aol.com

Associate in Science Degree | 64 credits

Prerequisites | All Certificate of Completion and Certificate of Achievement courses listed with a grade of "C" or better.

Core Requirements | 55 credits

Course		Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Introduction to Digital Camera Operation & Lighting Principles.	3
TVPR 136	Audio / Video Engineering	3
TVPR 142	Film & Video Audio – Acquisition & Recording	3
TVPR 151	Introduction to Film & Video Digital Editing Principles	3
TVPR 251	Applied Film & Video Editing & Postproduction Audio	3
TVPR 121	TV Graphics	3
TVPR 226	Applied Digital Camera Operation & Lighting	3
TVPR 293B	Internship I & Practicum	2
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	3
TVPR 211	Film & Video Storytelling & Scriptwriting	3
TVPR 212	Media Talent Development, Directing, & Performance	3
TVPR 276	Advanced Digital Cinematography, Composition, & Lighting	3
TVPR 292	Capstone Project Practicum	3
TVPR 294	Advanced Film & Video Digital Editing & Postproduction Audio	3
TVPR 291	Film & Video Directing/Studio/Location Production	3
TVPR 293C	Internship II & Practicum	2
Math 100 or higher		3
English 100 or higher		3

General Education Electives | 9 credits

For a total of 3 courses and 9 credits, complete one course (numbered 100 or above) for 3 credits with a grade of "C" or better each from the following areas. May be completed prior to entry into the TVPRO program.

Course	Credits
Arts and Humanities	3
Natural Sciences	3
Social Sciences	3
Total Credits for A.S. Degree	64

DEGREE & CERTIFICATE REQUIREMENTS

"Leeward Community College gives students the opportunity to complete the first two years of their engineering studies in a small college environment with small classes, good teaching and personalized attention. I am proud of our student's success and of our part in helping them succeed."

Associate in Arts Degree (A.A.)

Associate in Science Degree (A.S.)

- Accounting
- Business Technology
- Digital Media Production
  - Specializations:
  - Internet Publishing
  - Digital Video
  - Motion Graphics
- Information and Computer Science
  - Specializations:
  - Network Support Specialist
  - Database Support Specialist
  - Webmaster
- Television Production

Associate in Applied Science Degree (A.A.S.)

- Automotive Technology
- Food Service
- Management/Supervisory Management

Academic Subject Certificate

- Creative Media
- Digital Art
- Educational Assistance in Special Education
- Hawaiian Studies
- Music
- Philippine Studies
- Pre-Business

Certificate of Achievement

- Accounting
- Automotive Technology
- Business Technology
- Food Service
- Television Production

Certificate of Completion

- Automotive Technology
- Business Technology
- Digital Media Production
- Food Service
  - Preparation Cook
  - Baking
  - Dining Room Supervision
- Human Services/Substance Abuse Counseling
- Information and Computer Science
  - Basic Networking
  - Advanced Networking
- Sales and Marketing
- Small Business Accounting
- Television Production

Certificate of Competence

- Business Foundations
- E-Commerce
- E-Commerce for Marketing
- E-Commerce for Entrepreneurs
- Digital Media
  - Desktop Publishing
  - Motion Graphics
  - Video Web Casting
  - Virtual Reality
  - Web Page Design

Ronald M. Flegal

Professor, Physics & Engineering
Former Manufacturing & Development Engineer
Hewlett-Packard San Diego Division

ASSOCIATE IN ARTS DEGREE

The requirements for the Associate in Arts Degree are General Education Core requirements plus elective credits to total 60 credit hours. Additional requirements as follows (effective Fall 2003):

60 credits in courses numbered 100 or above.

43 credits in General Education Core requirements [see list on pages 68-69]

17 credits of electives

2 Writing Intensive courses in any discipline

A minimum of 12 credits toward the degree must be earned at LCC. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree.

Cumulative grade point average: 2.0 or higher for all courses applicable towards the AA degree.

Philosophy and Rationale for General Education Requirements

General education provides students the opportunity to develop understandings, abilities, values, and attributes which enable them to apply their knowledge, skills, and talents to make judicious decisions and to analyze and solve human problems within a multi-cultural community.

General education is that part of education which encompasses the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a family member, a worker, and a citizen. General education is integrated with, but different in emphasis and approach from special training for a job or a profession. Further, general education for the vocational-technical associate degree student should not be confused with liberal education for a baccalaureate student. General education should allow a student to gain a more integrated view of knowledge, a more realistic view of life and a more defined sense of community and social responsibility. Because of the belief that knowledge leads to actions, students should be actively engaged in learning. This holistic point of view provides the student a foundation of lifelong learning in a changing world.

General Education Outcomes

The following academic skill standards for critical thinking, information retrieval and technology, oral communication, quantitative reasoning, written communication, and abstract thinking represent the minimum outcomes expected of students who have completed their general education experiences. Each course included in the general education curriculum should address at least one of these academic skill standards.

Critical Thinking

Students should be able to:

1. Identify and state problems, issues, arguments, and questions contained in a body of information.
2. Identify and analyze assumptions and underlying points of view relating to an issue or problem.
3. Formulate research questions that require descriptive and explanatory analyses.
4. Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.
5. Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence.
6. Apply problem-solving techniques and skills, including the rules of logic and sequence.
7. Synthesize information from various sources, drawing appropriate conclusions.
8. Communicate clearly and concisely the methods and results of logical reasoning.
9. Reflect upon and evaluate their though processes, value systems, and world views in comparison to those of others.

Information Retrieval and Technology

Students should be able to:

1. Use print and electronic information technology ethically and responsibly.
2. Demonstrate knowledge of basic vocabulary, concepts, and operations of information retrieval and technology.
3. Recognize, identify, and define an information need.
4. Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information.
5. Create, manage, organize, and communicate information through electronic media.
6. Recognize changing technologies and make informed choices about their appropriateness and use.

Students continuously enrolled at LCC since prior to Fall 1992 may follow the pre-Fall 1992 A.A. degree requirements. Such students, however, should see a counselor for academic advising.

Oral Communication

Students should be able to:

1. Identify and analyze the audience and purpose of any intended communication.
2. Gather, evaluate, select, and organize information for the communication.
3. Use language, techniques, and strategies appropriate to the audience and occasion.
4. Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion.
5. Summarize, analyze, and evaluate oral communications and ask coherent questions as needed.
6. Use competent oral expression to initiate and sustain discussions.

Quantitative Reasoning

Students should be able to:

1. Apply numeric, graphic, and symbolic skills and other forms of quantitative reasoning accurately and appropriately.
2. Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate.
3. Communicate clearly and concisely the methods and results of quantitative problem solving.
4. Formulate and test hypotheses using numerical experimentation.
5. Define quantitative issues and problems, gather relevant information, analyze that information, and present results.
6. Assess the validity of statistical conclusions.

Written Communication

Students should be able to:

1. Use writing to discover and articulate ideas.
2. Identify and analyze the audience and purpose for any intended communication.
3. Choose language, style, and organization appropriate to particular purposes and audiences.
4. Gather information and document sources appropriately.
5. Express a main idea as a thesis, hypothesis, or other appropriate statement.
6. Develop a main idea clearly and concisely with appropriate content.
7. Demonstrate mastery of the conventions of writing, including grammar, spelling, and mechanics.
8. Demonstrate proficiency in revision and editing.
9. Develop a personal voice in written communication.

Abstract Thinking

Students should be able to:

1. Recognize the possibility of more than one solution to a problem with no single "right" answer.
2. Demonstrate ability to apply creative, abstract thinking processes to solve problems and generate ideas.
3. Demonstrate ability to analyze data subjectively and qualitatively.
4. Demonstrate fundamental concepts intrinsic to aesthetic perception.
5. Demonstrate understanding of the function of subjective, non-quantifiable analysis and intuitive understanding in creative problem solving and concept generation.
6. Demonstrate understanding of the relationship between cause and effect.
7. Demonstrate ability to consider influences on personal and group identity, conceptually and historically.
8. Demonstrate ability to evaluate and engage in interpretation.
9. Demonstrate understanding of the function of contention as a catalyst for change.
10. Recognize the function and value of non-linear thinking and modes of expression.

ASSOCIATE IN ARTS DEGREE COMPETENCIES

Arts and Humanities

The Arts and Humanities include the study of arts, history and culture, language and literature, and values and the meaning of existence.

Candidates for the Associate in Arts degree should demonstrate the ability to:

1. Understand the humanities as a collection of disciplines that study human nature, culture, attitudes, and accomplishments in relation to the universe.
2. Recognize the commonality, interrelatedness, tensions and affirmations of human existence.
3. Examine critically and appreciate the values and attitudes of one's own culture and of other cultures.
4. Assume responsibility for one's own creations, assertions, decisions and values.
5. Listen to and communicate with others and develop tolerance for opposing viewpoints.
6. Understand and participate in intellectual and aesthetic pursuits which encourage a creative and self-fulfilling existence.
7. Foster a spirit of continuous inquiry in the pursuit of knowledge and wisdom.
8. Appreciate the ambiguities and richness of human language beyond a basic proficiency in language.
9. Recognize the uses and limitations of applying analytical skills to the resolution of human problems and dilemmas.
10. Analyze and make decisions on problems that may not have simple or singular solutions.
11. Appreciate the importance of responding appropriately to change as an essential and necessary human activity.
12. Appreciate common human bonds that encourage a sense of civic purpose and responsible citizenship.

Languages

Candidates for the Associate in Arts degree are not expected to attain a specific minimum competency in a second language at this time. However, students who plan to transfer to the University of Hawai'i at Mānoa and other baccalaureate institutions should be informed of the graduation requirements for languages, and encouraged to complete at least one year of study prior to transfer.

Mathematics and Logical Reasoning

Candidates for the Associate in Arts degree should demonstrate the ability to:

1. Manipulate and use symbols within a logical system to express abstractions.
2. Choose and apply the techniques of inductive and deductive reasoning, and estimating derived from the study of mathematics (eg., arithmetic, geometry, algebra) and logic.
3. Use the problem solving process to analyze and organize given information; translate it into symbolic form; develop a solution in symbols; and express and evaluate the solution within the framework of the original problem.
4. Undertake experimentation, take risks, and evaluate results in the context of understanding number and/or manipulating symbols, and solving problems.

Natural Sciences

Candidates for the Associate in Arts degree should demonstrate the ability to:

1. Understand basic, general scientific laws, theories and concepts from the biological and physical sciences, including
   a. an understanding of how and in what context they were formulated and are applied; and
   b. an understanding of their universality (i.e., cutting across time and cultural boundaries).

2. Understand the philosophy and history of science, including the concepts that:
   a. scientists use creativity, curiosity, objectivity, and skepticism to arrive at conclusions;
   b. the free exchange of ideas and willingness to discard concepts which are no longer valid are central to the success of the scientific enterprise;
   c. the theories, concepts and laws arising out of scientific investigation have limitations;
   d. the experimental results used to support theories, concepts and laws must be repeatable;
   e. the historical context of scientific ideas is important to their understanding;
   f. the pervasive effect of science in society results from the powerful nature of scientific inquiry.
3. Understand scientific laws, theories, concepts, and data sufficiently well to:
   a. evaluate information presented in the media;
   b. use and apply them appropriately and understand their limitations;
   c. determine the validity of experimental procedures;
   d. devise experiments to test hypotheses;
   e. interpret data and results of experimentation;
   f. relate cause and effect and recognize when no such relationship exists.

4. Possess the knowledge and ability to use the tools of science, including:
    a. the scientific method;
    b. mathematics;
    c. scientific terminology;
    d. critical reading ability;
    e. ability to write clearly and concisely.

Since much that is important in science involves experimentation, it is expected that the student will gain many of these competencies through direct or simulated hands-on experience in laboratory courses.

Social Sciences

Candidates for the Associate in Arts degree should demonstrate the ability to understand:

1. At least three of the following units of analysis: social interactions, individuals, families, organizations, communities, spatial relations (geography), economies, governments, cultures, or societies.
2. The interdisciplinary nature of the social sciences.
3. The alternative theoretical frameworks used to offer meaningful explanation of social phenomena within a discipline.
4. Social scientific methods and quantitative/ qualitative data collection and analysis.
5. Diverse social issues from the perspectives of alternative analytic models employed within social science disciplines.

World Civilizations

Candidates for the Associate in Arts degree should demonstrated through writing, discussion and other means the ability to:

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

Written and Oral Communication

Candidates for the Associate in Arts degree should demonstrate the ability to:

1. Think clearly, critically, and inventively.
2. Question, exchange, and evaluate ideas effectively.
3. Identify a writer's or speaker's inferential as well as literal meaning.
4. Separate one's personal opinions and assumptions from a writer's or speaker's.
5. Summarize, analyze, and evaluate written works and oral presentations.
6. Gather information purposefully; formulate, develop and support ideas.
7. Shape and present information and ideas in rhetorical forms appropriate to purpose and audience, including documentation when necessary.
8. Vary style (syntax, diction, tone) for different audiences and purposes.
9. Revise, edit, and proofread for correctness, clarity, and effectiveness.

ASSOCIATE IN ARTS DEGREE
GENERAL EDUCATION CORE REQUIREMENTS COURSE LISTING

Arts and Humanities (AH)
9 credits with 3 credits from each of the following three groups:

Group 1
Arts, Music, Dance, Drama (AH1)
(*Mainly Theory*)
ART 101 Intro to the Visual Arts
ART 171 Intro to Western Art I
ART 172 Intro to Western Art II
ART 175 Survey of Global Art I
ART 176 Survey of Global Art II
ART 180 Intro to Eastern Art
DNCE 150 Intro to Dance
DRAM 101 Intro to Drama & Theatre
MUS 106 Intro to Music Literature
MUS 107 Music in World Cultures
MUS 108 Music Fundamentals
MUS 253 Music for Teachers
MUS 265 History of Western Music to 1750
MUS 266 History of Western Music after 1750
MUS 281 Music Theory I
MUS 283 Aural Training

(*Mainly Practice*)
ART 104 Intro to Printmaking
ART 105B Intro to Ceramics: Handbuilding
ART 105C Intro to Ceramics: Wheel Throwing
ART 106 Intro to Sculpture
ART 107 Intro to Photography
ART 113 Basic Drawing
ART 115 Intro to Design - 2D
ART 123 Intro to Painting
DNCE 131 Modern Dance I
DNCE 132 Modern Dance II
DRAM 221 Beg. Acting I
DRAM 222 Beg. Acting II
DRAM 240 Basic Stagecraft
MUS 121 Beg. Instrumental Class
MUS 122 Inter. Instrumental Class
MUS 123 Beg. Voice Class
MUS 124 Inter. Voice Class

Group 2
History and Literature (AH2)
AMST 201 The American Experience
AMST 202 Diversity in American Life
ASAN 203 Philippine Cultural History
ASAN 204 History of Filipinos in the US
EALL 271 Japanese Lit in Translation—Traditional
EALL 272 Japanese Lit in Translation—Modern
ENG 250 Major Works of American Lit
ENG 251 British Lit (Middle Ages to 1800)
ENG 252 British Lit (1800 to Present)
ENG 253 World Lit (Classical to Renaissance)
ENG 254 World Lit (1600 AD to Present)
ENG 255 Types of Literature I
ENG 256 Types of Literature II
ENG 257H Literature: Man and Myth
HWST 107 Hawai'i: Center of the Pacific
HIST 231 Modern European Civilization I
HIST 232 Modern European Civilization II
HIST 241 Civilizations of Asia I
HIST 242 Civilizations of Asia II
HIST 281 Intro to American History I
HIST 282 Intro to American History II
HIST 284 History of the Hawaiian Islands
HUM 261 Hawaiian Literature
HUM 262 Pacific Literature
REL 210 History of Christianity

Group 3
Philosophy and Religion (AH3)
PHIL 100 Intro to Philosophy: Survey of Problems
PHIL 101 Intro to Philosophy: Morals and Society
PHIL 102 Intro to Philosophy: Asian Traditions
PHIL 200 History of Philosophy I
PHIL 201 History of Philosophy II
PHIL 211 History of Western Philosophy I
PHIL 212 History of Western Philosophy II
PHIL 213 History of Western Philosophy III
REL 150 Intro to the World's Major Religions
REL 151 Religion and the Meaning of Existence
REL 200 Understanding the Old Testament
REL 201 Understanding the New Testament
REL 202 Understanding Indian Religions
REL 203 Understanding Chinese Religions
REL 204 Understanding Japanese Religions
REL 205 Understanding Hawaiian Religion
REL 207 Understanding Buddhism

Social Sciences (SS)
9 credits. Credits must be in three different disciplines chosen from the following:

AMST 211 Contemp. American Issues: Domestic
AMST 212 Contemp. American Issues: World
ANTH 150 Human Adaptations
ANTH 151 Emerging Humanity
ANTH 200 Cultural Anthropology
ECON 120 Intro to Economics
ECON 130 Microeconomics (formerly ECON 151)
ECON 131 Macroeconomics (formerly ECON 150)
GEOG 102 World Regional Geography
GEOG 151 Geography & Contemporary Society
IS 221 Problems of War and Peace
POLS 110 Intro to Political Science
POLS 120 Intro to World Politics
POLS 130 Intro to American Politics
POLS 180 Intro to Hawaiian Politics
PSY 100 Survey of Psychology
PSY 202 Psychology of Women
SOC 100 Survey of General Sociology
SOC 218 Intro to Social Problems
SOC 231 Intro to Juvenile Delinquency
SOC 250 Community Forces in Hawai'i
SOC 251 Sociology of the Family
WS 151 Intro to Women's Studies

The 43 credits of general education core requirements consist of the following:

- 9 credits in Arts and Humanities (3 in each of three groups)
- 3 credits in Mathematical or Logical Reasoning
- 10 credits in Natural Sciences (including at least one course in Biological and one in Physical Sciences with at least one laboratory course)
- 9 credits in Social Sciences (from three different disciplines)
- 6 credits in World Civilizations
- 3 credits in Written Communication
- 3 credits in Oral Communication

Students continuously enrolled at LCC since prior to Fall 1992 may follow the pre-Fall 1992 A.A. degree requirements. Such students, however, should see a counselor for academic advising.

Natural Sciences (NS)

10 credits. Three semester courses including at least one in the biological sciences and one in the physical sciences. One of the three courses must include a laboratory. One of the three courses may, but does not have to, come from Group 3 below.

Group 1
Biological Sciences (NS1)

BIOL 100 Human Biology
BIOL 101 Biology for Non-Majors (lect/lab) (formerly Science 121)
BIOL 124 Environment and Ecology (formerly Science 124)
BIOL 124L Environment and Ecology Lab
BIOL 171 Intro to Biology I
BIOL 171L Intro to Biology I Lab
BIOL 200 Coral Reefs
BIOL 201 Biotechnology and Society
BOT 101 Botany
BOT 101L Botany Lab
BOT 130 Plants in the Hawaiian Environment (lect/lab)
FSHN 285 Science of Human Nutrition
HORT 110 Hawaiian Horticulture & Nutrition (lect/lab)
MICR 130 General Microbiology
MICR 140 General Microbiology Lab
SCI 107 The Molecular Basis of Life
ZOO 101 Principles of Zoology (lect/lab)
ZOO 200 Marine Biology (lect/lab)
ZOO 240 Human Anatomy and Physiology I (lect/lab)
ZOO 241 Human Anatomy and Physiology II (lect/lab)

Group 2
Physical Sciences (NS2)

ASTR 110 Survey of Astronomy
ASTR 111 Contemporary Astronomy
BIOC 241 Fundamentals of Biochemistry
BIOC 251 Elements of Biochemistry (formerly CHEM 251)
CHEM 100B Chemistry and Man (lect/lab)
CHEM 151B Elem. Survey of Chemistry (lect/lab)
CHEM 152B Organic & Biorganic Chemistry (lect/lab)
CHEM 161B General Chemistry I (lect/lab)
CHEM 162B General Chemistry II (lect/lab)
CHEM 171B General Chemistry (lect/lab)
GG 101 Intro to Geology
GG 101L Intro to Geology Lab
PHYS 100B Survey of Physics (lect/lab)
PHYS 151 College Physics I
PHYS 151L College Physics I Lab
PHYS 152 College Physics II
PHYS 152L College Physics II Lab
PHYS 170 General Physics I
PHYS 170L General Physics I Lab
PHYS 272 General Physics II
PHYS 272L General Physics II Lab
SCI 122 Intro to Science-Physical (lect/lab)
SCI 225 Earth & Universe, Science
SCI 225L Earth & Universe Lab

Group 3
Other Sciences (NS3)

GEOG 101 Natural Environment
GEOG 101L Natural Environment Lab
ICS 100 Computing Literacy & Applications
ICS 111 Intro to Computer Science I
ICS 130 Intro to Programming
ICS 135 Intro to Programming in Visual BASIC
ICS 151Z Structured Database Programming
OCN 201 Science of the Sea

Mathematical and Logical Reasoning (M/L)

3 credits

MATH 100 or higher
PHIL 110 Intro to Logic
QM 121 Math for Decision-making I
QM 122 Math for Decision-making II

World Civilizations (WC)

6 credits

HIST 151 World Civilizations I
HIST 152 World Civilizations II

Written Communication (WR)

3 credits

ENG 100E Expository Writing
(only for non-native speakers of English)
(formerly ESL 100)

Oral Communication (OR)

3 credits. Select one of the following courses:

COM 210H Honors Colloquium:
Intercultural Communications
SP 151 Personal and Public Speech
SP 200 Speaking Skills for Prospective Teachers
SP 231 Interpretative Reading
SP 251 Principles of Effective Public Speaking

Associate in Arts Degree
60 credits numbered 100 or above
43 credits General Education Core
17 credits of electives
2 Writing Intensive courses
see page 64 for additional requirements

ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree is awarded to students who complete a prescribed program of studies in one of the technical-occupational-professional (career and technical education) programs. In order to ensure both occupational proficiency and some degree of general education, course requirements have been established for each of the majors in the A.S. Programs.

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.

Requirements | 60 to 67 credit hours depending upon the field of study

1. Minimum cumulative grade-point average: 2.0
2. Minimum Program requirements:
   a. Courses required by major program.
   b. General education or liberal arts courses required by the college or program.
   c. Electives as needed to meet the total credit hours requirement.
   d. Proficiency in written and/or oral communication and/or mathematics usually met by successful completion of courses identified by the program.
3. Final 12 credit hours in major subject area (such as Automotive, Food Service, etc.) must be earned at LCC. The residency requirement may be waived for cause at the option of the appropriate Academic Dean or Chancellor. The Dean or Chancellor may also (at their discretion) approve use of credit-by-examination to meet residency requirements.
4. All of the total credit hours required must be at the baccalaureate level in courses numbered 100 or above

Associate in Science Degrees

Field	Total Credit Hours
Accounting	60
Business Technology	60-61
Digital Media	60
Information and Computer Science	60
Television Production	61

Associate in Science Degree Competencies

A graduate of a University of Hawai'i Community College who completes the Associate in Science Degree in a Technical/Professional program should be able to:

1. employ skills and understanding in language and mathematics essential to fulfill program requirements and to prepare for employment.
2. understand attitudes and values of various cultures and examine their potential for improving the quality of life and meaningfulness in work.
3. recognize effects of technology and science on the natural and human environments.
4. understand contemporary issues and problems and respond to the impact of current conditions.
5. demonstrate abilities of conceptual, analytic and critical modes of thinking.
6. develop insights into human experience and apply them to personal, occupational and social relationships.
7. recognize relevance of career choices to life-long learning.
8. demonstrate competence in a selected program/plan of study.

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science degree is awarded to students who complete a prescribed program of studies in one of the technical-occupational-professional programs. In order to ensure both occupational proficiency and some degree of general education, course requirements have been established for each of the majors in the A.A.S. Programs.

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.

Requirements | 60 to 67 credit hours depending upon the field of study

1. Minimum cumulative grade-point average: 2.0
2. Minimum Program requirements:
   a. Courses required by major program.
   b. General education or liberal arts courses required by the college or program.
   c. Electives as needed to meet the total credit hours requirement.
   d. Proficiency in written and/or oral communication and/or mathematics usually met by successful completion of courses identified by the program.
2. Final 12 credit hours in major subject area (such as Automotive, Food Service, etc.) must be earned at LCC. The residency requirement may be waived for cause at the option of the appropriate Academic Dean or Chancellor. The Dean or Chancellor may also (at their discretion) approve use of credit-by-examination to meet residency requirements.

Associate in Applied Science Degrees

Field	Total Credit Hours
Automotive Technology	64
Food Service	66-67
Management/Supervisory Management	60

Students must pass all required ACC, BUS and LAW courses with a grade of "C" or better to earn the A.A.S degree in Business Technology.

GENERAL EDUCATION ELECTIVES
FOR A.S. AND A.A.S. DEGREES/CERTIFICATES

Arts and Humanities
American Studies 201-202
Art (except Art 52)
Asian Studies
Dance
Drama
East Asian Languages & Literature (formerly ENG 258 and 259)
English 250-257
Hawaiian Studies 231
History
Humanities
Literature, See ENG 250-257 & EALL 271-272
Music
Philosophy*
Religion

Business Technology
Accounting **
Business
E-Commerce
Finance
Law 200, 211
Management
Marketing
Office Administration &Technology
Travel Industry Management

Language Arts
Communications
East Asian Language
English (except ENG 250-259)
English as a Second Language
European Language
French
German
Hawaiian
Japanese
Journalism
Learning Skills
Linguistics
Reading, See English
Spanish
Speech
Tagalog
Writing, See English

Mathematics & Natural Sciences
Agriculture
Astronomy
Biochemistry
Biology
Botany
Chemistry
Civil Engineering
Electrical Engineering
Food Science & Human Nutrition
Geography 101-101L
Geology-Geophysics
Health
Information & Computer Science
Mathematics
Mechanical Engineering
Microbiology
Oceanography
Pharmacology
Philosophy 110 (formerly PHIL 210)*
Physics
Quantitative Methods
Science
Zoology

Social Sciences
American Studies 211-212
Anthropology
Economics
Education 100
Geography 102-151
Human Services
Interdisciplinary Studies 221
Political Science
Psychology
Social Science
Sociology
Women's Studies

Vocational Technical Education
Art 52
Automotive Technology
Baking
Blueprint Reading
Computer Aided Design
Computer Aided Drafting & Design
Drafting
Food Service
Hawaiiana 110
Health and Physical Education
Television Production

Additional Courses
Aerospace Studies
Independent Study (99, 199, 299)
Interdisciplinary Studies, except IS 221
Military Science

* Philosophy 110 (Introduction to Logic) may be counted as either an Arts & Humanities elective or a Mathematics & Natural Sciences elective for the "old" Associate in Arts degree, or the Associate in Applied Science, or the Associate in Science degree (if applicable) but may not be counted twice under both divisions for the same degree.

** The sequence of ACC 124, ACC 125, and ACC 126 is equivalent to the sequence of ACC 201 and ACC 202 and vice versa. Therefore, a student who has completed ACC 124, or ACC 125, and/or ACC126 may not count or use ACC 201 or ACC 202 as an elective for any A.S., A.A.S., or the A.A. degree. Similarly, a student who has completed ACC 201 and/or ACC 202 may not count or use ACC 124, ACC 125, and/or ACC 126 as an elective for any A.S., A.A.S. or the A.A. degree.

The general education requirements for the A.S. and A.A.S. degrees vary depending on the demands of the specific degree. Each degree program presents a clear list of specific requirements in subsequent pages. Please consult with a faculty program advisor or counselor for details.

Use this listing to select courses to complete the general education electives and/or the Business Technology electives for the Associate in Science or the Associate in Applied Science degree. Not applicable to the new Associate in Arts degree, effective Fall 1992, except for electives

CERTIFICATE REQUIREMENTS

Certificate of Achievement

Required credit hours: 30-45

A Certificate of Achievement is awarded to a student who completes a prescribed sequence of courses leading to an occupational skill and usually includes appropriate courses in related and general education areas. The total number of credits required for each Certificate will vary by program.

Certificate of Achievement Requirements:

1. Required credit hours: 32 to 45
2. Minimum cumulative grade-point average: 2.0
3. General Education: no minimum requirements. Students, however, must meet proficiency requirements in written and/or oral communication and/or mathematics. These requirements are usually met by successful completion of courses identified by the program.
4. Final 12 credits must be earned at LCC. The residency requirement may be waived for cause at the option of the appropriate Academic Dean or Chancellor. The Dean or Chancellor may also (at their discretion) approve use of credit-by-examination to meet residency requirements.

Field	Total Credit Hours
Accounting	32
Automotive Technology	45
Business Technology	30
Food Service	32
Television Production	36

Certificate of Completion

Required credit hours: 10-23

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 course sequences shall be at least 10 credit hours, but may not exceed 23 credit hours.

Field	Total Credit Hours
Automotive Technology	18
Digital Media Production	21
Business Technology	15
Food Service: Preparation Cook	15
Food Service: Baking	11
Food Service: Dining Room Supervision	16
Human Services/Substance Abuse Counseling	18
Info & Computer Science: Basic Networking	15
Info & Computer Science: Adv. Networking	12
Sales and Marketing	21
Small Business Accounting	12
Television Production	14

The minimum cumulative grade point average requirement is 2.0. The final 50 percent of the required credits must be earned at LCC. Applicants for a Certificate of Completion who wish to participate or march in the commencement program must pay the required graduation fee.

Certificate of Competence

Required Credit Hours: 6-9

A college credential for students who have successfully completed designated short-term credit or non-credit courses which provide them with job upgrading or entry-level skills. Credit course sequences shall not exceed 9 credits hours. The issuance of a Certificate of Competence requires that the student's work has been evaluated and determined to be satisfactory. In a credit course sequence, the student must earn a GPA of 2.0 or better for all courses required in the certificate.

All credits required for the Certificate of Completion must be earned at LCC. Exceptions to this residency requirement may be approved for cause by the appropriate Academic Dean.

Field	Total Credit Hours
Business Foundations	6
E-Commerce	6
E-Commerce for Marketing	6
E-Commerce for Entrepreneurs	9
Digital Media	
Web Page Design	9
Video Web Casting	9
Desktop Publishing	9
Motion Graphics	9
Virtual Reality	9

Academic Subject Certificate

Required Credit Hours: 15–27

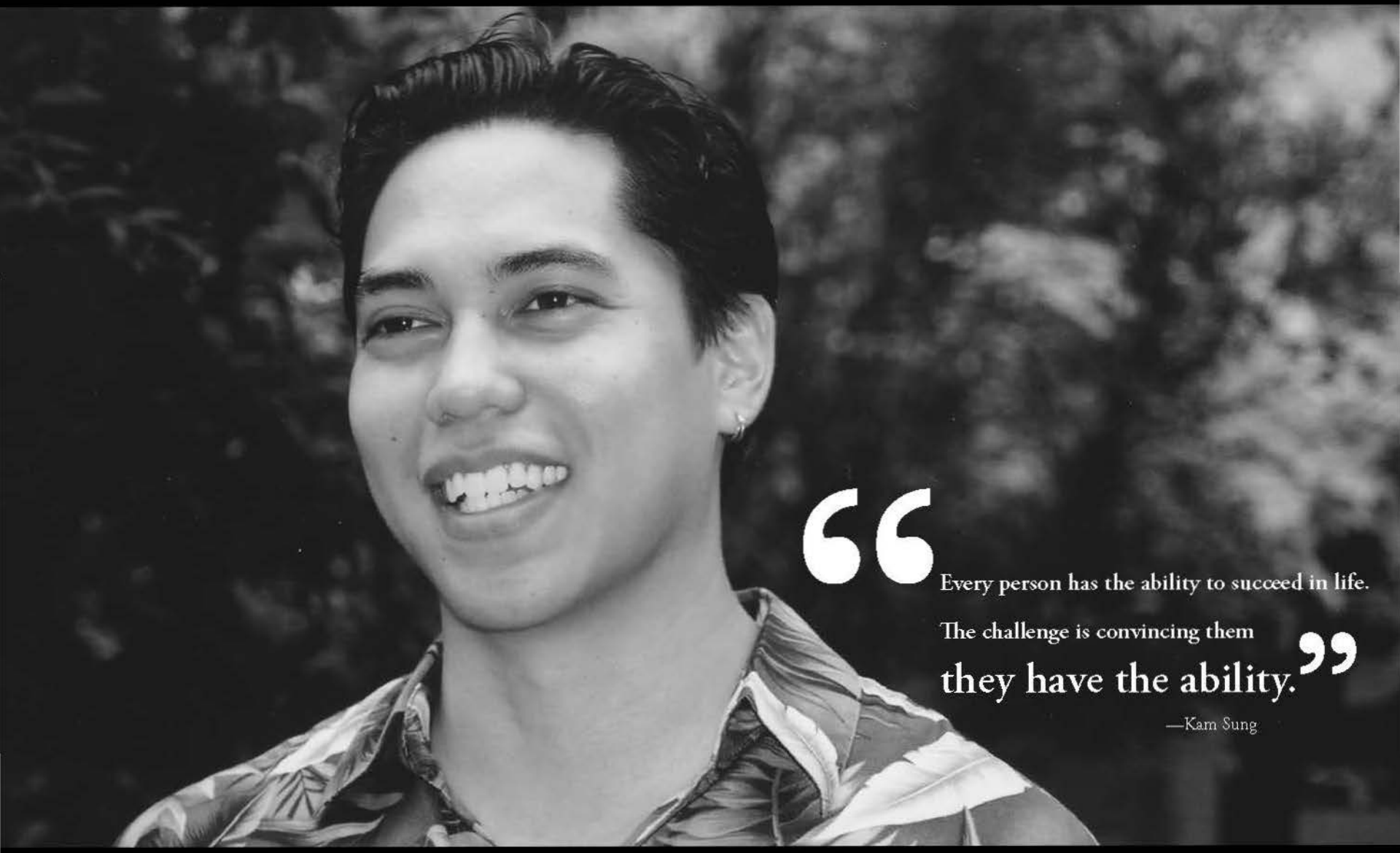
A college credential for students who have successfully completed a specific sequence of credit courses from the Associate in Arts curriculum. The sequence must fit within the structure of the Associate in Arts degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours. The issuance of the Academic Subject Certificate requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

The final 50% of the credits required for the Academic Subject Certificate must be earned at LCC. Exceptions to this residency requirement may be approved for cause by the appropriate Academic Dean.

Field	Total Credit Hours
Digital Art	15
Educational Assistance in Special Education	18
Hawaiian Studies	18
Music	19
Philippine Studies	17
Pre-Business	24 or 27

Students must pass all required ACC, BUS and LAW courses with a grade of "C" or better to earn the Certificate of Achievement in Business Technology.

ADMISSIONS AND ENROLLMENT SERVICES



Matthew "Kanani" Baker

Counselor/Director
Ke Ala 'Ike program

ADMISSIONS INFORMATION

2004–2005 Application Deadlines

The deadlines for submitting your completed application to the LCC Admissions Office are:

July 15, 2004 for the Fall semester 2004
December 1, 2004 for the Spring semester 2005

The application deadlines for applicants requiring a student visa (F-I) are:

July 1, 2004 for the Fall 2004 semester
November 17, 2004 for the Spring 2005 semester.

Non-residents, who include international 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 Hawai'i System Controlled Growth Policy and, once the quota is reached, additional non-resident applicants cannot be accepted.

Eligibility

Leeward is proud of its "open door" policy and is dedicated to providing educational opportunities for all its community members.

Any U.S. citizen who has graduated from a U.S. high school, has a G.E.D. (General Education Development) certificate, or is 18 years of age or older may attend Leeward Community College. High School students under 18 years of age may be eligible for the Early Admission or Running Start Programs.

Foreign citizens on immigrant visas who have been allowed to live in the U.S. permanently but have not yet resided in Hawai'i for twelve months are subject to the Controlled Growth Policy.

Non-residents of the State of Hawai'i are accepted in limited numbers and are subject to the non-resident quota as mandated by the Controlled Growth Policy of the University of Hawai'i System. A $25.00 fee is required for application. This fee is non-refundable, non-transferable and paid each time you apply. (See Residency, page 80)

It is the policy of the University of Hawai'i to comply with Federal and State laws, which prohibit discrimination in University programs and activities.

Admissions and Records
Administration Building (AD-220)
455-0642
Monday–Friday 8:00 a.m. to 4:30 p.m.

International applicants (F1 or Student Visa)

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as the applicable policy of the Board of Regents of the University of Hawai'i and the policies of Leeward Community College. For the purpose of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants.

LCC is authorized under Federal Law to enroll non-immigrant alien students. See the Steps to Take for Admission section on International Students for further information.

Early Admission Program

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. Hawai'i high school juniors or seniors who have demonstrated exceptional achievement may concurrently enroll at LCC while still enrolled in high school. Details and the required forms are available from your high school counselor.

Running Start Program

Running Start is a statewide program that provides an opportunity for academically qualified juniors and seniors to enroll in community college classes through the University of Hawai'i system as part of their high school course work. Eligible public high school students attend college classes during the fall, spring, and summer terms while earning both high school and college credits. Details and required forms are available from your high school counselor.

Concurrent Registrant

The student information system, MyUH, provides the ability to register at multiple UH campuses. Students who are enrolled at any campus of the UH system may enroll at LCC provided they are in good academic standing. LCC students can register for courses for which they are eligible at any other UHCC campus without having to apply to that campus first.

Auditors

Persons wishing to audit courses must submit a completed application to the Admission Office, must have instructor's permission, and must pay all appropriate tuition and fees. Auditors do not receive grades or credit for audited courses.

Senior Citizen Visitor Program

Eligible senior citizens are entitled to attend LCC without payment of tuition and fees as a "visitor" and must "register" for classes after the regular tuition-paying students have completed their registration. Senior citizens may attend Leeward Community College on "visitor" status if space is available and if they meet these conditions:

1. Sixty years of age or older at or prior to the first day of the semester.
2. Resident of the State of Hawai'i as prescribed by the University's definition of residency.
3. Meet the prerequisites for admission and for enrollment in a course.

Senior citizens may also take courses as auditor. Admissions requirements are the same as for other applicants. The Senior Citizen Visitor Program does not apply during the Summer Session. All tuition waiver programs are subject to change due to legislative action. Contact the Admissions and Records Office for information and application forms.

STEPS TO TAKE FOR ADMISSION

Any and all documents received by the college are the property of the college and will not be released.

1. A University of Hawai'i System Application Form must be completed and returned by mail (or in person) to Leeward's Admissions and Records Office no later than the published application deadline. Application forms may be obtained from all Hawai'i high school counselors, from the Admissions and Records Office of any UH Campus, or downloaded from the College's website, **http://www.lcc.hawaii.edu**.
2. A transcript of high school or college work may be required. Applicable course work completed at any regionally accredited U.S. college or university may be credited toward a Leeward degree or certificate or used to meet prerequisites for courses to be taken at Leeward. Students must:
   a. request that an official transcript be sent to the Admissions and Records Office (unofficial, hand-delivered, faxed, or student transcripts will not be accepted);
   b. request that the transcript(s) be evaluated by completing a Transcript Evaluation Request form available at the Admissions and Records Office or the Counseling and Advising Office, then submit the completed form to the Admissions and Records Office.

   If Leeward does not have official transcripts, it is possible that the student will have to repeat work for which he or she has already earned credit and/or experience problems at registration.
3. All applicants accepted for enrollment must attend an orientation and assessment session. As a general rule, in conjunction with orientation, all new students are required to take placement tests in reading and math to assist them in the planning of their programs and to meet course prerequisites.
4. Medical documentation for measles and/or tuberculosis clearances may be required prior to registration.
5. Applicants will be notified by mail of an admission decision. Please be sure the College has the student's correct mailing address. If a student moves, it is his or her responsibility to notify Admissions and Records of the change in address.
6. Information on registration, orientation, placement testing, and academic advising and counseling will be mailed to you following acceptance.

The University of Hawai'i utilizes a web-based Student Information System, currently named MyUH, which allows students to view personal, registration, financial aid, and student records information online. Each student has private access to information such as registration, grades, and account summaries via the Web.

During orientation, you'll be given information on setting up your email and MyUH account. All class registration is completed online. If you do not have internet access, you can use any of the campus computer labs or the computers in the LRC or Library.

ADMISSION INFORMATION
FOR INTERNATIONAL STUDENTS

International Students (F1 or Student Visa)

International students must complete the Steps to Take for Admission together with the special requirements as stated below:

1. Submit a Written Record in English: A complete and certified English translation of the student's record of achievement must be submitted. The applicant must request his or her high school and any post-high school institutions or colleges attended to send transcripts directly to the Admissions and Records Office. All non-immigrant alien students for whom English is not their native language that are transferring from another educational institution will be required to take the College's designated placement test in English language proficiency for placement into the appropriate ESL or English courses, unless the applicant has completed English 100 or the equivalent.
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). The TOEFL requirement can be waived if the College's designated English placement test is administered by the Language Arts Division prior to application, or if the applicant has successfully completed the advanced level in the College's Intensive English Program. To obtain a TOEFL Bulletin, write to:
   TOEFL Services,
   P.O. Box 6151, Princeton,
   New Jersey 08541-6151 USA
   Telephone: 1-609-771-7100
   Internet: **http://www.toefl.org**
   For the required minimum TOEFL scores for admission, see the next section on TOEFL Admission Score Policy.
3. Confirmation of Financial Support: Submit a completed and certified University of Hawai'i Supplementary Information Form for International Applicants.
4. In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis and measles. All students must have a skin TB test performed within the United States. Upon arrival on campus, skin tests are available at the Campus Health Center. If skin test is positive a follow up x-ray is required. Measles vaccination clearance is also required prior to registration.
5. Health Insurance Required: Before being permitted to enroll at LCC, all non-resident international students must demonstrate proof of enrollment in a health and accident insurance plan. The intent of this requirement is to protect international students from the high cost of unanticipated health care expenses resulting from accidents or illness.
6. I-20 Form Will Be Provided By the College: The I-20 form required by the United States Department of Justice, Immigration and Naturalization Service for a student visa will be issued by the College after the student is accepted.
7. Deadline: Because of the Controlled Growth Policy of the University of Hawai'i System, applications will be accepted until the non-resident enrollment quota (which includes international students) is reached.

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

Contact the office of International Students for visa requirements and international admission information, 808-455-0431.

TOEFL Admission Score Policy

To be considered for regular admission to our credit program, a non-immigrant alien applicant must attain a score of 500 or higher on the TOEFL paper-based or 173 or higher on the TOEFL computer-based test. However, such applicants may still be restricted to the Intensive English Program for at least a semester, depending on their English placement test score.

Non-immigrant alien applicants who score below 500 on the TOEFL paper-based or below 172 on the TOEFL computer-based test are restricted to enrolling in the Intensive English Program (IEP) offered though the English Language Institute. A separate I-20 form will be issued to such non-immigrant applicants for English Language Training only. Upon completion of the advanced level in the IEP non-immigrant alien applicants will then be eligible for regular admission to our credit program and a separate I-20 for credit study will be issued.

Upon admission to the College and regardless of the their TOEFL scores, all non-immigrant and other students for whom English is not their native language will be required to take the College's designated placement test in English language proficiency for placement into the appropriate ESL or English courses.

Requirement Differences for English Language Institute

The ELI Intensive English Program follows the same requirements listed for international students, however, it does not require the TOFEL. High school transcripts are also not required, although students need to have the equivalent of a high school diploma. See page 11 for more information on our ELI program.

RESIDENCY REGULATIONS FOR TUITION PURPOSES

Students other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the 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 or her term at the college until he or she can present satisfactory evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the Admissions and Records Office, AD 220, Ph. 455-0642.

Definition of Hawai'i residency: A student is deemed a resident of the State of Hawai'i for tuition purposes if the student (18 or older) or the student (under 18) and his or her parents or legal guardian have:

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

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

1. Voting/registering to vote in the State of Hawai'i.
2. Filing Hawai'i Resident State Personal Income Tax Return.

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

Other legal factors involved in making a residency determination include:

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

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

Non-Resident Student

Once classified as a non-resident, a student continues in this status at the College until submitting satisfactory evidence to the Records Office that proves otherwise.

The maximum number of non-resident students that can be accepted by the College is limited by the Board of Regents policy. Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

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

Misrepresentation

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

Appeal Process

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

Residency Changes

If you are currently a non-resident but have established permanent residency in Hawai'i, you may petition for a change in residence status no later then the first day of the term.

PLACEMENT TESTING PROGRAM

The primary purpose of Leeward's placement testing program is to place a student into the appropriate courses and other instructional activities to increase the likelihood of academic success. The program assesses student mastery of basic skills in reading, writing, and mathematics and gathers information to better advise and assist students.

The following students are required to take placement tests designated by the College:

1. All students entering Leeward for the first time who intend to register for two or more courses.
2. All students who intend to register in any reading, writing, or mathematics course, or any other course or program which may require the designated placement tests.
3. All students who did not take the designated placement tests as entering students but who register for 16 or more cumulative credits at Leeward.

The placement test requirement does not apply, as a general rule, to the following students:

1. Students who have already earned an associate or other college degree unless they fall into category 2 above and have not been exempted from the applicable placement tests by the appropriate instructional division or administrator.
2. Students attending Leeward solely for enrichment purposes, or not for the purposes of earning a degree or certificate, and who do not fall in category 2 above.

As a general rule, students with official placement test scores not more than 2 years old from another University of Hawai'i community college, will be placed in the Leeward equivalent of the course recommended by the first institution.

Transfer students, as a general rule, who have earned a passing grade of "C" or better in an appropriate reading, writing or mathematics course within the last 2 years at another accredited college or university, shall be placed in the Leeward equivalent of the next course in the sequence. Unless exempted by the appropriate instructional division, transfer students with reading, writing or mathematics courses more than 2 years old, and who intend to register in higher-level courses in these respective areas, shall be required to take the applicable placement tests administered by Leeward.

Scores on the mathematics placement test administered by Leeward are valid for 2 years. Currently, there is no time limit on the English/reading placement test scores.

Should a student require alternative test-taking accommodations as a qualified individual with disabilities under Section 504 of the Americans with Disabilities Act of 1990, please contact Kākoʻo ʻIke at 455-0421. It is advisable to make arrangements at least 2 weeks in advance of the testing date.

MyUH is the University of Hawai'i's first integrated student information system. Features include a common interface for all students, 100% web based services, and the ability to register at multiple UH campuses. Ask any counselor for more information.

REGISTRATION

A *Schedule of Courses* is available to students prior to registration and is available for purchase at the LCC Copy Center, GT-104. The Schedule of Courses is also available in pdf format on the College's website. The College Catalog is available for purchase at the LCC Bookstore. Both publications should be used in planning the program of studies. Visit the LCC website at **www.lcc.hawaii.edu** for additional information and updates.

Continuing students registered in credit courses the preceding semester are eligible for pre-registration for the next semester. Preregistration appointment information is available on the College's website. All new applicants will be assigned a date and time to register for courses only after completing all admission and related requirements.
Former students not registered for at least one credit at a University of Hawai'i system campus in the preceding semester are not eligible to register and must reapply for admission.

Tuition and all applicable fees must be paid in full on, or before, the published deadline or the student's registration will be cancelled. Effective Fall 2004, students who register during the late registration period will be liable for all applicable tuition and other related fees for the classes taken, whether or not they attend those classes. Students who register after the semester begins will NOT be automatically disenrolled (purged) for non-payment or not-attendance. Therefore, students are advised to officially withdraw from classes they do not plan to attend. Failure to withdraw will result in a financial obligation to the University of Hawai'i and may also result in a failing grade for the class(es) in question.

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 whenever possible.

Applicants who have been accepted for the Fall or Spring semesters 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 orientation. 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. Any unofficial attendance does not provide a basis for later claim of registration or credit.

Registration for non-credit courses and specialized training is handled by the Office of Continuing Education and Workforce Development, 455-0477.

HEALTH REQUIREMENTS FOR REGISTRATION

TB Clearance

In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis.

New students must submit a TB clearance not more than one year old prior to the start of the semester. To prevent the spread of tuberculosis, no new student will be allowed to register for courses without proof of a current TB clearance. Persons who have attended other colleges in the State of Hawai'i will not be required to provide current proof of TB clearance but must bring evidence of previous attendance and TB clearance.

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.

Note: TB Clearance policies are subject to change; check with the Admissions Office for the most current information.

Measles

New students must provide evidence of immunization against Measles (Rubella). Students born prior to 1957 are assumed to have acquired natural immunization will be exempt from providing such evidence.

Health and Accident Insurance Requirement, Non-Residents

All non-resident international students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

FINANCIAL INFORMATION

2004–2005 Tuition and Fees Schedule

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

Resident

Tuition	$47.00 per credit
Student Activities Fee	$5.50 for the first credit and $.50 for each additional credit (up to a maximum of $10)
Board of Publications Fee	$2.50

Non-Resident

Tuition	$242.00 per credit
Student Activities Fee	$5.50 for the first credit and $.50 for each additional credit (up to a maximum of $10)
Board of Publications Fee	$2.50

Payments

For registration to be official, all tuition and fees must be paid in full by the published deadline. Payment can be made online by credit card (Visa and MasterCard only) or in person at the Cashier's Office by cash, check, cashiers check, travelers' check, or credit cards (Visa and MasterCard only). Deferred payment of tuition and fees is forbidden by University of Hawai'i policy.

Financial Obligations

Students who have not met their financial obligations at any college in the University of Hawai'i 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 will also be withheld.

Concurrent Registration Tuition

Additional fees will be charged to the student by the second campus. Concurrent registrants are assessed 2004/2005 tuition between community colleges as follows:

Residents:	$47.00 per credit
Non-residents:	$242.00 per credit

Concurrent registrants are assessed 2004–2005 tuition on the Manoa Campus as follows:

Residents:	$142.00 per credit hour
Non-residents:	$412.00 per credit hour

Transcripts of work completed at Leeward Community College, may be viewed by the student's home campus electronically. The student should check with the Admissions and Records Office at their home campus for evaluation and transfer procedures.

FEES

Late Registration Fee
A $30.00 fee for late registration is charged when a student initially registers in a class(es) after the end of the regular registration period.

Course Change Fee
A $5.00 fee is charged each time a change is made to your registration by the Admissions and Records Office.

Credit-by-Exam Fee
Students will be assessed additional tuition in accordance with the College's tuition schedule for credits earned by examination.

Transcript Fee
Transcripts of work completed at Leeward Community College, may be viewed by the student's home campus electronically. The student should check with the Admissions and Records Office at their home campus for evaluation and transfer procedures.

No fee is charged for transcripts to be sent to the Admissions and Records Office of a campus within the University of Hawai'i System. A $3.00 per copy fee is charged for other addresses. A $10.00 per copy fee is charged for 24-hour rush requests.

All transcripts released to the student will be stamped, "ISSUED TO STUDENT". As these transcripts bear the Leeward Community College seal and Registrar's signature, they are considered to be official. It, however, advises a third party that the student had personal possession of the "ISSUED TO STUDENT" transcript.

Non-resident Application Fee
Non-resident students applying to the college are required to pay a $25.00 application fee.

Graduation Fee
A $15.00 fee is payable when submitting an application for an Associate in Arts, an Associate in Science, an Associate in Applied Science degree or a Certificate of Achievement. Students applying for other certificates must also remit the $15.00 graduation fee if the student wishes to participate in the commencement program.

Hawaiian Language Diploma Fee
For an additional $15.00, students may order an Associate in Arts, an Associate in Science, an Associate in Applied Science diploma or a Certificate of Achievement printed in Hawaiian.

Cap and Gown Fee
Students who participate in the Commencement Exercises must purchase and wear a cap and gown. The cost will vary. The Bookstore or the Student Activities Office may be contacted for current information.

Fee for Dishonored Checks
A $15.00 service charge plus monthly interest will be assessed for checks made out to LCC and returned for any cause.

Additional Expenses

Health Insurance
All international students (F-1 visa) are required to purchase health insurance. Student health plans are available through the College at special rates. Contact Leeward's Health Center for more information.

Books and Supplies
Cost will vary according to courses taken and the student's major.

Parking
No charge.

Catalog
The Catalog is sold at the LCC Bookstore and online at http://www.lcc.hawaii.edu/catalog/. Costs vary from semester to semester.

Schedule of Courses
The Schedule of Courses is sold at the LCC Copy Center, GT-104. Costs vary from semester to semester. The Summer Schedule od Courses is usually distributed at no cost.

Non-credit Course Fees
Students registered in non-credit courses pay fees as indicated in the announcements published by the LCC Office of Continuing Education and Workforce Development or the UH-Mānoa Outreach College.

REFUND POLICY

Tuition refunds will be given for withdrawal from a course, change in status, or change from one tuition rate to another tuition rate according to the timelines established below. Separate refund schedules have been developed based on the way the course is offered.

Regular 16-Week Courses

100% refund

Complete withdrawal on or before the last day of late registration as announced in the published Schedule of Courses and Registration Guides.

50% refund

Complete withdrawal/change in status/change from one tuition rate to another tuition rate made within the first three weeks of instruction.

No refund

Complete withdrawal/change in status/change from one tuition rate to another tuition rate after the fourth week of instruction.

Modular or Accelerated Courses:

Modular courses are offered for fewer than the regular 16 weeks and begin/end at different times in the semester. For refund information or withdrawal dates of specific modular courses, check with the Admissions Office.

Special Course Fees Refund OCEWD and Summer Session

Summer Session Credit Courses

The refund schedule for credit courses is based on the elapsed instructional time for that course as a percentage of the total instructional time for that course:

1. 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction;
2. If not more than 10% of the course's instructional time has elapsed at time of withdrawal, an 80% refund will be made;
3. If more than 10% but no more than 20% of the course's instructional time has elapsed at time of withdrawal, a 50% refund will be made.

Non-credit courses or workshops

Refunds will be permitted if the request is made at least three business days (Monday–Friday, excluding holidays) prior to the start of the course. Please allow 6-8 weeks for refunds.
(Beck George Para)

Student Fees Refunds

100% refund of Student Activity and Board of Publication fees if complete withdrawal is made within the first two weeks of instruction. No refund of the Student Activity and Board of Publication fees if complete withdrawal is made after the second week of instruction.

Changes to Schedule of Courses Affecting Student's Schedule:

When changes by the College to the published Schedule of Courses precipitate a change in the student's schedule (complete withdrawal/change from full-time to part-time status), 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 Dean of Student Services:

100% refund if a complete withdrawal is necessary and application for refund is made within 2 weeks of the date of the change(s) to the Schedule of Courses.

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 2 weeks of the date of the change(s) to the published Schedule of Courses.

After the required approvals have been secured by the student, the application for refund must be submitted to the LCC'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 2 weeks of the date of withdrawal, change in status or change in tuition rate.

FINANCIAL AID

Note: Financial Aid programs are subject to change

The financial aid program at Leeward Community College helps those students who can benefit from higher education but who may have difficulty attending without financial help. The financial aid program adds to the efforts of the student and the student's parents/spouse. Students may apply for financial aid at LCC Financial Aid Office (AD 210), 455-0606, or through the LCC financial aid website: **www.lcc.hawaii.edu/finaid.**

The majority of aid awarded by Leeward Community College is federal and based on demonstrated financial need. Eligibility requirements are determined by federal rules and include the following:
Applicant must

1. be a U.S. citizen or an eligible non-citizen (permanent resident)
2. be enrolled in a degree granting program (classified student)
3. be making satisfactory academic progress toward a degree
4. not be in default on a loan or owe a refund on a federal grant
5. have demonstrated financial need
6. have obtained a high school diploma, GED, or have passed a federally approved test
7. be registered with Selective Service, if required

Specific programs may have additional requirements. Students who have attended other colleges must have a transfer credit evaluation. Students who have earned a degree or certificate at another institution should check with the LCC Financial Aid Office regarding eligibility.

Limitation

Financial aid eligibility for any one student shall be limited to the equivalent of the first 6 full-time semesters (less transfer credits) for an Associate degree or the first 3 full-time semesters (less transfer credits) for a Certificate of Achievement.

Application

By April 15 preceding the academic year for which aid is sought, each applicant must complete and submit the Free Application for Federal Student Aid (FAFSA) to Federal Student Aid Programs. The FAFSA may be obtained from high school counseling offices or the Financial Aid Office on any campus of the University of Hawai'i System. Other forms may be required depending on individual circumstances. Submission of applications by April 15 for the fall semester 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.

Attendance Verification

Students are required to submit attendance verification forms when picking up financial aid to document attendance each semester. If a student drops out of school without notifying the institution, or stops attending classes after aid is receivedfederal regulations require the College to determine the last date of attendance to ascertain whether the student owes a repayment of aid received.

Refunds for Financial Aid Recipients

A detailed refund policy which affects federal Title IV financial aid recipients is available at the LCC Financial Aid Office. Tuition and fee refunds, calculated according to federal regulations, must be returned to federal student aid accounts and in most cases will not be returned to the student.

Students may visit the Financial Aid website, www.lcc.hawaii.edu/finaid for more information.

FINANCIAL AID PROGRAMS

All financial aid programs are subject to change due to legislative action.

Federal Family Educational Loan Program (FFELP)

are loans from private lenders such as banks and credit unions and guaranteed by the federal government. There are three types:

Subsidized Federal Stafford Loan (FSUB). A Federal Stafford loan is made through a bank or lending institution and guaranteed by a state agency. Annual loan limits differ depending on a student's academic level and existing Stafford loan balance. Interest rate is variable and subject to change annually on July 1. Repayment begins six months after the borrower ceases to be enrolled on at least a half-time basis. Deferments are available.

Unsubsidized Federal Stafford Loan (FUNSUB). The maximum amounts and interest rates of this loan program are similar to the Subsidized Federal Stafford Loan program. However, interest begins accruing upon disbursement of the funds. Deferments are available.

Federal Parent Loan For Undergraduate Students (FPLUS). This program provides additional loan funds for student's educational expenses. Parents of dependent students may borrow up to the calculated cost of attendance minus other student aid, for their child from the FPLUS program. The interest rate on FPLUS loans are variable. Interest begins accruing upon disbursement of the funds. Deferments are available.

Federal Pell Grants (FPELL)

These are federal entitlements available to any qualified, needy undergraduate student who is attending college and who has not previously earned a Bachelor's degree.

Federal Perkins Loan Program (FPERK)

Awards are based on demonstrated financial need and availability of funds. Simple interest rate is 5%. Repayment begins twelve months after the borrower ceases to be enrolled on at least half-time basis. Deferments are available.

Federal Supplemental Educational Opportunity Grants (FSEOG)

These grants are available to undergraduate students with exceptional financial need who are attending school at least half-time.

Federal Work Study Program (FWSP)

This program funds part-time employment on campus. To be eligible for jobs funded by FWSP, a student must apply through the Financial Aid Office and qualify for the program. Upon qualifying, a student must have received a Federal Work Study award by the Financial Aid Office and be enrolled for at least 6 credits. Eligible students are limited to a maximum of 20 hours per week during the academic terms (Fall/Spring semesters) and must be enrolled at least half-time. Students' award is based upon individual need and the availability of funds.

Hawai'i State Incentive Grant (HSIG)

Tuition grants available to needy undergraduate students attending school at least half-time. To qualify, a student must be eligible for a Pell Grant and be a resident of Hawai'i for tuition purposes.

State Higher Education Loan (SHEL)

This loan program is available to Hawai'i residents. Awards are based on demonstrated financial need and availability of funds. Repayment begins tweleve months after the student ceases to be enrolled on at least a half-time basis. Deferments are available.

OTHER RESOURCES

Private Scholarships Publications

As a service to students, parents, and the community, the Hawai'i State Department of Education publishes *Bulletin No. 15* which lists scholarships available to residents of the State. Another useful resource is *Compendium No. 10: Financial Aid Resources for Postsecondary Education* published by UH Mānoa, Financial Aid Services. These publications, along with other books on scholarships, are available for reference use at the LCC Library.

UH Computer-Assisted Scholarship Help (CA$H)

CA$H is an Internet database of over 1,000 local and national scholarships which may be used to attend various campuses of the University of Hawai'i. It provides information on eligibility requirements and where to apply. Listed are general scholarships, as well as scholarships which give preference to specific types of students, such as ethnic minorities or students wishing to major in a specific field of study. The URL for CA$H is:

http://dbserver.its.hawaii.edu/cash/

Any student with financial problems should call or write to the LCC Financial Aid Office for more information: phone 455-0606.

Veterans Administration

Leeward Community College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (GI Bill), and the Dependents' Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. Certification for VA Benefits is done by the Admissions and Records Office.

Scholarship Programs

Tuition Waivers (TWN)

Leeward Community College issues a limited number of need-based tuition waivers. Tuition waivers are included as part of a student's financial aid package. Tuition Waiver is a state funded program that waives tuition (not fees) for credit classes only. Requirements include at least half-time enrollment. Tuition waivers do not cover non-credit pre-College Math and Basic Reading/Writing classes. Students must be a resident of Hawai'i for tuition purposes.

Scholarships

A variety of scholarships are available. Please contact the LCC Financial Aid Office for details.

Selective Service Registration and Federal Student Aid

Military Selective Service Act (P.L. 97-252) requires that beginning July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Hawai'i Student Incentive Grant, Federal Perkins Loan Program, Federal Family Educational Loan Program, Subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, Federal Parent Loan for Undergraduate Students.

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 of affected males include citizens and non-citizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Republic of Marshall Islands or the permanent residents of the Republic of Palau. For further information contact the LCC Financial Aid Office, 455-0606.

TRANSFER INFORMATION

Transferring from Leeward to University of Hawai'i at Mānoa

Students are advised to work closely with Leeward counselors in planning their course of study and to consult the current University of Hawai'i at Mānoa Catalog for further information.

If the student has not completed 24 credits of college-level courses at Leeward , he or she will be subject to the same admission requirements as entering freshmen applying to Mānoa. New applicants are required to submit a transcript of satisfactory high school work and official scores of the Scholastic Assessment Test (SAT-I) or the American College Test (ACT).

If the applicant had previously been admitted to Mānoa but elected to begin at Leeward, the student may reapply to transfer to Mānoa at any time. However, whatever Mānoa admission requirements are in effect at the time of reapplication have to be met.

If the student has 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, she or he could be admitted to Mānoa as a transfer student even if previously denied admission to Mānoa as a freshman applicant.

Submit Official Transcripts from All Colleges

Any Leeward student transferring to Mānoa after attending another college or university must submit transcripts from each such college as well as from Leeward. Transcripts of work completed at Leeward Community College, may be viewed by the student's home campus electronically. The student should check with the Admissions and Records Office at their home campus for evaluation and transfer procedures. The credits and grades earned will be evaluated by Mānoa to determine eligibility for transfer.

General Definition of Transferable Courses

Courses acceptable for transfer to Mānoa are generally those numbered 100 and above. Some Leeward courses numbered 1-99 (primarily skill and occupational courses) may be accepted at Mānoa for credit toward certain degrees, such as the Bachelor of Education in Industrial Arts Education. Although transfer credit may be granted for a course, it does not necessarily mean that the course will satisfy the curricular requirements of a particular college or degree program.

D Grades When Transferring to Mānoa

Currently, Mānoa allows transfer credit for a course in which a grade of D was earned at Leeward , however, the course may be unacceptable toward fulfilling the course requirements for a particular major or degree.

Leeward courses in which a grade of W, Q, N, NC, F, or I have been earned are not acceptable for credit at Mānoa.

Number of Credits that May Transfer to Mānoa

Currently, Mānoa does not impose a limit on the number of credits in courses numbered 100 or higher which may be transferred from a UH community college. However, Mānoa accepts no more than 60 credits in transfer from junior or community colleges outside the University of Hawai'i system.

Any student intending to complete more than 60 credits at Leeward should work out his or her course of study very carefully with Mānoa and LCC counselors, taking into consideration any relevant policy changes, the specific curricular requirements of the college in which he or she wishes to enroll, the courses required for the major field of study, and the minimum residency requirement at Mānoa.

Credit/No Credit Option at Mānoa

At Mānoa, only elective courses may be completed on a "credit/no credit" basis. This option is not allowed for any course taken to fulfill a University, college, school, or department non-elective requirement, with the exception of those courses offered for mandatory credit/no credit. Students planning to transfer to Mānoa must be aware of this Mānoa policy.

Transfer of Grade Point Average to Mānoa

Leeward students transferring to Mānoa do not receive grade point credit for courses completed at the community college. Although the grade point average is not transferred to Mānoa, it is considered for admission purposes by the various programs at Mānoa.

Admission Policies of the Various UH Mānoa Colleges

In addition to the policies outlined above for general admission to the Mānoa campus, the student transferring from a community college is subject to the admission requirements of the particular major, college, or school in which he or she wishes to enroll at UH Mānoa.

The various colleges and schools offering baccalaureate degrees at UH Mānoa include:

Arts and Sciences; Business Administration; Education; Engineering; Health Sciences and Social Welfare; Tropical Agriculture and Human Resources; School of Architecture; School of Hawaiian; Asian and Pacific Studies; and School of Ocean and Earth Science and Technology.

Any student wishing to be a candidate for a degree from Mānoa must specify the major/college in which she or he wishes to enroll when she or he applies for general admission to the University. Some majors (e.g., business administration, education, and social work) require junior standing as one requirement for admission.

Choosing and Preparing for a Major

In four-year college and university programs, a student takes most of the required courses for her or his 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. Which college or school 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 most 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 during or prior to 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 a counselor during their first semester. Early identification of career goals and major will enable the student to avoid taking courses which do not meet the general education or other requirements of the chosen major.

Students are strongly advised to consult with an advisor about the requirements of the campus and the program to which they plan to transfer. The list below identifies some of the more popular transfer programs at UH Mānoa:

- Business
- Computer Science
- Education
- Engineering
- Environmental Studies
- Pre-Medicine
- Nursing
- Pharmacy
- Dentistry,
- Physical Therapy
- Health-Related professions
- Social Work

Please see a counselor for assistance.

College catalogs are published once per year and do not always reflect the most recent campus actions involving core courses.

For the most recent information concerning core courses, students should check with their advisors and the Student Transfer Handbook, which is published twice per year, during the months of October and March.

Copies of the Handbook are available at the Counseling Office and the Library.

The Associate in Arts Degree and UH General Education Core Requirements Articulation with UH Campuses

Effective fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from a University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses.

While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing-intensive courses, may also be required. With planning, most of these requirements may be incorporated into the Associate in Arts degree; if not, they are required in addition to the AA degree.

The University of Hawai'i at Mānoa is made up of several colleges and schools which grant undergraduate degrees. Although there is a "core" of general education required of every student regardless of the college in which they enroll, each college or major may modify the "core" to meet the educational needs of their particular students.

If you plan to transfer to a baccalaureate UH campus without completing the Associate in Arts degree, you should make sure that the courses you take at LCC have been approved to meet the general education core requirements at the specific UH baccalaureate campus. To do so, check the UH Student Transfer Handbook available at the Library Circulation Desk, or see a counselor. The Handbook lists all core-articulated courses for all UH campuses.

TRANSFER INFORMATION

Transferring from Leeward to the University of Hawai'i at West O'ahu

Students may work with an LCC counselor or UHWO advisor to plan a course of study. The UH-West O'ahu catalog, particularly sections on admission requirements and lower-division general education requirements, may be consulted. Contact UHWO's Student Services Office for any additional information.

Admission Requirements

The University of Hawai'i-West O'ahu is currently an upper-division two-year baccalaureate degree-granting institution offering only junior and senior-level courses.

A student who has successfully completed 55 or more credits of transferable lower-division college courses at any campus of the University of Hawai'i or other accredited college or university with a grade point average of 2.0 or higher (on a 4.0 scale) may be eligible for admission.

Students who have graduated with an Associate in Arts (A.A.) degree from a University of Hawai'i community college with a grade point average of 2.0 or higher (on a 4.0 scale) are eligible for transfer. With an A.A. degree all general education requirements will be deemed met by UHWO. However, the number of credits applicable towards the Bachelor of Arts degree will be determined by an evaluation of the courses completed for the A.A. degree.

Students transferring with an Associate in Science or Associate in Applied Science degree must have completed a minimum of 45 transferable credits and will be required to meet UHWO's lower-division general education requirements. Students who have completed some previous college work but have yet to attain the 55 credit minimum, may have their transcripts evaluated for possible admission as unclassified students. Students are urged to contact the UHWO Student Services Office for questions regarding eligibility for admission.

Submit Official Transcripts from All Schools

Any Leeward student transferring to UHWO after attending other colleges or universities must submit transcripts from those schools as well as from Leeward. Transcripts of work completed at Leeward Community College, may be viewed by the student's home campus electronically. The student should check with the Admissions and Records Office at their home campus for evaluation and transfer procedures. The credits and grades earned will be evaluated by UHWO to determine eligibility for transfer.

General Definition of Transferable Courses

Courses acceptable for transfer to UHWO are those numbered 100 and above and classified as college-level courses. Transfer credit allowed for a course toward the number of credits required for graduation may not necessarily mean that the course will satisfy the general education requirements for UHWO.

Minimum Number of Credits Numbered 300 and Above

The minimum requirement for a Bachelor's degree is 120 credits of acceptable college-level work. Of these 120 credits, the maximum number of credits from community college courses applicable to this requirement is 66. A minimum of 54 must be earned in upper-division courses (300 and 400 series). At least 30 credits must be earned in courses taken at UHWO.

General Education Requirements

As an upper-division college, the University of Hawai'i-West O'ahu does not offer lower-division courses. Lower-division work must be completed at a community or four-year college. Credits from any accredited college or university will be reviewed for transferability towards the requirements for graduation.

Any student who has earned an Associate in Arts degree at one of the University of Hawai'i's community colleges will be considered to have met the necessary lower-division general education requirements.

For other students, the following credit requirements, by general academic area, must be completed at the lower division level:

1. Humanities and Language Arts: 18 semester hours from at least three of the following: American Studies, Art, Communication, English, History, Language, Music, Philosophy, Religion and Speech. (Arts and Music courses excluding studio coursework.)
2. Social Sciences: 15 semester hours selected from at least three of the following: Anthropology, Economics, Business, Ethnic Studies, Cultural Geography, Human Services, Sociology, Political Science, Psychology, and Education.
3. Mathematics and Natural Sciences: 12 semester hours of which *at least 3 credits must be in mathematics (MATH 100/115 or higher) and 3 credits in a natural science** with the remaining 6 credits from additional mathematics and/or natural science courses. Courses such as ASTR, BIOC, BIOL, BOT (except BOT105), CHEM, GEOG 101, GG, ICS courses emphasizing programming, additional MATH, MICR, OCN, PHRM, PHIL 110, PHYS, QM, SCI, ZOOL fulfills this requirement.

** effective Fall 2000*

Transfer to Institutions other than UH Mānoa and UH West O'ahu

Students planning to transfer to a college other than the University of Hawai'i at Mānoa or UH West O'ahu 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 and admissions requirements of the college to which they plan to transfer.

It is the student's responsibility to obtain catalogs from any college or university being considered for transfer. These catalogs are essential to proper planning.

Most of this information is available on the Internet and accessible through the College's subscription to CollegeSource Online. Access is limited to computers located on campus. For details, please visit the LCC Library's website **www.lcc.hawaii.edu/lib**

Transfer Information for Business Students

Leeward's Accounting and Business Technology programs have transfer agreements with both UH West O'ahu and Hawai'i Pacific University. The Pre-Business certificate is highly recommended for transfer to UH Mānoa's College of Business Administration. Contact the Business Technology Division office at 455-0344 more detailed information.

ACADEMIC INFORMATION

“**Once you’re my student, you’re always my student.** I love it when former students come back and share their successes with me. Knowing that I’m just a small part of their foundation for success means the world to me, and that is why I am an educator at Leeward Community College.”

Kay Ono

Business Techology Program Instructor and Cooperative Education Coordinator
Recipient of the “Outstanding Post Secondary Business Educator” award by the Western Business and Information Technology Educators; “President’s Award” and the “Outstanding Post Secondary Business Educator” award by the Hawai’i Business Education Association; and the “Outstanding Lecturer Award” by Leeward Community College.

Course-Load Limitations

No student may register for more than 17 credits in a given semester except:

1. A student who needs no more than one additional course to complete a degree or certificate and who has a cumulative GPA of 3.0 or higher may be granted an exception by a counselor.
2. A student registering for a package program which contains more than 17 credits may register for the full package.

Exceptions may be granted by the Dean of Student Services in highly unusual circumstances.

International student

A student on an F-1 visa is required by the Immigration and Naturalization Service to carry a minimum of 12 credits (in a credit program) or 18 hours a week of classroom instruction in a non-credit program, and must complete the program of study according to the period specified on the I-20 form.

Attendance

Students are expected to be in attendance regularly and on time for all classes, quizzes, examinations, laboratory and fieldwork 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.

Auditing Courses

Students are permitted to audit classes with the written approval of the instructor. The student shall process and file appropriate forms with the LCC Office of the Admissions and Records during the Late Registration period only. Although no credits are earned for courses audited, regular tuition and fees must be paid by auditors.

The instructor will determine the extent of classroom participation required of the auditor. Auditors are not usually allowed in laboratory science, vocational/technical, mathematics, elementary and intermediate languages, English composition, speech or classes in which the auditor might take the place of credit students.

Withdrawal from a Course

Students must initiate the process of withdrawing from a course; an instructor cannot drop a student from a course. To withdraw from a course, students must enter their MyUH account to drop the course and pay any applicable fees at the cashier's office. A student cannot drop all of their semester's classes, i.e. a complete withdrawal from MyUH, if LCC is their home campus.

Deadlines for refunds, the erase period and withdrawal from semester-long courses are published in the Schedule of Courses. Selected dates are also published in the Academic Calendar in the Catalog. A student who does not attend class and does not officially withdraw from the class may receive the grade of "F" for the class.

Erase Period

The first three weeks of the semester (or its equivalent as determined by the appropriate academic Dean for shorter courses) is called the "erase period". Students who officially withdraw from a course during this period will have no grade or record of the course on their grade report or permanent academic record.

Withdrawal from a course after the erase period

Students who withdraw from individual courses after the erase period but before the withdrawal deadline will receive a "W" grade for those courses. The withdrawal deadline is the end of the tenth week of classes for semester-long courses (and an equivalent period for shorter courses as determined by the appropriate academic Dean).

Student Classification

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

Unclassified Students
Students who are not pursuing a degree or certificate.

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

Part-time Students
Students who carry fewer than 12 credits.

Complete withdrawal from the college

A student must apply to withdraw completely from college on a form available from the Admissions and Records Office. Students who withdraw from college after the erase period will receive the grade of "W" for all classes which have not been completed at the time of withdrawal.

Failure to withdraw from a course

Only the student may initiate withdrawal from a course; an instructor cannot drop a student from a course. However, a student who does not meet the prerequisite(s) for a course in which the student is registered may be requested to drop the course. Students who do not complete a course and/or fail to withdraw from the course will receive a grade of "F" in accordance with the College's and instructor's grading policy.

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 Points	Definition
A	4.0	Excellent achievement
B	3.0	Above-average achievement
C	2.0	Average achievement
D	1.0	Minimal passing achievement
F	0	Less than minimal passing achievement (0 grade points and 0 credits awarded. Course computed in GPA)
CR	0	Credit awarded (No grade points assigned and computed in GPA)
NC	0	No credit given and no grade points earned computed in GPA
CE	0	Credit-by-Examination Credit awarded for passing the examination with a "C" grade or higher (No grade points assigned and no credits computed in GPA)
W	0	Withdrawal from the course (No grade points assigned and no credits computed in GPA)
I	0	Incomplete coursework
AU	0	Course was audited

I is used to indicate that the student has yet to complete a small but important part of the work for the course. It is given at the instructor's option. Work must be made up by the end of the 10th week of the following semester. "I" reverts to a "contingency" grade assigned at the time of final evaluation. Grade may not revert to a "W".

CR is used to indicate passing with a "C" or higher for courses taken under the Credit/No Credit option.

NC is used to indicate not passing with a "C" or higher grade for courses taken under the Credit/ No Credit option.

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).

AU is used to indicate that the course was audited by the student. No credit is given and no grade points are earned. The instructor will determine the extent of classroom participation required of the auditor.

Note: Effective Fall 2004, the "N" grade was discontinued.

Credit/No Credit Option

Students who wish to enroll in a class on a Credit/No Credit basis (rather than a letter grade) must declare this intent during registration but no later than the end of the Late Registration period.

Students enrolled in a Certificate program may not use the CR/NC option to meet program requirements.

Students in the Associate in Arts program may use the option for elective courses only.

Students in the Associate in Science or Associate in Applied Science program may use the option only for electives that fall outside the major field of study (e.g., Arts and Humanities or Social Science electives taken by an Accounting major).

No more than 12 credits may be taken on a CR/NC basis for any degree program.

To earn a CR, students must pass the course with a grade of "C" or higher.

However, students should be aware that some colleges, graduate and professional schools, employers, and some scholarship and fellowship awarding agencies may not recognize this option or may recalculate the "CR" as a "C" grade and the "NC" as an "F" grade. For example, UH Mānoa limits the CR/NC option to elective courses only; this option may not be used to meet any requirement for a Mānoa degree (with the exception of those courses offered for mandatory CR/NC). Therefore, it is imperative that students who select this option exercise careful educational planning. If in doubt, take a course for a regular letter grade and not for CR/NC.

Grade Point Average

Grade point average (GPA) is a system used to evaluate the overall scholastic performance of college students. The GPA of a student is computed by dividing the total number of his/her grade points by the total number of course credits for which the student received the grades of A, B, C, D, or F.

The grade points a student earns for a course are computed by multiplying the number of credits that the course is worth by the grade points assigned to the grade that the student receives for the course (i.e., 4 for A, 3 for B, 2 for C, 1 for D, and 0 for F). Courses for which the grades of CR, NC, CE, W, N, I, and AU have been recorded are not included in the computation of the GPA. Effective Fall 2004, the N grade was discontinued.

Grade Point Average when Courses are Repeated

Effective Fall, 1997, if a course is repeated in Fall 1997 or after (including summer session), only the course grade for the most recent repeat of the course shall be used in determining the Grade Point Average. Only the course grades of A, B, C, D, or F shall be used for this purpose. Courses that may be repeated for credit are not included in this policy.

Manual recomputation of GPA for certain purposes when courses have been repeated

The GPA will not be recomputed for any course repeated exclusively before Fall, 1997. However, the GPA for students with such courses will be manually recomputed as necessary for the following designated purposes:

1. determining eligibility for degrees or certificates the Dean's List
2. outstanding scholar recognitions at graduation
3. election to honor societies or organizations
4. other special purposes as designated by the Dean of Student Services.

These manually-computed GPAs will not be indicated on official transcripts.

Grade Reports

Grades are posted in each student's MyUH account at the end of each term. Students are responsible for reporting errors to the Records Office within seven days.

ACADEMIC HONORS

Dean's List

The purpose of the Dean's List is to recognize students who maintain outstanding academic records at Leeward Community College. It is compiled for each Fall and Spring semester. Only credits and grades earned for Leeward Community College courses will be used in determining Dean's List eligibility.

A student will be named to the Dean's List if all of the following requirements are met:

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 successfully completed a minimum of 24 credits of coursework for letter grade ("A"-"D" only) at LCC, exclusive of courses numbered below 100 in English, ESL, Mathematics, Reading and Learning Skills, with a cumulative grade point ratio of 3.8 or higher for those 24 credits of coursework. For non-vocational students, below 100 level courses will not count towards the minimum 24 credits.
3. Has been assigned the grade of "W" or "NC" for no more than a total of four courses at LCC, 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 6 credits for letter grade 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 LCC's Academic Probation and Suspension Policy.
6. When an "I" (incomplete) grade is assigned to a student at the end-of-semester deadline, the "contingency" grade submitted by the instructor will be used to determine eligibility for the Dean's List.

In determining a student's eligibility for the Dean's List, or whether the student meets the requirements 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 LCC Catalog specifies that the course may be repeated for credit.

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.

A student must qualify for the semester's Dean's List based on the student's total academic or transcript record to date at LCC, including the student's semester grades for that particular semester as submitted to the Admissions and Records Office by the applicable end-of-semester deadline for the submission of semester grades. A student will not be named retroactively to the Dean's List based on any change of grade submitted after the applicable end-of-semester deadline.

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

Note: Effective academic year 2004-2005, the "N" grade was discontinued by Leeward Community College.

Honors Program

To graduate with honors, students must apply and be accepted into the Honors Program. The 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 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 Program must meet all degree requirements, take one Honors course, and maintain a 3.5-4.0 grade point average. Entrance Qualifications of the applicant at the time of application include:

1. a cumulative grade point average of 3.5-4.0 for the equivalent of one semester of full-time work (12 credits at LCC or present proof of membership in good standing in a high school honor society)
2. one recommendation from a previous instructor
3. a completed application form with an official LCC transcript

For more information and applications, contact Honors Program Coordinator, Mr. Joe Chernisky (FA-121 or telephone 455-0625). Application and information forms are also available in the rack opposite the front desk of the Library.

Phi Beta Lambda

Phi Beta Lambda is a professional business association serving postsecondary students nationwide and abroad and helps future business leaders convert their ambitions and abilities into financial success and professional recognition. Leeward's chapter, Eta Beta Epsilon, is one of more than 7,000 chartered chapters of Future Business Leaders of America/Phi Beta Lambda (FBLA/PBL) throughout the United States, Puerto Rico, the Virgin Islands and Europe. Organizational goals include:

promoting competent, aggressive business leadership

understanding American business enterprise

establishing career goals

encouraging scholarship and promoting school loyalty

promoting sound financial management

developing character and self-confidence

facilitating the transition from school to work

Phi Theta Kappa National Honor Society

Phi Theta Kappa is an international honor society founded in 1918 for outstanding community, technical, and junior college students. LCC's chapter, Alpha Lambda Gamma, is one of over 1,000 chapters in the United States, Canada, and abroad. PTK members have opportunities to:

meet and socialize with interesting people outside of the classroom setting

be recognized for their academic achievements at various campus activities and functions during the year and at the graduation ceremony

be automatically entered into the Phi Theta Kappa Transfer Database and invited to submit their names to the National Dean's List and other such directories of the nation's top students

have points added to scholarships and grant applications just for being a member or officer

take advantage of the scholarships and tuition waivers designated only for members.

To be eligible for membership in Alpha Lambda Gamma, a student must:

1. have a cumulative 3.50 GPA at LCC, based on at least 12 credits in 100-level or higher courses and less than 15% "W" grades
2. be enrolled at LCC in at least one for-credit course during the semester of his/her induction into the chapter
3. adhere to the college's conduct code and possess recognized qualities of citizenship.

Those who do not meet all these membership requirements (such as recent high school graduates or transfer students) may still join the Society as provisional members. Once inducted, members must maintain a cumulative GPA of not less than 3.25 while enrolled at LCC.

At the beginning of the fall and spring semesters, eligible students are mailed an invitation to join Alpha Lambda Gamma. Those interested in joining the Society may also contact its Lead Advisor, Gailynn Williamson, FA-122, telephone 455-0356.

REPETITION OF COURSES

No student may attempt the same course more than two times without special approval. The third or any subsequent attempt of the same course requires the approval of the Dean of Student Services or his/her designee. Withdrawal from a course after the erase period will count as an attempt of the course.
This policy does not apply to:

1. Courses which are identified in the LCC Catalog as repeatable for additional credit. These courses may be repeated up to the maximum number specified.
2. Courses taken during Summer Session.

If a course is repeated, both the earlier and the subsequent grades earned shall remain on the student's transcript. In doing a graduation check for an LCC degree or certificate, credit will be allowed only once for a course repeated unless the Catalog course description for that course specifically states that it may be repeated for additional credit(s). 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, with the exception of the following music courses:

MUS 103	Guitar Ensemble I
MUS 104	Beginning Jazz Ensemble
MUS 112	Hawaiian Ensemble I
MUS 113	Hawaiian Ensemble II
MUS 114	College Chorus
MUS 201	Vocal Ensemble
MUS 202C	Community College Band
MUS 202D	Symphonic Wind Ensemble
MUS 203D	Keyboard Ensemble
MUS 203G	Guitar Ensemble II
MUS 204	Advanced Jazz Ensemble
MUS 206	Electronic Keyboard Ensemble
MUS 215	Intermediate Piano Class I
MUS 216	Intermediate Piano Class II
MUS 221D	Woodwind, Brass Or Percussion
MUS 221G	Contemporary Guitar
MUS 221H	Classic Guitar III
MUS 223	Advanced Voice Class
MUS 227	Piano By Ear I
MUS 228	Piano By Ear II
MUS 232	Applied Music

COLLEGE CREDIT EQUIVALENCY PROGRAM

Leeward's College Credit Equivalency Program provides alternate opportunities to obtain credits. Detailed guidelines and procedures are outlined in College's Manual of Policies and Procedures of the College Credit Equivalency Program at Leeward Community College, available for reference use through counselors, the Dean of Arts & Sciences, the Dean of Career & Technical Education, Dean of Student Services or Division Chairs. Leeward Community College believes there are many ways to become "educated" besides traditional course offerings. The College provides options which allow students to demonstrate competency gained through non-classroom experiences and to earn college credits for them. This allows students to spend their time and money on the 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 study provides the student with an opportunity to participate in the creation of academic learning experiences geared to individual needs, interests, aptitudes and desired outcomes.

Any student registering at LCC may design an independent study project at one of three levels:

1. Developmental (99)
2. Introductory (199)
3. Enrichment (299)

The study must be managed by at least one student-selected advisor and 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. The independent study could take the form of self-directed reading, research, fieldwork experience, public performance or an occupational experience.

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

Credit-by-Exam

With instructor approval, currently enrolled students may take instructor-made examinations covering the material in a specific LCC course if the student feels he/she has learned the concepts and skills elsewhere. Students may contact instructors teaching the specific course they wish to challenge.

To receive credit, a student must successfully pass the challenge examination at the "C" grade level or higher. A grade of "CE" is recorded on the student's transcript to indicate credit earned through credit-by- exam. Students will be assessed additional tuition in accordance with the College's tuition schedule for credits earned.

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. Official transcripts of all post-secondary work completed at foreign, non-U.S. institutions must be sent by each institution attended directly to the LCC Admissions and Records Office for evaluation. If such transcripts and related documents are written in a foreign language, certified English translations must be attached.

College Transfer Credit

Courses completed at other accredited colleges and universities with a grade of "D" or better may be transferable toward an LCC degree. As a general rule, transfer credit toward an LCC degree or certificate will not be awarded for upper-division courses (numbered 300 or higher under the UH System's course numbering system) unless the upper-division course has an LCC lower-division course equivalent which may be applied to the LCC degree or certificate.

The transcript evaluation is applicable only to the designated LCC degree/certificate. It is not necessarily binding on other colleges to which the student may subsequently transfer.

Students are responsible for:

1. requesting that colleges previously attended send official transcripts directly to the Admissions and Records at LCC; and
2. completing a Transcript Evaluation Request Form at the Admissions and Records Office or the Counseling and Advising Office. This form must be completed and returned to the LCC Admissions and Records Office. The student must be enrolled in at least one credit in the UH system and LCC must be the home campus before transcripts will be evaluated.

For other policies on the awarding of transfer credits, see the earlier section under *Admissions Information* relating to students transferring to LCC from colleges or universities not part of the UH System.

Correspondence Courses

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

Equivalency Examinations

LCC awards college credit, which may be applied as applicable to LCC degrees or certificates, for acceptable scores earned on two nation-wide examination programs administered by the College Entrance Examination Board of The College Board with the assistance of the Educational Testing Service:

1. College-Level Examination Program (CLEP)
2. Advanced Placement (AP) Examinations

College-Level Examination Program (CLEP)

Effective Fall 1997, LCC awards college credit for acceptable scores earned on selected CLEP General Examinations and Subject Examinations in accordance with the CLEP policy and criteria adopted by the University of Hawai'i at Mānoa, subject to such revisions as may be adopted in the future by UH Mānoa and as may be adapted by LCC. (Prior to Fall 1997, LCC awarded credit only for the CLEP General Examinations in accordance with LCC's own policy and acceptable examination scores.)

To qualify for credit, the CLEP General Examinations must be taken before the student has completed 24 semester hours of college-level coursework (in courses numbered 100 or higher under the University of Hawai'i System's course-numbering system, or in equivalent courses). Credit is not awarded for the General Examination in English Composition with or without Essay.

Copies of the LCC CLEP policy (including acceptable minimum scores, course equivalencies for the CLEP Subject Examinations and other related information) are available at the LCC Admissions and Records Office and the Counseling Office.

Advanced Placement (AP) Examinations

Effective Fall 1996, LCC awards college credit, placement into courses or programs, and/or waivers without credit for acceptable scores earned on the Advanced Placement Examinations in accordance with the AP policy and criteria adopted by the University of Hawai'i at Mānoa, subject to such revisions as may be adopted in the future by UH Mānoa and as may be adapted by LCC.

Copies of the LCC AP policy (including acceptable scores for course credit, waivers, and/or placement) are available at the LCC Admissions and Records Office and the Counseling Office.

Other Standardized or Equivalency Examinations

On a case-by-case basis, LCC may award college credit, placement into courses or programs, and/or waivers without credit for satisfactory scores earned on other standardized or equivalency examinations which the College deems acceptable.

In making such determinations, LCC shall utilize such publications as the American Council on Education's *Guide to Educational Credit by Examination.*

Credit for Prior Learning

Other learning experiences (such as unique kinds of employment or projects) may be granted LCC credit if the learning can be verified and documented, and the competency can be documented. The determination will be made by select faculty.

Non-collegiate-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 Hawai'i Guide to Crediting Noncollegiate-Sponsored Learning; and other similar recommendations from other states.

Restrictions/Limitations:

1. A maximum of 21 nontraditional credits ("experiential credit" and "non-collegiate-sponsored education credit") can be applied to a degree program at LCC. 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 LCC's College Credit Equivalency Program, the desired credits must, as a general rule, be substantially comparable in content and level or equivalent to any existing course(s) offered at LCC.

The UH Community Colleges and UH West O'ahu Agreement on Prior Learning Credits

In 1998, the UH Community Colleges (UHCCs) and UH-West O'ahu (UHWO) developed an agreement on the acceptance and transfer of credit for prior learning.

Prior learning refers to college-level learning (knowledge, skills, and competencies in both theory and application) which may have been acquired outside the traditional classroom. If such prior learning is adequately demonstrated and documented and is equatable to a college course applicable to a degree sought by the student, college credit may be awarded.

Under the agreement, prior learning may be demonstrated through (1) portfolio assessment or (2) challenge exams or credit by examination.

Among the UHCCs, the agreement applies to the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees. Between the UHCCs and UHWO, the agreement applies to the A.A. degree and select A.S. degrees (as defined by separate formal agreements) offered by the UHCCs as preparation for transfer to UHWO. Within UHWO, the agreement applies to the baccalaureate degree.

Procedures and handbooks to implement the agreement are being finalized. For additional information, contact the Academic Advising Coordinator in the LCC Counseling Office.

2004–2005 | IMPORTANT ACADEMIC DATES

(subject to change)

2004 Fall Semester

First Day of Classes	August 23
Last Day to Late Register, Add or Change Sections	August 27
Last Day for Textbook Refunds	September 10
Last Day to withdraw with a "W" grade	September 12
Application Deadline for Spring 2004 Semester	December 1
Last Day of Instruction	December 9
Final Exams	December 10–16
Fall Graduation Application Deadline	December 16*
Bookstore Buyback	December 13–17

2004 Winter Session

to be announced

2005 Spring Semester

First Day of Classes	January 10
Last Day to Late Register, Add or Change Sections	January 14
Last Day for Textbook Refunds	January 28
Spring Graduation Application Deadlines	
Name to appear in printed program	April 1
Participant deadline (walk in commencement, name will not appear in printed program)	May 2
Graduation Application Filing deadline	May 13
Last Day to withdraw with a "W" grade	March 18
Last Day of Instruction	May 4
Final Exams	May 6–12
Bookstore Buyback	May 9–13
Spring Commencement	May 13

**College Commencement Exercises occur only once a year, at the end of Spring Semester.*

SUPPORT & SERVICES FOR STUDENTS

"I'm fortunate to be working and living in the community I grew up in, and I know I've been around a long time when the grandchildren of former students show up at our doorsteps asking for me by name."

Walterbea Aldeguer

Secretary, LCC at Wai'anae
Member and past president of the LCC Clerical Staff Council; member of Pu Ko'a No Na Ewa, Na 'Ohana o Makua, Hui Malama o Kaneaki; Waianae Maritime Academy student; Reef Check Hawaii volunteer

GETTING STARTED

Admissions and Records

AD-220 455-0642
Monday–Friday 8:00 a.m.–4:30 p.m.

The Admissions and Records Office provides admission services and maintains academic records for all current and former students. Throughout you college career, A&R will provide you with vital information, beginning with your first inquiry though your transcript and graduation diploma or certificate.

The Admissions and Records Office offers information and assistance with admission and registration of students and maintains student records, transcript requests, Veterans' Administration (G.I. Bill) Certifications, and applications for Student Medical Insurance Plans. The office also handles enrollment certification and graduation processing.

Counseling and Advising

AD-208 455-0233/0234

By appointment:
Monday-Thursday 8:00 a.m.–6:30 p.m.
Friday 8:00 a.m.–1:00 p.m.

On a walk-in basis:
Monday-Thursday 10:00 a.m.–3:00 p.m.
Friday 10:00 a.m.– 2:00 p.m.
Evening services available by appointment

Academic advisors are available to help you develop a program of study to meet your educational objectives. Meeting with an academic advisor provides an opportunity to develop an individualized educational plan along with a program of academic support throughout your college experience. You will also receive guidance in academic planning through assistance in course selection.

Counselors provide information on program requirements, prerequisites, course sequence, and registration. Other services include: program status and eligibility, graduation information, counseling as related to academic success, course waiver/substitution, information on credit by exam, transcript evaluation and transfer information.

Call on a counselor for academic advising, including help in clarifying or establishing educational and related career goals and transfer advising. They can help you with graduation or degree checks, and personal growth and development counseling

The office also coordinates the Women in Transition Program and the advising of students on academic warning, probation or suspension

Financial Aid Office

AD-210 455-0606
Monday–Friday 8:00 a.m.–4:00 p.m.

LCC Waiʻanae & evenings: by appointment

Financial Aid provides Federal financial aid applications for Pell Grants, student loans and work-study in addition to general information on scholarships, grants, state tuition waivers and private scholarships. See page 88 for details.

MyUH Portal

Banner is the University of Hawaiʻi's first integrated student information system. Features include a common interface for all students, 100% web based services, the ability to register at multiple UH campuses and is accessed through individual MyUH Portal accounts. For a preview of the MyUH Portal, see the College's website, **http://www.lcc.hawaii.edu** and click on the MyUH Portal icon.

Students having difficulty entering their MyUH Portal account should email the University's Help Desk at help@hawaii.edu or call 956-8883.

Opening Day Experience

Prior to the start of Fall and Spring Semesters, the College offers Opening Day Experience, a unique welcome to new students. Opening Day Experience is your opportunity to meet some of your instructors, administrators and fellow students. You can sign up for Campus Clubs, meet Student Government representatives and become familiar with the campus through a variety of tours and activities.

Orientation and Testing for New Students (OTAR)

Generally, all new students are required to attend OTAR (Orientation, Testing Advising and Registration). During OTAR, you will receive general information about the College and its programs and services, take the appropriate Placement Testing, and begin selecting and registering for classes.

HELP ALONG THE WAY

Computer Resources

College Computing Labs (CCL)
BS 109, entrance on mauka side of BS Bldg.
BE 227, entrance on diamond head side of BE Bldg.
455-0623
Hours are posted.

The CCL is the hub of computing on campus with an array of computer classrooms and open labs clustered in the Biological Science and Business Education Buildings. The classroom labs are primarily used for instruction, however, during non-instructional time, students may use these computers as open labs. Students need to present a current validated LCC student ID when requesting to use a computer.

Computer labs are also located in Business Technology Division, Learning Resource Center, Math LRC, Chemistry and Physics Labs, and Language Arts (LA102). Internet Stations are also available in the Library

Setting up Your Email Account

Every LCC Student needs to establish a University email account via the Internet by going to the following website:
http://myuhportal.hawaii.edu
and click on "Get a UH username."

Please read all instructions carefully. Be sure to write down your login id, email address and password. The account can be used throughout a student's stay at the University.

Students can go to the Learning Resource Center for assistance in setting up the account and for help in changing or retrieving forgotten passwords.

Computing Support

The CCL Helpdesk offers a full range of technical support for computers and peripherals on campus The Helpdesk is located near the entrance of the CCL in BS 109. 455-0271

CLUE (Computer Literacy: Understanding Essentials) workshops are offered throughout the semester, providing free, hands-on training on topics such as email, the Internet, and word processing. The workshops are available to students on a sign-up basis. Schedules are available in the LRC, with flyers posted around campus.

The LCC Bookstore offers selected computer systems, software, and peripherals at educational discounts to students enrolled in at least one credit. Please check with the Bookstore Staff for details on ordering and current prices.

Learning Resource Center (LRC)

L 101 455-0412
Hours are posted.

The LRC provides free instructional support services to students:

- assistance and instruction by specialists in writing, instructional technology, and disabilities (see Services for Students with Disabilities)
- tutorial help in writing, reading, foreign languages, computer skills, and other subjects taught on campus
- workshops in study skills, writing skills, computer skills and self-development

Resources include:

- independent study materials in reading and writing
- audio-visual materials, including foreign language audiotapes, study skills and self-development videos
- typewriter for student use to complete forms.

Library

Library Building, Second and Third Levels
455-0379
Monday–Wednesday 8:00 a.m.–8:00 p.m.
Thursday 8:00 a.m.–5:30 p.m.
Friday 8:00 a.m.–3:00 p.m.
Saturday 9:00 a.m.–1:00 p.m.

The Library is an integral part of your educational program. It provides support and services for study and research for the main campus, the Waiʻanae campus and off-site. Its collection of over 68,000 volumes of books, periodicals, Federal documents, videotapes and other media forms are selected to support the LCC curriculum. The Library also provides electronic full text access to over 11,000 journals, magazines, and other periodicals; to over 27,600 college catalogs; and specific reference tools. In addition, resource availability is strengthened and enhanced through the library's participation in the consortium of University of Hawaiʻi System Libraries, including UH West Oʻahu, and the shared library catalog, Hawaiʻi Voyager.

The Library also provides: assistance with reference, research, and the location of materials through individualized consultation, class instruction, and workshops. You can access our special collections of Hawaiʻi/Pacific resources and Federal Depository documents, as well as LCC course outlines.

The Library offers video and DVD viewing stations, computers for internet, e-mail access and word processing, laptop computers for in-library use and wireless campus network access.

Mathematics Learning Resource Center

MS 204 455-0400
Hours are posted.

The Math Learning Resource Center offers you instructional assistance in mathematics when you are enrolled in Math or Quantitative Methods (QM) courses at Leeward Community College. Tutoring is available at no charge, on a first-come-first-serve-basis at the two Help Stations in MS 204.

An extensive collection of free worksheets in Math 1B, Math 24, Math 25, and Math 103 is available. Video tapes on Math 1B to Math 205, Math 115 and QM 121-2 are available for viewing in MS 210.

Graphic and scientific calculators and books on Arithmetic, Algebra, Pre-calculus, and Calculus are available for student use, along with computer stations. Software is available for Math 1B to Math 205, and Math 115.

Non-Credit Courses

The Office of Continuing Education and Workforce Development offers a variety of non-credit classes that can assist you in your academic goals. Short-term classes in computer technology and various employment training opportunities are offered year-round. Non-credit courses can help you gain specific skills that can enhance and complement credit instruction. Call 455-0477 for a current schedule of courses.

Services for Students with Disabilities

Kākoʻo ʻIke (KI)–Support for Learning
L 208 455-0421, TTY 455-0532
Monday–Friday 9:00 a.m.–5:00 p.m.

The Kakoʻo ʻIke program supports services to students with documented disabilities. We also help students who choose to better understand their own personal learning strengths and style. We have over 60 free handouts related to disabilities and strategies for success in college.

Some of the other services we provide include:

Computer lab – Four assistive technology stations with computerized placement tests, Internet access, special adaptive software, scanner and printer.

Accommodations–Learn about classroom and test-taking accommodations that may be appropriate for you based on documentation.

Faculty consultation–Faculty can receive tips on working with particular disabilities and students can receive assistance in approaching instructors about recommended accommodations.

Interactive analysis–Through discussion and various inventories, discover and understand your own unique learning style.

Course advisement and career exploration

A counselor knowledgeable about disabilities can help with course selection and guidance.

Individualized subject tutoring–Receive tutoring from specially trained peer tutors.

While the range and method of services may vary, the goal of this program is to "level the playing field" so all people have equal access to education. It is important to understand that the available accommodations, such as taped textbooks, tutors, note takers, testing alternatives, extended time limits, etc., do not give students with disabilities unfair advantage. Rather "they merely enable the student to overcome disadvantages with which they would otherwise begin."

SQ and CLUE Workshops

Success Quotient Workshops are designed to help improve college study skills, increase success in course work and broaden general knowledge. No advance sign up is needed. Some instructors give extra credit for attending; please check with your instructor.

CLUE (Computer Literacy: Understanding Essentials) offers free hands-on workshops on a wide range of computer programs. The workshops are available to students on a sign-up basis.

Schedules for both SQ Workshops and CLUE are available in the LRC, with flyers posted around campus.

Supplemental Instruction

Supplemental Instruction (SI) is an academic retention program that brings extra support right to the students. Trained SI leaders (students who have done well in the class before and like to help others) sit in the class to listen and learn right along side the other students. They then hold study sessions after class that help students to better understand the class material, to learn new study tips, and to be well prepared for tests and quizzes. Students who participate in SI succeed at a rate twice that of non-participants.

Writing Intensive Program

Writing Intensive courses give you an opportunity to practice and improve your writing skills in many subject areas. These courses, indicated in the Schedule of Courses by a "WI" in the course title, enable you to use writing to increase your understanding of course material. The courses require a minimum of 4,000 words of writing (approximately 16 typed pages) during the semester, with writing as a major element in determining the course grade. A prerequisite for all Writing Intensive courses is successful completion of English 100. Two Writing Intensive courses are required for the Associate in Arts degree (effective with students entering in Fall 2003).

Veterans Affairs

AD 220 455-0644 (ask for the Veterans Clerk) or Counseling Office, AD 208 455-0233
Hours are generally by appointment only if academic advising services are required.

LCC is an approved institution for education and training under the Veteran's Educational Assistance Act (GI Bill) and the Dependents' Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. Please see an LCC counselor for general assistance in academic advising, selecting a major, and planning an educational program.

Contact the Veterans Clerk in the LCC Admissions Office regarding V.A. (G.I. Bill) enrollment/ course certifications.

EMPLOYMENT ASSISTANCE

Career Center Services

AD 221 455-0237

M–Th.	8:30 a.m.–12:00 noon
	1:00 p.m.–4:30 p.m.
Friday	8:00 a.m.–12:00 noon
Evenings	Selected hours and by appt.

CDC is the central location to for assistance with career exploration and planning. Students can learn about their interests, abilities, goals and values and access resources and information concerning jobs and career opportunities.

Career Center Services offers computer access to on-line assessments and occupational information, including Career Kokua: the computerized Hawai'i Career Information System, along with a library that provides occupational, labor market, and major information.

If you're pursuing off-campus employment, the Center offers pre-employment orientation, resume writing, and tips on job interviewing, in addition to full and part-time off-campus job listings, including federal, State and City & County civil service jobs.

Job Prep Services

AD 221 455-0237

Mon day–Friday 8:00 a.m.–4:30 p.m.

(or by appointment)

Job Prep Services (JPS) is a place where career and technical education students can prepare for the job hunt and research employment opportunities. Students can get help creating their resumes, practicing interview skills, or get general information on workplace strategies. Students also have available to them information on job openings from the LCC Job Board located at AD-221 or job listings on the LCC website at **http://emedia.leeward.hawaii.edu/ccenter/jobs**

JPS services include:

Job search strategies and job referrals through the LCC Job Board.

Providing workforce readiness workshops that prepare students for continued employment (career assessments, resume and interview preparation, job search skills, and workplace strategies.)

Arranging employer panel for program areas and the LCC annual job fair.

Assisting students to identify job positions that match with their career objectives.

Advising student individually and in small groups with resume review, mock interviews, and employer background information.

Computer access to research companies and to on-line applications.

Please contact the staff for further information:

Sandy Hoshino

Job Developer

455-0238

shoshino@hawaii.edu

On Campus Student Employment Services

Human Resources Office

AD 121 455-0326

Monday–Friday 7:45 a.m.–4:30 p.m.

To be eligible for on-campus jobs, a student must be enrolled for at least 6 credits and have a cumulative GPA of 2.0. New students are eligible for jobs upon enrollment for at least 6 credits.

The Federal Work Study Program (FWSP) funds part-time employment on campus. To be eligible for jobs funded by FWSP, a student must apply through the Financial Aid Office and qualify for the program. Upon qualifying, a student must have received a Federal Work Study award by the Financial Aid Office and be enrolled for at least 6 credits. Eligible students are limited to a maximum of 20 hours per week during the academic terms (Fall/Spring semesters). Students' award is based upon individual need and the availability of funds.

CAMPUS RESOURCES

Frani Okamoto

LCC Shade House Manager
former Greenhouse Manager, Lyon Arboretum,
Rare Hawaiian Plant Program

LCC's Native Hawaiian plant collection received the Kaulunani Urban Forestry Program Award in 2003 and the Scenic Hawai'i Betty Crocker Xeriscape Landscape Award in 2004.

“Inside all of us is a sense of wonder, a place that moves us to learn and understand more about the world around us. Seeing the delight in students that have discovered that learning can be the stuff of magic….that is the ultimate gift that we strive to give each and every student.”

CAMPUS RESOURCES

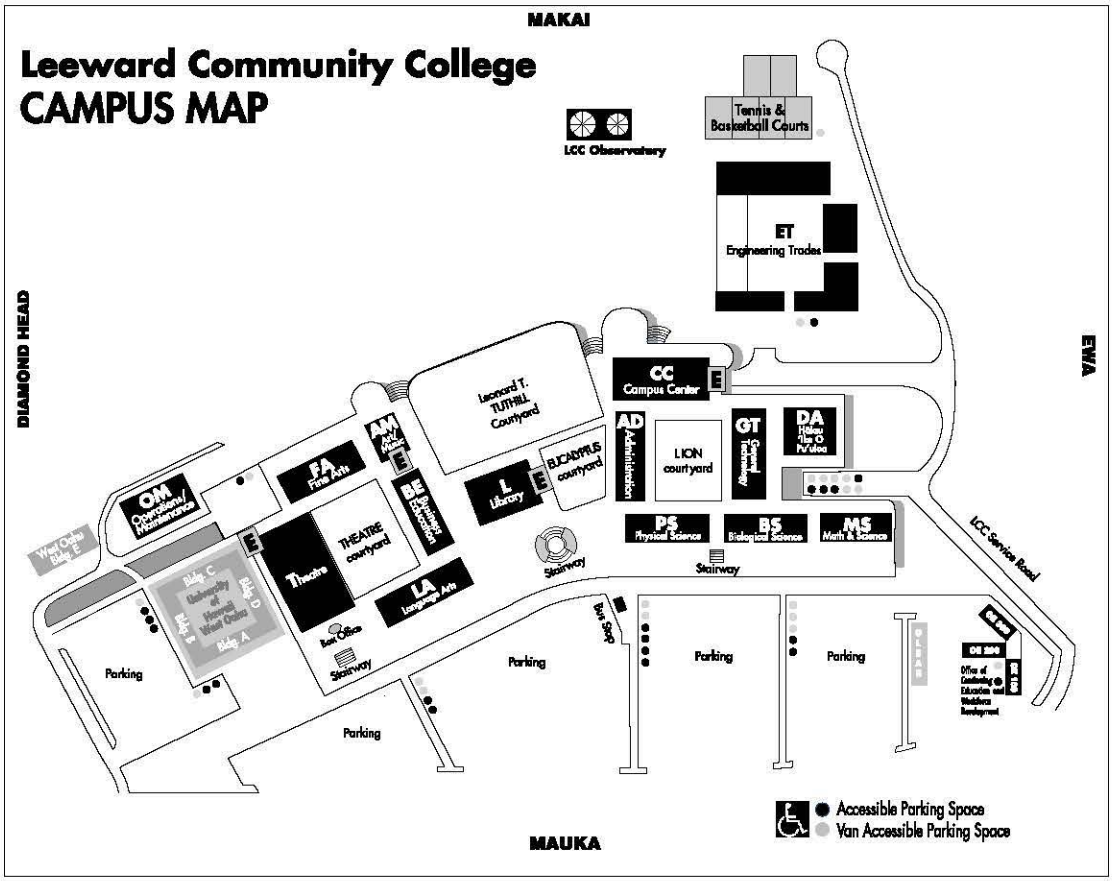
Automatic Teller Machines

Two ATM Machines are inside the LCC Library.

Bookstore

Student Center Building (Lower Level)
455-0205
Monday–Friday 8:00 a.m.–3:30 p.m.
Special night hours are posted

You can purchase textbooks and related reference materials, supplies, used books, the College Catalog and snacks at the Bookstore. Computers and software at discounted prices are also available to students enrolled in at least 1 credit. You can charge textbooks on line at www.bookstore.hawaii.edu/lcc/



Cashier

Administration Building, Ground Level,
facing the Lion Courtyard
455-0308
Monday–Thursday 8:00 a.m.–4:00 p.m.
Friday 8:00 a.m.–3:30 p.m.

Campus Health Center

AD 122 455-0216
Monday 8:00 a.m.–6:00 p.m.
Tues, Thurs, & Fri 8:00 a.m.–4:00 p.m.
Wednesday 8:00 a.m.–2:00 p.m.

The Campus Health Center offers a variety of low cost services, including:

Emergency and non-emergency care and a Walk-in Clinic.

Acute illness diagnosis, treatment and prescriptive drug services.

Family planning services and education:
Birth Control Pills, Pregnancy test, Depo Provera, free condoms

Annual female exams including PAP test and Breast exams.

Complete laboratory services (including STD work-ups).

Health screening, including height, weight, and blood pressure.

Student medical and dental insurance applications.

Health teaching and counseling.

Health and wellness programs.

Pamphlets and booklets covering a wide variety of health subjects.

Immunizations:
Hepatitis A & B, MMR, TB skin testing, Flu shot, and Tetanus.

Referral to other services.

Emergency—Medical

In case of emergency please notify the Security Office at 611. If you are disabled by sickness or injury, you can contact the Campus Health Center by dialing 216 on any office telephone on campus. Please call 911 in case of emergency (if calling from on campus, you must first dial '9' then 911)

Campus Security

LA 238 455-0611

Campus Security provides around-the-clock assistance to students, faculty, and staff and maintains a "lost and found" service. Incidents and concerns relating to security should be reported directly to this office. Campus Security may also be able to assist you with dead car batteries and keys locked in cars. Campus Security offers a walking Escort Service on request from anyone on campus by calling 455-0611. The escort will walk you to any facility or vehicle parked on campus. There is an Emergency Call Box located on the outside wall of the security office at LA 238, which can be activated by simply picking up the handset.

Children's Center (Leeward)

DA 107
455-0488 (During Fall and Spring semester)
845-9466 (Summer)
Monday–Friday 7:45 a.m.–3:15 p.m.

The LCC Children's Center provides quality early childhood care and education services for preschool-aged children (3-5 years old) of the campus community. Two-year olds may be accepted if they turn three years old during the semester of entry. The Children's Center is licensed by the state of Hawai'i, accredited by the National Academy of Early Childhood Programs and serves as laboratory for the Honolulu Community College early childhood teacher training programs.

Parents have three scheduling options. Tuition includes breakfast, lunch, and afternoon snack. Send applications to:

Leeward Community College, Children's Center,
DA 107, 96-045 Ala Ike, Pearl City, HI 96782

During the summer, please send applications to:

Honolulu Community College, Early Childhood Program,
874 Dillingham Blvd., Honolulu, HI 96817

Copy Center

GT 104 455-0323
Monday–Friday 8:00 a.m.–4:00 p.m.

The LCC Copy Center provides black & white and color copying, printing and scanning services. Finishing services include lamination, binding, folding and three-hole punching. The Copy Center also sells the Schedule of Courses.

Food Services

The campus food service facilities are operated as the training component for culinary classes at Leeward Community College. Hours of operation vary, depending on class schedules. Due to renovations during the Fall 2004 semester, the cafeteria will be temporarily located in GT-113 and The Pearl will be closed. All operations will commence in the Spring 2005 semester.

The Cafeteria

First level, Campus Center 455-0630
Monday–Thursday: 7:30 a.m.–4:30 p.m.
Friday 7:30 a.m.–1:00 p.m.
Catering Services

Leeward Community College Food Service Program offers catering services available to the public. Anyone planning a party or special event can take advantage of LCC Catering Services. Call Travis Kono at 455-0375 [or email ttkono@hawaii,edu] for party menus and prices tailored to your needs.

The Pearl

Second level of the Campus Center
Wed., Thurs., & Fri. 11:30 a.m.–1:30 p.m.
Call 455-0475 for reservations.
For more information email: **tlbenave@hawaii.edu**

Tucked away on the right side of the Student Lounge, this fine dining restaurant features casual elegance and upscale regional cuisine. Advanced culinary students prepare the delicious menu and The Pearl's dining room students serve the meals. Special dinners are offered throughout the academic year. Notices of these special events are listed on the Food Service Website:
http://emedia.leeward.hawaii.edu/FoodService/
Due to renovations, The Pearl may be closed in 2004–2005.

Lockers

A limited number of lockers in the Campus Center Student Lounge are available for rental for one-semester periods on a first-come, first-served basis. Contact the Student Activities, AD 222, 455-0208.

Lost and Found

Please contact any Security Officer in LA 238, or call 455-0611.

Parking

The College provides parking to the maximum extent possible for which there is no charge. It is assumed that all users of the campus be concerned for the rights and privileges of others and cheerfully obey all rules and regulations. Copies of the Rules and Regulations for Campus Parking at Leeward Community College are available at the Security Office (LA 238).

Photocopiers

The Library has two self-service copying machines, one on each floor. Additional copiers are located in the Student Lounge on the second floor of the Campus Center and in the LRC. Copying services are also available at the LCC Copy Center, GT 104.

Public Transportation

The Mass Transit Lines, TheBus, runs several routes providing service to the College on a regular basis. Complete schedules may be obtained from TheBus by visiting the website, **www.thebus.org**

The City and County of Honolulu also maintain a shuttle bus service between the campus and Pearl City area during schooldays.

Vending Machines

Soda and snack vending machines are located throughout campus. Coins and dollar bills are accepted.

FACILITIES, ACTIVITIES AND SPECIAL EVENTS

Educational Media Center

L-112 455-0222
Monday-Friday 7:45 a.m.–5:00 p.m.*
Sat.-Sun. 9:00 a.m.- 1:00 p.m.; 2:00–6:00 p.m.
*Hours may be extended dependent on HITS course offerings.

The EMC provides support for teaching and student learning through the integration and use of instructional technology. The EMC Staff coordinates distance education program, provides in-service training for faculty and staff, and coordinates the use and maintenance of media facilities and resources. The EMC operates several facilities and services for the campus:

Digital Media Lab: Macintosh lab for electronic graphics and video production

Copy Center: Printing services for the campus
Television Classrooms: Studios for the production and reception of distance learning courses through cable and HITS

Video Studio: Production facilities for instructional programming

Intec Services: Media equipment checkout services

Foyer Art Gallery

Located in the Administration Building Lobby, the Foyer Art Gallery is a showcase for island artists and LCC art instructors and students. An advisory committee invites exhibitors and plans the annual season schedule. The Gallery is administered by the Office of Continuing Education and Workforce Development and is open to the general public during normal business hours. Art Gallery Coordinator: Alan Leitner, 455-0227.

Hawai'i National Great Teachers Seminar

Coordinated by LCC faculty, the Hawai'i National Great Teachers Seminar (HNGTS) offers a unique staff development opportunity which encourages teaching innovations. Held each August in Volcano National Park on the Big Island, HNGTS attracts faculty from throughout the United States and around the world. For more information, contact Larry Fujinaka at 455-0374.

LCC Family Fun and Craft Fair

Our annual Fall event features approximately 80 craft booths, a variety of delicious food items, children's games, new car exhibits and "Discovery Square," an impressive assortment of educational activities for young and old alike. The event is usually held the last Saturday in October.

LCC International Festival

Each spring, the College presents the LCC International Festival, a three-day event exploring facets of other cultures and regions. The Festival focuses on one international region each year, such as China, Middle and South America, and East Asia. A series of lectures, panels and presentations are offered on the first two days, followed by a celebratory day of cultural entertainment and food held in the Lion Courtyard.

LCC Observatory

Leeward Community College offers two observatories for instructional and community use. Students at the observatory can view objects directly through the telescope with eyepieces or attach 35 mm cameras to the telescopes to obtain photographic images, or electronically acquire images using the computer-operated CCD imaging systems which enable the image to be stored for later study using computers. The observatory will be open one evening per month from September–May for public viewing. For more information contact: Kakkala Mohanan at 455-0445 or e-mail: **observatory@lcc.hawaii.edu**

LCC Theatre

As Leeward and Central O'ahu's only major performing arts facility, Leeward Community College Theatre provides an exciting array of performing arts and cultural events throughout the year. The Theatre's season offers a dynamic blend of dance, music, drama and world music events. Over 200 performances are presented annually, encompassing all areas of the arts from student productions to internationally acclaimed professional artists.

The 650-seat Theatre also hosts a myriad of community-based performances and activities. A growing number of performing arts classes in drama and dance are supported with two dance studios and a unique 65-seat Lab Theatre. LCC Theatre is also available to the community as a rental facility. Groups are encouraged to schedule events well in advance.

For booking information, contact the Theatre Manager at 455-0380. For information on up-coming events, call the Box Office at 455-0385 or visit the Theatre's website: **http://LCCTheatre.hawaii.edu**

Native Hawaiian Plant Garden

A beautiful and unique botanical garden featuring native plants is located on the mauka side of the DA Building. For more information, contact Priscilla Millen at 455-0285.

The Pearl

Located on the second level of the Campus Center, The Pearl offers fine dining with upscale regional cuisine in a casually elegant atmosphere. For reservations and hours of operation, call 455-0475 or email **tlbenave@hawaii.edu**. Due to renovations, The Pearl will be closed during Fall 2004.

Shade House

The Shade House, Hoʻoulu ʻAina (that nourishes the land), provides support for Leeward courses in botany and horticulture. The Shade House serves as a propagation center with programs to learn more about native Hawaiian plants. A micro-propagation center will provide ways to grow challenging or desirable plants initially in test tubes to be planted later in regular conditions.

Leeward's botanic gardens received recognition from the Kaulunani Urban Forestry Program and have a significant collection of dryland native plants. Associate Professor Priscilla Millen is the project director and Frances Okamoto is the shade house manager. The Shade House is located on the ʻewa makai end of the campus near the tennis courts.

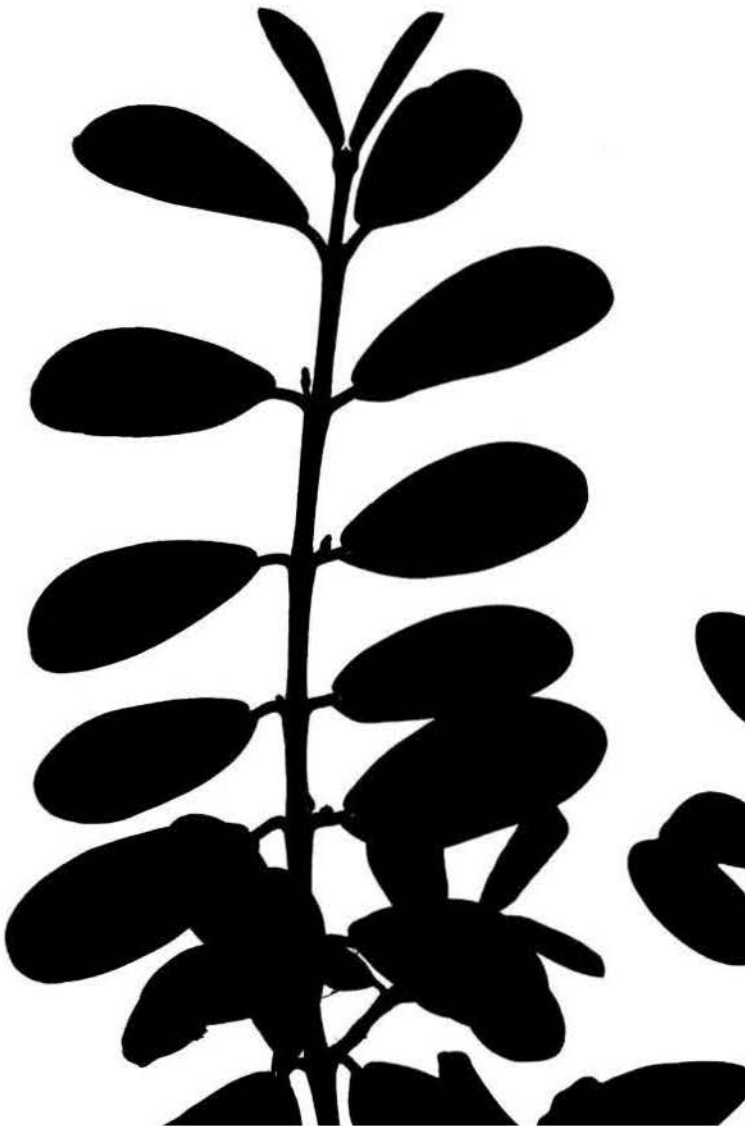
For additional information on how native plants came to be on these islands and the forms they developed, visit Professor Millen's website at **http://emedia.leeward.hawaii.edu/millen/bot130/**

Taste of the Stars

Taste of the Stars is an extraordinary culinary event held annually in early May as a fundraiser for the LCC Culinary Arts Program. The event boasts fabulous entertainment and sumptuous food prepared by the finest array of the top chefs in the islands, Luminaries such as Alan Wong, Roy Yamaguchi, George Mavrothalassitis, Russel Siu, and Philipe Padovani, to name a few, appear in person. The next scheduled Taste of the Stars wlll be in spring 2006.

Tennis Courts

Renovated tennis courts are located on the ʻewa end of campus and are available to students and the community. Call the Office of Continuing Education at 455-0477 to make reservations.



STUDENT LIFE

Student Activities Office

AD 222 455-0208
Monday–Friday 8:00a.m.—:30p.m.

The Student Activities Unit facilitates co-curricular learning experiences via a student's participation in clubs, campus events and student governing boards. Through such participation, students shall enrich their personal/professional development, civic responsibility, teamwork skills and leadership development.

The Student Activities staff also manages the Campus Center Lounge, Senate Chamber meeting room, bulletin board approvals, housing advertisements and locker rentals.

Student Lounge

Second Level Campus Center Building
Monday–Thursday 8:00a.m.–7:00p.m.
Friday 8:00a.m.–3:00p.m.

Located on the second floor of Campus Center, the Student Lounge is a comfortable area open to students for gathering and relaxing between classes. The Lounge is equipped with comfortable furniture, microwave ovens, bus schedules, a magazine swap table, lockers, a piano, and copying machines for student use. The Lounge is also the perfect venue for large student events such as the annual Job Fair, Health Fair, Blood Drives, Science Fair, and the Volunteer Fair.

Notice: The Student Lounge will be closed for part of the 2004-2005 academic year, as expansion and renovations of the Pearl Restaurant take place.

Student Government—Associated Students Of UH-Leeward Community College (ASUH-LCC)

Campus Center Building 455-0489
Monday–Friday 8:00a.m.–3:00p.m.

ASLCC is governed by an Executive Branch (President, Vice-President, Treasurer and Executive Secretary) and Legislative Branch (14 Senators). Major responsibilities include the budgeting and management of the student activities fees, the coordination of various campus activities and the establishment of policies and programs for students. Terms of all offices are for one year. The ASUHLCC Constitution allows students with a GPA of 2.5 or better to run for office.

Elections are held in November. All students are eligible (and encouraged) to vote. Numerous services and activities are provided by ASLCC including: Community Blood Drives, Student IDs, Student Talent Shows, Club Sports, Interclub Council, discount movie tickets, and Cultural and social activities.

Student Publications

Student Newspaper: Ka Manaʻo
Ka Manaʻo is the newspaper published by the students at the College. Translated literally to mean "The Thought," this publication is intended to provide information about the College to students from students.

Student Magazine—Harvest

Harvest is the student magazine of Leeward Community College. Produced by LCC students through the English 205 course, the magazine showcases the best literary and artistic work of LCC students. The student editors are looking for stories of personal experience, expository articles on any subject in any field, or poetry, written on your own or in a class. They are also looking for photographs, drawings and paintings done by LCC students. For more information, contact the Faculty Advisor and Instructor: Associate Professor J. Kay Porter, English, LA 202 ; 455-0432 ; email: jporter@hawaii.edu

Student Organizations

(as of April 5, 2004)

Club	Advisor(s)	phone
Astronomy Club	Kakkala Mohanan	455-0442
	Roger Kwok	455-0261

To promote science, specifically astronomy, among student population, conduct observation sessions, and to mentor younger students

Baha'i Club	Kats Tamanaha	455-0274

To discuss the principles of the faith with LCC staff and students & how these principles relate to solutions to current issues

Bantaba Dance & Drum Club	Emily Uribe	455-0417

To educate and inform the public about African culture and diaspora through drum and dance

Catholic Campus Ministry of LCC	Ernie Libarios	455-0242

To support the educational needs of Catholic students at LCC

Club Med	Steven Laycock	455-0354

To offer students a place to nurture the practice of meditation. Its aim is to reestablish positive focus, balance, inner peace, and reconnection to a higher power

Global Multi-Cultural Club	Ed Wiggers	455-0314
	Tyler Hawkins	455-0258

To promote awareness of other cultures, intercultural friendships, assistance and tutoring of English-as-a-Second Language students

Hālau ʻIke ʻO Puʻuloa	Kanani Baker	455-0474
	Kaeo Bradford	455-0225

To promote Hawaiian values through community service, athletic, and social activities

Homeschool Organization	Steven Laycock	455-0354

To supplement academic instruction with opportunities to develop social skills through frequent exposure to group activities and commitments

Information Technology Club	Alex Ramos	453-0522

To provide support to club members in obtaining their goals by sharing common experiences through projects, activities, and work exposure

Japan Circle	Yumiko Asai-Lim	455-0359

To promote awareness of Japanese culture and language

Club	Advisor(s)	phone
LCC Aikido Ohana	Roger Kwok	455-0261
	Aaron Bush	455-0286

To practice Aikido, Japanese martial art, on a regular basis on campus and promote fellowship and community service

LCC Auto Tech Car Club	Eric Pang	455-0435

To educate its members on basic automotive maintenance, alternatives to street racing, and to provide members with opportunities for occupational interactions, responsibilities, public speaking, organizational skill building, and leadership training

LCC Children's Center Families and Friends Club	Eva Moravcik	455-0488
	Steve Bobilin	

To provide support to the Children's Center through fundraising, donations, volunteering, and to raise awareness of its purpose, function, and importance to campus and community

Phi Beta Lambda	Deenie Musick	455-0206
	Kay Ono	455-0223

To bring business and education together in a positive working relationship, promote business relationship, establish career goals, and facilitate the transition from school to work

Phi Theta Kappa	Gailynn Williamson	455-0356

To develop leadership and service, scholarship programs, and cultivate fellowship among qualified students

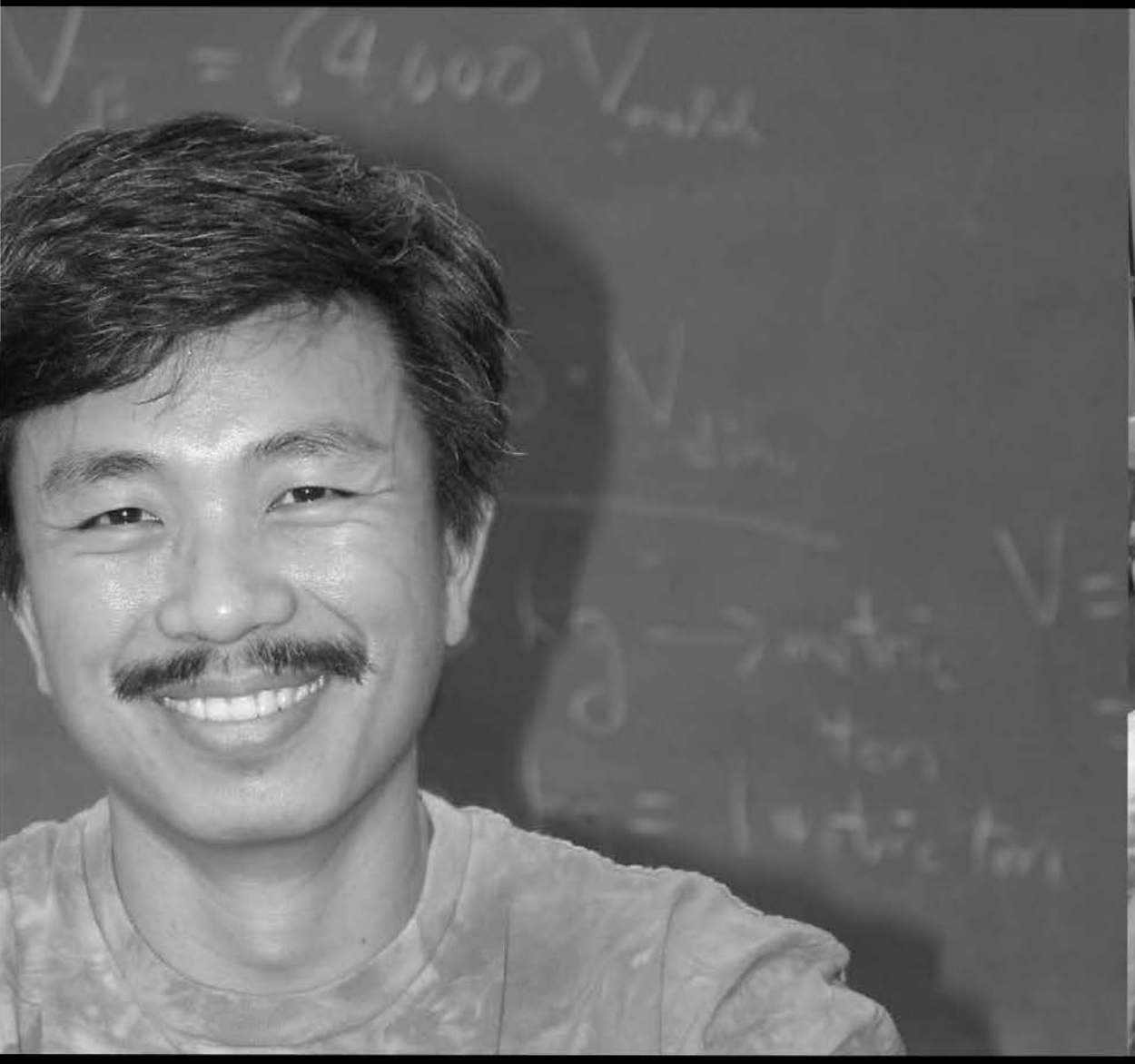
Societe Culinaire	Linda Yamada	455-0244
	Stan Ikei	455-0322
	Ian Riseley	455-0305

To gather students who are interested in other areas of the food industry outside of instruction, like ice and vegetable carving

Susi Ng Pilipinas	Ernie Libarios	455-0242

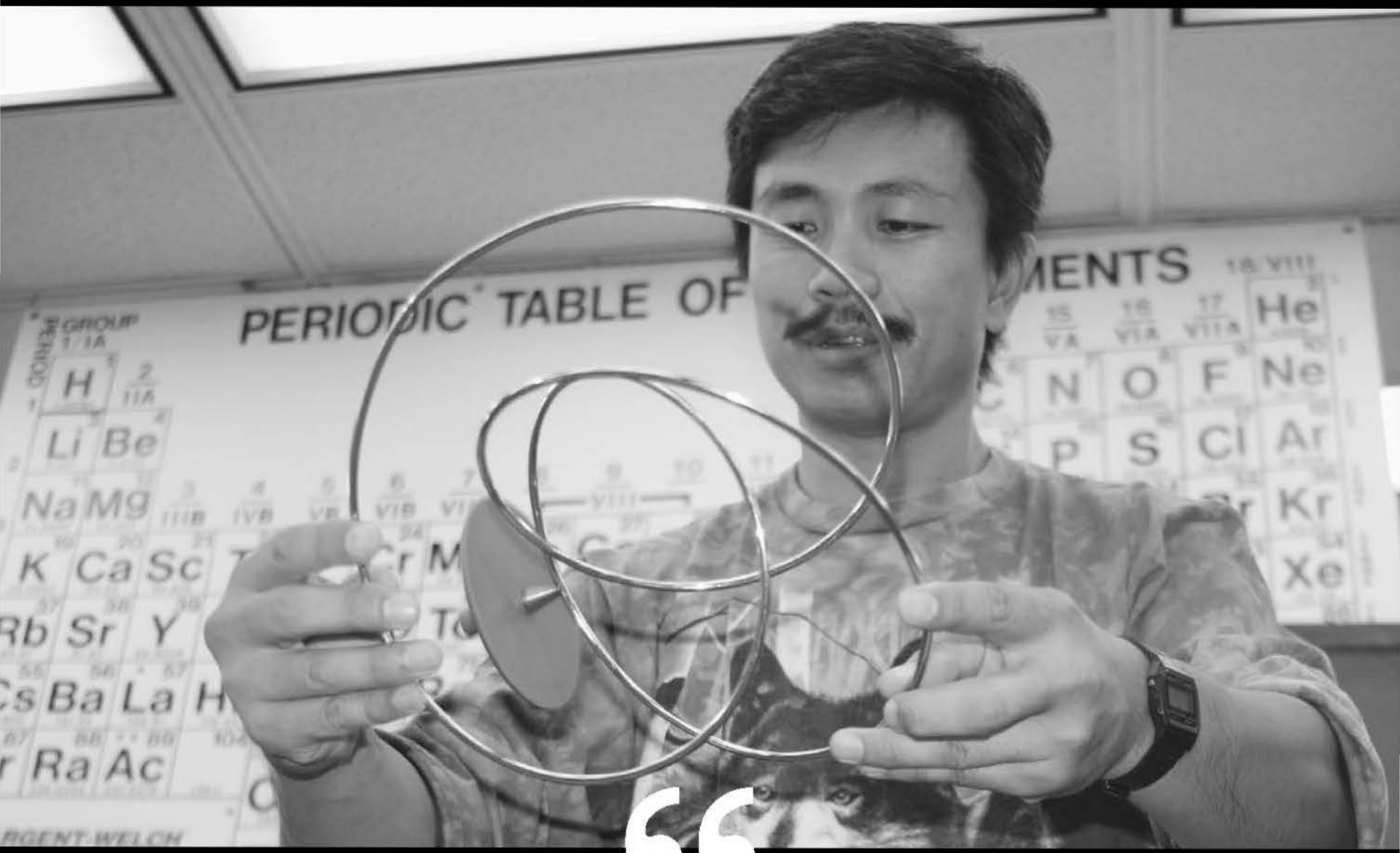
To unite and promote Filipino culture through cooperative activities and projects with community organizations and schools with service, social, and cultural concerns

COURSE DESCRIPTIONS



Roger S. L. Kwok

Instructor, General Science
Owner of real dinosaur fossils and more than a thousand toys.



“I like to bring science to life and down-to-earth by relating it to our everyday experiences and highlighting it with things that we are familiar with—namely toys, toys, and more toys!”

About Prerequisites

Prerequisites have been established to promote student readiness and success in individual courses, and/or in degree and certificate programs. Prerequisites generally represent the minimum level of competency in the basic skills of reading, writing, and mathematics. Prerequisites have also been established within a course sequence. For example, Psychology 100 is a prerequisite for an advanced course in psychology.

Prerequisites are stated in this way: (Name of course) with a grade of "C" or better or equivalent. The "or equivalent" refers to either an established test score on the applicable placement test, an equivalent course taken at another campus or, in some cases, the equivalent non-credit course offered at LCC. Some prerequisite statements may include "or consent of instructor." This applies to those instances when a student may have met the prerequisite through means other than course work. For example, a student may meet a prerequisite for a music class by having taken private lessons outside of college. In this case, the instructor's consent would allow the student to enroll in the course.

Students will not be allowed to take a course for which they have not met the prerequisites. Students who preregister for a course but fail to meet the prerequisites prior to the beginning of the course will be required to drop the course or may be administratively disenrolled. As applicable, tuition refunds may be requested.

Individual course prerequisites are stated in the respective course descriptions in the Catalog. For program prerequisites, see the degrees and certificates section of the Catalog. The most current course prerequisites will be published in the Schedule of Courses.

Course Description	Explanation of each part
DNCE 131 Modern Dance I (3)	The first line indicates the COURSE ALPHA (an abbreviation of the subject area) and the COURSE NUMBER, followed by the Course Title and the number of credits in parentheses.
An introduction to Modern Dance technical skills and creative processes for the beginner. No dance experience is necessary. Study body alignment, physical conditioning, dance steps, actions, exercises, and combinations. A variety of music is used. Dance clothes provided by the students.	The Course Description indicates the topics that will be covered. Some course descriptions include the number of class hours and program requirement information.
[AH1]	Courses that fulfill the LCC General Education Core Requirement for the A.A. degree are identified with one of the following designations following the course description: Arts & Humanities Group 1 — AH1 Arts & Humanities Group 1 — AH2 Arts & Humanities Group 1 — AH3 Natural Sciences — NS1 Natural Sciences — NS2 Natural Sciences — NS3 Social Sciences — SS Math/Logical Reasoning — M/L World Civilizations — WC Written Communication — WR Oral Communication — OR
May be repeated once for additional credit. Prerequisite: ENG 2B with a grade of C or better or equivalent	The italicized text provides special information such as when a course is offered, corequisites, prerequisites, or recommended preparation. A corequisite is a course that must be taken at the same time as the course being described. Specific information on repetition of course for credit may also be provided.

The general student learning outcomes (the knowledge and/or skills you will develop) for each course is contained in the College's online database, Curriculum Central. To access this information, log on to http://emedia.leeward.hawaii.edu/central/ and select "Display Course." Select the course and the "approved course outline," then click on the submit button.

Accounting [ACC]

ACC 124 College Accounting I (3)

Introduction to accounting and financial accounting theory including: Accounting as an information system; the accounting cycle; accounting for merchandising operations; financial statements and internal control; short-term liquid assets; inventories; and current liabilities and payroll. Special emphasis placed upon the practical application of accounting principles within profit-seeking organizations. Requirement for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Recommended Preparation: MATH 1B and ENG 21 or ENG 22 or equivalent or concurrent enrollment; and BUS 155 or concurrent enrollment.

ACC 125 College Accounting II (3)

Continuation of accounting procedures and financial accounting theory including: Accounting for long-term assets; corporations; investment; statement of cash flows; and financial statements analysis. Special emphasis placed upon the practical application of accounting principles within profit-seeking organizations. Requirement for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Prerequisite: ACC 124 or ACC 201 with a grade of C or better or equivalent.

ACC 126 College Accounting III (3)

Introduction to managerial accounting including manufacturing accounting; cost-volume-profit relationships; budgeting; responsibility accounting; and capital budgeting. Special emphasis placed upon the practical application of accounting principles within profit-seeking organizations. Requirement for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Prerequisite: ACC 125 with a grade of C or better or equivalent.

ACC 132 Payroll & Hawai'i General Excise Taxes (3)

Introduces the preparation and maintenance of payroll and personnel records, preparation and filing of Federal and Hawai'i state forms for payroll taxes and the Hawai'i General Excise Tax. Requirement for the Accounting C.C., C.A., and A.S. programs; elective for the Liberal Arts A.A. program.
(45 lecture hours)
Recommended Preparation: ENG 21 or ENG 22.
Prerequisite: ACC 124 or ACC 201 with grades of C or better or equivalent.

ACC 134 Income Tax Preparation (3)

Introduction to Federal income tax preparation of individual income tax returns with an emphasis on tax principles and their application to the proper and effective preparation of tax return forms. Business elective for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Recommended Preparation: MATH 1B and ENG 21 or ENG 22 with grades of C or better or equivalent.

ACC 136 Cost Accounting (3)

Introduction to the principles and procedures of cost accounting; development and application of job order, process, standard cost systems and manufacturing cost controls. Business elective for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Prerequisite: ACC 125 or ACC 201 with a grade of C or better or equivalent.

ACC 141 Tax Preparation with Turbo Tax® (1)

A hands-on computer course designed for students to learn and apply basic tax concepts in the preparation of federal income tax returns. Students will analyze various taxpayer scenarios, calculate the amounts to input and decide which tax forms to be used. Business elective for the Accounting A.S. program, elective for the Liberal Arts A.A. program. (15 lecture hours)
Recommended Preparation: MATH 1B or equivalent; and ENG 21 or ENG 22 or equivalent or concurrent. enrollment; concurrent enrollment in ACC 134, experience in preparing manual tax returns, and OAT 121.

ACC 142 Personal Accounting with Quicken® (1)

A hands-on computer course designed for students to learn personal finances and to track and analyze banking, investment, and other financial transactions. Students will learn efficient data-entry techniques and the procedure to generate reports for analysis. Business elective for the Accounting A.S. program, elective for the Liberal Arts A.A. program. (15 lecture hours)
Recommended Preparation: MATH 1B and ENG 21 or ENG 22 with grades of C or better or equivalent, or concurrent enrollment and OAT 121.

ACC 143 Home-Office Accounting with QuickBooks® (1)

A hands-on computer course designed for students to learn and apply home-office/ small business transactions with single-entry accounting system. Students will process a wide range of transactions and generate reports for financial analysis. Business elective for the Accounting A.S. program, elective for the Liberal Arts A.A. program. (15 lecture hours)
Recommended Preparation: MATH 1B and ENG 21 or ENG 22 with grades of C or better or equivalent or concurrent enrollment, and OAT 121.

ACC 150 Using Computers in Accounting (3)

A "hands-on" accounting course designed to apply the student's knowledge of fundamental accounting principles in a computerized environment. Emphasis will be placed on the application of a computerized general ledger package to the accounting cycle. This course fulfills a requirement for the Accounting C.C. and A.S. program,s and may also be used as an elective for the Liberal Arts A.A. program.
(45 lecture hours).
Prerequisite: ACC 201 with grade of C or better or ACC 125 or concurrently; and BUS 101 or BUS 136, or equivalent, or instructor approval.

ACC 155 Using Spreadsheets In Accounting (3)

A hands-on accounting course designed to help students apply the knowledge of the accounting process to a computerized environment using an electronic spreadsheet. Requirement for the Accounting A.S. program, elective for the Liberal Arts A.A. program. (45 lecture hours)
Prerequisite: ACC 125 with a grade of C or better, or ACC 202 or concurrent enrollment; and BUS 101 or BUS 136 with grades of C or better or equivalent or instructor approval.

ACC 201 Financial Accounting (3)

Introduction to accounting and financial accounting theory including: Accounting as an information system; the accounting cycles; accounting for merchandising operations; financial statements and internal control; short-term liquid assets; inventories; current liabilities; payroll, and long-term assets. Requirement for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Recommended Preparation: ENG 21 or 22 and MATH 1B with a grade of C or better, or equivalent; and BUS 155.

ACC 202 Managerial Accounting (3)

Introduction to corporations and managerial accounting including: Accounting for corporations; analysis and interpretation of financial statements; cash flows; manufacturing accounting; budgeting; responsibility accounting; and capital budgeting; plus an introduction to the concept of present value. Requirement for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Prerequisite: ACC 201 or ACC 125 with a grade of C or better or equivalent.

Aerospace Studies [AS]

Offered by the Aerospace Studies Department, Air Force ROTC Program, UH Mānoa, phone 956-7734.

AS 101 Foundation of U.S. Air Force (1)

Study of the total force structure, strategic offensive and defensive, general purpose and aerospace forces of the Air Force in the contemporary world. Note: A Leadership Lab of Air Force customs and courtesies, the Air Force Environment, and drill are required. Tuition is waived, and classes are held at UH Mānoa. *Corerequisites: Leadership Lab.*

AS 102 Foundation of U.S. Air Force II (1)

A continuation of the study of the total force structure, strategic offensive and defensive, general purpose, and support forces of the Air Force in the contemporary world. Note: A Leadership Lab of Air Force customs and courtesies, the Air Force Environment, and drill are required. Tuition is waived, and classes are held at UH Mānoa.
Corerequisites: Leadership Lab.

AS 201 The Evolution of USAF Air & Space Power I (2)

The study of the evolution and development of USAF air and space power from earliest flight to the Korean War. Both written and spoken communication skills are stressed. Note: A weekly leadership lab consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies is mandatory. Classes are held at UH Mānoa.
Prerequisite: English 100.
Corequisite: Leadership Lab.

AS 202 The Evolution of USAF Air & Space Power II (2)

The study of the evolution and development of the USAF air and space power from Vietnam to current day and the future. Both written and spoken communication skills are stressed. Note: A weekly leadership lab consisting of Air Force customs and courtesies, health and physical fitness, and drill and ceremonies is mandatory. Classes are held at UH Mānoa.
Prerequisite: English 100; Corequisite: Leadership Lab.

Agriculture [AG]

AG 44 Plant Propagation (2)

Plant propagation gives practical experience in propagating plants by seeds, cuttings, layers, air-layers, grafting and division—the major methods used by both commercial growers and hobbyists.

American Studies [AMST]

AMST 201 The American Experience (3)

Interdisciplinary course that examines diversity and changes in American values and institutions—political, economic, legal, and social. [AH2]
Offered one semester per year only.
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

AMST 202 Diversity in American Life (3)

Interdisciplinary course that examines diversity and changes in American values and institutions—literature, film, visual arts, and architecture. [AH2]
Offered one semester per year only.
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

AMST 211 Contemporary American Issues: Domestic (3)

Interdisciplinary exploration of such current American domestic issues topics as politics, economics, civil rights, family life, the justice system, and the environment. [SS]
Offered one semester per year only.
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

AMST 212 Contemporary American Issues: World (3)

Interdisciplinary exploration of such current global issues as international diplomacy, economic development, national security, demographic change, and the environmental protection.[SS]
Offered one semester per year only.
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

Anthropology [ANTH]

ANTH 150 Human Adaptations (3)

A survey 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. [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ANTH 151 Emerging Humanity (3)
Introduction to the paleontology of human biological evolution and the archaeology of culture in the world prior to AD 1500. [SS]
Recommended Preparation: ENG 21 or 22 with a grade of C or better or equivalent.

ANTH 200 Cultural Anthropology (3)
A survey of cultural anthropology designed to provide an understanding of the concept of culture, the principles 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: the history and theory of cultural anthropology; culture and personality; processes of cultural change; and applied anthropology. [SS]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ANTH 210 Archaeology (3)
Introduction to prehistoric archaeology, methods and techniques of excavation and laboratory analysis, as well as a survey of human cultural growth and prehistoric times.
Offered Fall semester only
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ANTH 215 Physical Anthropology (3)
Introduction to the methodology and principles of physical anthropology. Topics covered include: heredity, evolution, human variation, primatology, fossil (humans), and eugenics.
Offered Spring semester only.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Corequisite: Concurrent enrollment in ANTH 215L.

ANTH 215L Physical Anthropology Lab (1)
This lab course is designed to accompany ANTH 215, Introduction to Physical Anthropology. Concurrent registration is required. The course provides additional experience and laboratory exercises in human and population genetics, human osteology, human variability, forensic anthropology, primatology, and paleoanthropology.
Offered Spring semester only.
Prerequisite: English 21 or 22 with a grade of C or better or equivalent.
Corequisite: Concurrent enrollment in ANTH 215.

Art [ART]

ART 100 Introduction to Crafts (3)
Introduction to three-dimensional craft concepts through a variety of materials such as paper mache, wood, paper, metal, plaster of paris, clay or fiber to be used in projects such as sculpture, jewelry, wall hangings or other functional and/ or semi-functional projects. Provides a variety of experiences in crafts and can be taken for enrichment or for background for transferable elective credit at UH Mānoa.

ART 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, 171, 172, and 180. In general it is better if a student takes this course before pursuing other art courses. [AH1]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ART 104 Introduction to Printmaking (3)
Introduction to printmaking designed for studio experience dealing with projects as well as written exams to demonstrate an understanding of the multiple facets of printmaking. Hands-on experience in screen-printing, monotype, intaglio, and relief printmaking will be covered. [AH1]

ART 104D Intro to Printmaking: Screen-printing (3)
Basic screen printing techniques for fabric and paper with the construction of screens, stencil-making and printing covered in lectures and demonstrations. Supplies provided by the student. (*formerly ART 140*)

ART 105B Intro to Ceramics (Hand-Building) (3)
Studio experience in ceramic hand-building techniques including both lectures and projects. Approximate cost of tools $5-$10 and clay $10- $20. [AH1]

ART 105C Intro to Ceramics (Wheel-Throwing) (3)
Studio experience in ceramic wheel-throwing techniques. Course includes both lectures and projects. [AH1]
Recommended Preparation: ART 105B or consent of Instructor.

ART 106 Introduction to Sculpture (3)
Beginning sculpture course covering techniques, materials and concepts of form/space relation and 3-dimensional design through a variety of projects such as clay modeling, carving, construction, and metal-casting. Supplies provided by students. [AH1]

ART 107 Introduction to Photography (3)
Provides studio and darkroom experience for mainly non-majors but students on all levels of education and experience in photography accepted. Supplies or materials for all projects provided by students, including his/her own camera. [AH1] *(Transferable to UH Mānoa and most universities and colleges.)*

ART 107D Introduction to Digital Photography (3).
This course is an introduction to digital photography. Students will learn basic camera techniques and then how to convert their images to digital ones. This course will provide the student with basic aesthetic principles as well as an extensive range of practical photographic techniques needed for entry into the photographic workplace and/ or for artistic expression. It provides experience in traditional and contemporary photographic techniques for Art, Multimedia, and Television.
Prerequisite: Art 112 or instructor approval.
Recommended Preparation: Art 101.

ART 112 Digital Art (3)
Introduction to technology, vocabulary and procedures of computer-produced images; the use of the computer as an artist's tool.
Prerequisite: ENG 21, ENG 22, and MATH 24 or equivalent or consent of instructor.
Recommended Preparation: ICS 100 or BUS 101.

ART 113 Basic Drawing (3)
Open to all students, beginning drawing introduces general drawing and compositional principles using a variety of materials and techniques. Supplies provided by the student. [AH1]

ART 113D Introduction to Computer Drawing (3)
Art 113D is an introductory course for students who are interested in developing communication skills in the area of two-dimensional drawing as it relates to computer based imaging. Fundamental drawing concepts, creative problem solving techniques and basic design principles will be covered. Material covered in this course may be useful to any area of study where visual enhancement may apply. This includes ICS and business. *(formerly ART 111)*

ART 114 Introduction to Color (3)
Introduction to color theory and its practical application. Typical projects include the use of colored papers, pens and paint in designs, posters and paintings.

ART 115 Introduction to Design—2D (3)
A foundation course in the two dimensional design aspect of the visual arts. The emphasis is on basic concepts, elements and principles of organization as well as their application and manipulation on problem-solving situations. [AH1]

ART 123 Introduction to Painting (3)
Introduction to the theory and practice of painting with instruction in the use of painting materials and techniques. Designed to serve art majors and non-art majors. *(formerly Beginning Painting)* [AH1]

ART 171 Introduction to Western Art I (3)
Introduction to the major developments in Western art from prehistory to the Middle Ages. [AH1]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ART 172 Introduction to Western Art II (3)
Introduction to the major developments in Western art from the Renaissance to the present. [AH1]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ART 175 Survey of Global Art I (3)
This course is an introduction to the major developments in Global Art from prehistory to 1500. *(formerly ART 171)* [AH1]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Recommended Preparation: ART 101.

ART 176 Survey of Global Art II (3)
This course will examine artistic production of major societies from 1500 to the present. *(formerly ART 172)* [AH1]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Recommended Preparation: ART 101.

ART 180 Introduction to Eastern Art (3)
A study of the major developments in arts of Asia. [AH1]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ART 202 Digital Imaging (3)
Studio experience in digital imaging concepts and techniques including image capture, manipulation and output using Adobe *PhotoShop*.
Prerequisite: Art 112 or permission of the instructor.

ART 213 Intermediate Drawing (3)
A continuation and development of skills and ideas introduced in ART 113. Concepts and technical procedures unique to this century will be explored.
Prerequisite: ART 113 or consent of Instructor.
Recommended Preparation ART 101.

ART 220 Virtual Reality (3)
Art 220 is a course in how to plan, create, and design a virtual World environment for Multimedia and the Internet. This course takes the student through the entire range of QTVR (QuickTime Virtual Reality) development including, panorama, object and hotspot. *(formerly ART 222)*
Prerequisite: Art 107D.
Recommended Preparation: Art 202.

ART 243 Intermediate Ceramics, Hand Building (3)
Sculptural and vessel concepts in clay using hand-building techniques, emphasizing the development of constructive skills and an understanding of form, surface, and firing possibilities. *Repeatable.*
Prerequisite: ART 105B or equivalent experience or consent of Instructor.

ART 244 Inter. Ceramics, Wheel-Throwing 2 (3)
Vessel and sculptural concepts in clay using wheel-throwing techniques, emphasizing the development of construction skills and an understanding of form, surface, and firing possibilities. *Repeatable.*
Prerequisite: ART 105C or equivalent experience or consent of Instructor.

Asian Studies [ASAN]

ASAN 203 Philippine Culture: A Survey of Philippine Cultural History (3)
A study of the history, politics, society, culture, and art forms of the Philippines from pre-history to the present. Selected topics are approached through the integrated use of the art forms, e.g., music, literature, theater arts, etc., as ways of experiencing and understanding cultural and political issues. [AH2]
Prerequisites: English 21 or 22 with a grade of C or better or equivalent.

ASAN 204 Filipinos in the United States: The History and Culture of Filipinos in the U.S. (3)
A study of the history of the Filipino as traveler and immigrant; historical and contemporary experiences in the U.S.; ethnic identity as expressed and represented in their cultural practices and art forms. [AH2]
Prerequisites: English 21 or 22 with a grade of C or better or equivalent.

Astronomy [ASTR]

ASTR 110 Survey of Astronomy (3)

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 devoted to viewing stars and constellations with a telescope available for viewing some of the planets. [NS2]

ASTR 111 Concepts in Contemporary Astronomy (3)

Various topics covered in more detail than in ASTR 110 which may include stellar evolution, extraterrestrial life, stellar structure or other topics the class would like to investigate. [NS2]
ASTR 110 is not a required preparation for this course.

Automotive Technology [AMT]

AMT 20 Intro to Automotive Mechanics (1)

Introduction to the tools and special equipment of the automotive industry covering the use of flat-rate manuals, parts manuals, maintenance manuals, and the safety standards of the automotive industry
(20 lecture/lab hours).

AMT 23 Automotive Lubrication and Service (1)

Covers the various kinds of lubricants and uses, operation of lubrication equipment, and proper lubrication procedures (20 lecture/lab hours).
Prerequisite: AMT 20 with a grade of C or better.

AMT 25 Preventive Maintenance & Inspection (3)

Introductory course to the automotive service/repair industry and Standard Operating Procedures (SOP) for the AMT program. Principles of system operation, equipment usage, and safety practices are applied to preventive maintenance, inspection, service, and minor repairs to automobiles (15 lecture/90 lab hours).
Recommended Preparation: High school: Pre-Algebra, Electronics, Chemistry or Physics, and Industrial Arts.

AMT 30 Engines (6)

Covers the theory of design and operation of internal combustion engines in current production automobiles. Course provides training in repair, overhaul, reconditioning, and troubleshooting of internal components and related sub-systems (60 lecture/90 lab hours).
Prerequisite: AMT 25 Preventive Maintenance and Inspection (PMI) or consent of Instructor.

AMT 40 Electrical/Electronic Systems I (6)

Foundation course in concepts and theories of automotive electrical/electronic devices and circuits. Units of study include starting, charging, ignition, fuel, lighting, and accessories. Emphasis is placed on application of principles to evaluate components based on measurements obtained from specialized meters, testers, and equipment (60 lecture;
90 lab hours).
Prerequisite: AMT 25 or consent of Instructor.

AMT 40D Engine Performance (6)

Study of operation and relationships of engine, ignition, air/fuel induction, emission, and computerized control systems. Diagnostic procedures are included for each system and usage of respective test equipment. The equipment includes distributor testers, oscilloscopes, gas analyzers, scan testers, and specialized meters (60 lecture/90 lab hours).
Prerequisite: AMT 30 & 41 or consent of Instructor.

AMT 41 Electrical/Electronic Systems II (3)

Advanced course in problem diagnosis and troubleshooting of semi-conductor components and related circuits. Incorporated are explanations of operating parameters for electronic sensors, actuators, control modules, and automotive on-board computers (15 lecture/90 lab hours).
Prerequisite: AMT 40, ENG 22 and MATH 50C, or SCI 122 or CHEM 100B or consent of Instructor.

AMT 43 Heating & Air Conditioning, and Ventilation (3)

Covers the theory, diagnostic, service, and repair practices of automotive air conditioning and climate control systems. Presented in the course are the operation and function of vacuum, electrical, refrigeration circuits, and computer controls. Training provided in the use of manifold gauges, leak detectors, and recovery/charging systems (15 lecture/90 lab hours).
Prerequisite: AMT 25 or consent of Instructor.

AMT 46 Manual Drive-Train & Transaxles (3)

Examines the purpose, operation, diagnosis, and repair to drive train components located in the undercarriage of automobiles. Various designs of manual transmissions, transaxles, differentials, and transfer cases are covered (15 lecture/90 lab hours).
Prerequisite: AMT 25 & 40 or consent of Instructor.

AMT 50 Automatic Transmission & Transaxles (6)

Fundamental principles of automatic transmission design and operation found on Front Wheel Drive (FWD) and Rear Wheel Drive (RWD) automobiles. Service, repair, and overhaul procedures are included on a variety of import and domestic transmissions in accordance with manufacturer's standards (60 lecture/90 lab hours).
Prerequisite: AMT 25 & 40 or consent of Instructor.

AMT 53 Brakes (3)

Explains design requirements and reconditioning practices of automotive brakes. Various mechanical, hydraulic, vacuum, and electrical/electronic principles are applied to troubleshooting, servicing, and repairing of drums, discs, power assist units, parking, and Anti-lock Braking Systems (ABS) (15 lecture/90 lab hours).
Prerequisite: AMT 25 or consent of Instructor.

AMT 55 Suspension and Steering (3)
Covers the relationship of suspension dynamics and steering geometry to ride and handling characteristics of automobiles. Emphasis placed on pre-alignment corrective techniques, tolerance adjustment procedures, and computerized four-wheel alignment (15 lecture/90 lab hours).
Prerequisite: AMT 25 or consent Instructor.

AMT 55C Wheel Balancing (1)
Introduction to the theory and practical applications of wheel balancing and also covers the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations (20 lecture/lab hours).
Prerequisite: AMT 20 with a grade of C or better.

AMT 60 Diagnostic and Repair (6)
Integrates all previous AMT course contents in a systematic approach to isolate drive ability problems and develop repair techniques for advanced AMT majors. Units of study will include repair areas classified by the National Institute for Automotive Service Excellence (ASE). In this course, pinpoint test procedures, adjustments, overhauls, and replacement of components are performed on numerous automobile makes, models and systems (30 lecture; 180 lab hours).
Prerequisite: AMT 53 & 55; and COMM 145 or SP 151; or consent of Instructor.
Recommended Preparation: AMT 40D.

AMT 80 Small Engine Repairs (2)
Introduction to the field of small engine repair including an overview of job opportunities and skills required for small engine repairmen, safety procedures, tool use and identification, and small engine construction (30 lecture hours).

AMT 81 Motorcycle and Small Engine Repair 2-stroke (4)
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 (90 lecture/lab hours).
Completion of this course aims toward eligibility for state examination in 2-stroke motorcycle engine repair.
Recommended Preparation: AMT 80.

AMT 82 Motorcycle and Small Engine Repair 4-stroke (4)
Covers the theory and operation of four-stroke motorcycle and small engines with practical experience in all aspects of their repair including operating principles, carburetor and fuel system, lubrication, ignition system, cooling system, mechanical construction, reconstruction and trouble-shooting (90 lecture/lab hours).
Completion of this course aims toward eligibility for state examination in 4-stroke motorcycle engine repair.
Recommended Preparation: AMT 80.

AMT 86 Outboard Engine (4)
Covers 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 (90 lecture/lab hours).
Recommended Preparation: AMT 80.

AMT 87 Outboard Engine II (4)
Covers the practical application and theory of newly-designed outboard engines including coverage of the latest type of electronic ignition systems, powerheads, starter systems, mechanical construction and service, maintenance and repair procedures and techniques (90 lecture/lab hours).
Recommended Preparation: AMT 80.

AMT 93D/E Cooperative Education (3-4)
Provides practical work experiences in Automotive Technology areas where students will apply classroom knowledge to develop job competency. Workstations are in actual employment situations in the private and public sectors of the business-industrial community and the student spends approximately 4 hours on the job daily. Number of credits will be dependent upon 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 8 credits.

Biochemistry [BIOC]

BIOC 241 Fundamentals of Biochemistry (3)
Fundamentals of general chemistry and an introduction to organic and bio-organic chemistry. Emphasis on chemical principles and concepts as they apply to living systems. *Satisfies the one-semester biochemistry requirement for majors entering the* Dental Hygiene Program *or the first semester biochemistry requirement for majors entering the* School of Nursing at UH Mānoa. [NS2]
Prerequisite: MATH 25 or equivalent and high school science; Recommended Preparation: ENG 102.

BIOC 251 Elements of Biochemistry (3)
Biochemical principles and concepts as applied to living systems, including sufficient organic chemistry to understand the relationship between structure and properties. Topics include the structural theory of organic chemistry, nomenclature, and properties of the major bio-organic families; enzymology; and the metabolism of the major classes of biochemical compounds. *Designed for students intending to transfer into the* UH Mānoa BSN program; *satisfies requirement of* BIOC 341 for Nursing majors at UH Mānoa. [NS2]
Prerequisite: BIOC 241 or CHEM 151B or equivalent.

Biology [BIOL]

BIOL 100 Human Biology (3)

Introduction to structure and functions of cells, tissues, organs, and systems of the human body. Topics related to physical fitness, nutrition, health, and disease. [NS1]
Not intended for science majors.
Prerequisite: ENG 21 and 22 with a C or better or equivalent.

BIOL 101 Biology for Non-Majors (4)

A one semester course designed to provide students not majoring in any of the natural sciences with an understanding of the major concepts in the following biological disciplines: cell structure and function, genetics, evolutionary theory, plant and animal structure and function, ecology and animal behavior. Additionally, provides non-science majors with an understanding of the scientific approach to problem solving and the increasing role biology has in daily life. Lab attendance required. (*formerly SCI 121*) [NS1]
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent and MATH 25 with a grade of C or better or equivalent.

BIOL 124 Environment and Ecology (3)

Working from a general background in biology, the course examines the many interrelationships among organisms and their environment with an emphasis on the impact which our species 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 actions by people are suggested and evaluated, stressing the ecological action of the individual. Emphasis is placed on problems relating to island ecology and Hawai'i in particular. (*formerly SCI 124*) [NS3]
Prerequisite: ENG 21 and 22 with grade of C or better or equivalent.

BIOL 124L Environment and Ecology Lab (1)

Laboratory to accompany BIOL 124. *(formerly part of SCI 124)* [NS3]
Prerequisite: BIOL 124 (or concurrent).

BIOL 171 Introduction to Biology I (3)

Introductory biology for all life science majors. Cell structure and chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes. [NS1]
Prerequisite: Completion of or concurrent enrollment or their equivalents: CHEM 161, ENG 100 and MATH 135 or consent of Instructor; Corequisite: BIOL 171L.

BIOL 171L Introduction to Biology I Lab (1)

Laboratory to accompany BIOL 171. [NS1]
Prerequisite: Completion of or concurrent enrollment in the following or their equivalents: CHEM 161, ENG 100 and MATH 135 or consent of Instructor.
Corequisite: BIOL 171.

BIOL 172 Introduction to Biology II (3)

Continuation of BIOL 171. Anatomy, physiology, and systematics of plants and animals; behavior; ecosystems, populations, and communities.
Prerequisite: BIOL 171 and BIOL 171L with grade of C or better or equivalent.
Corequisite: BIOL 172L.

BIOL 172L Introduction to Biology II Lab (1)

Laboratory to accompany BIOL 172.
Prerequisite: BIOL 171 and BIOL 171L with grade of C or better or equivalent.
Corequisite: BIOL 172.

BIOL 201 Biotechnology and Society (3)

Introduction to the basic concepts, goals and practical impacts of biotechnology. Real-life case studies are used to explore socio-ethical, economic and environmental issues raised by cloning, DNA testing, gene therapy and genetically engineered food, medicines and vaccines using microbes, plants and animals.
Prerequisite: Credit in at least one 3 credit 100-level biological sciences course or consent of instructor and a grade of 'C' or better in Eng 21 or Eng 22.

BIOL 200 Coral Reefs (4)

Introduction to the biology, ecology and geology of corals reefs. Topics include the physical and chemical properties of coral reef habitats, reef geology, the physiology, anatomy, ecology and evolution of coral reef organisms, and the management of human impacts on coral reefs. Emphasis will be on Hawai'i's coral reefs, but comparisons will be made among reefs from other areas. Course includes one three hour laboratory per week. [NS1]
Prerequisite: A grade of "C" or higher in English 21 or 22

Blueprint Reading [BLPR]

Note: At this time, this class is not scheduled to be offered during the 2004–2005 academic year.

BLPR 23 Blueprint Interpretation & Sketching (3)

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]

BOT 101 Botany (3)

An introductory course in plant biology with topics on the structure and function of plant cells, tissues, and organs such as roots, stems, leaves, and flowers; concepts of biological evolution and classification; the diversity of plants and plant-like organisms; genetics; and ecology.
Concurrent registration in BOT 101L highly recommended. [NS1]
Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

BOT 101L Botany Laboratory (1)

Laboratory observations, experiments and field trips illustrating the basic principles of plant biology. One 3-hour lab per week. [NS1]
Prerequisite: Concurrent registration in or completion of BOT 101.

BOT 130 Plants in the Hawaiian Environment (4)

(3 lecture/3 lab hours per week)

Understanding principles of how native plants arrived and developed in Hawai'i and the impact on them by man's activities. Lab work includes learning basic plant structure and function, identification of native and introduced plants by visiting natural and garden sites, uses by Hawaiians and importance of tropical plants worldwide. [NS1]

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

Business [BUS]

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.

Prerequisite: ENG 1B and ENG 2B with a grade of C or better or equivalent.

BUS 30 Principles of Bank Operations (3)

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 what a bank does and why it does so - providing an understanding of the nature and purpose of the various banking functions.

Prerequisite: ENG 1B and ENG 2B with a grade of C or better or equivalent.

BUS 32 Money and Banking (3)

Presents the basic economic principles relating to the subject of money and banking and stresses the practical application of the economics of money and banking to the individual bank. 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.

Prerequisite: ENG 1B and ENG 2B with a grade of C or better or equivalent.

BUS 101 Business Computer Systems (3)

Introduction to computers and the components of a business computer system, including hands-on exposure to elementary applications, and learning how computer technology can be applied to satisfy business needs. Requirement for the Accounting A.A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours) *Fulfills the computer competency course requirement for the UH Mānoa College of Business Administration.*

BUS 120 Principles of Business (3)

In depth analysis of the functional processes & the role of a business enterprise in a capitalistic society. This course is a requirement for all ACC, MGT and OA&T Associate Degree Programs, and may also be used as an elective for the Liberal Arts A.A. program.

Prerequisite: Minimum grade of C in English 21 or 22, or equivalent, or instructor's approval.

BUS 121 Customer Service (3)

Builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly-growing service economy. Individuals who work with customers will gain insight into customer behavior and attitudes and develop strategies to create positive customer relationships encountered in various situations on the job (45 lecture hours).

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

BUS 125 Starting a New Business (3)

This course covers the personal, regulatory, financial, operating, and marketing requirements of starting a new business. Additionally, students develop a database of available community, government, educational, private, and professional small business resources culminating in a formal business plan.

Prerequisite: Completion of or concurrent enrollment in ENG 21 or ENG 22 or equivalent or consent of Instructor.

BUS 125B Starting A Business I (1)

This course covers the personal, legal/regulatory/licensing and tax requirements of starting a business. Additionally, students will explore new business idea development and perform basic market research.

Recommended Preparation: Completion of or concurrent enrollment in ENG 21 or ENG22 or equivalent or consent of instructor.

BUS 125C Starting A Business II (1)

This course covers the starting a business topics of: location factors, leasing, purchasing a business, franchise opportunities, business opportunity analysis, start-up financing, and Small Business Administration loans.

Recommended Preparation: Completion of or concurrent enrollment in ENG 21 or ENG22 or equivalent, completion of BUS 125B or equivalent.

BUS 125D Starting A Business III (1)

This course covers the starting a business topics of: pricing, market planning, advertising, business plan development, and the preparation of a business plan.

Recommended Preparation: Completion of or concurrent enrollment in ENG 21 or ENG22, completion of BUS 125C or equivalent.

BUS 127 MS® Word For Business (3)

Application of MS® Word features for the creation of business documents with productivity emphasized. Integrates knowledge of the Internet and the computer. Emphasis is placed on refinement and improvement of computer keyboarding skills; creating, editing, and sending electronic messages with attachments, and creating, editing, and producing business documents.

Prerequisite: The ability to keyboard by touch or instructor approval.

Recommended Preparation: ENG/ESL 21 or ENG/ESL 22 or equivalent and familiarity with word processing software.

BUS 136 Business Computer Spreadsheets – MS® Excel (2)
Introduces the use of a spreadsheet program as used in a business environment. Develops skills in creating and manipulating spreadsheets while using forms, graphics, macros, advanced printing, power features, and other appropriate topics. Provides tools to assist with business and financial analyses.
Recommended Preparation: BUS 155 and ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUS 137 Business Computer Databases – MS® Access (1)
Introduces database management as used in a business environment. Covers concepts and terminology; database design, construction, applications; advantages and limitations of a database management program; the creation, editing, and organization of data files; the querying of a database; and the design, display, and printing of reports.
Recommended Preparation: Ability to keyboard by touch.

BUS 140 Records & Information Management (3)
Studies principles and procedures for organizing and operating Records and Information Management (RIM) programs. Topics include: Selection of filing systems, equipment, and supplies; procedures for storage, retrieval, transfer, retention, and disposal of records; records inventory and analysis; records protection and disposition; study and application of ARMA (Association of Records Managers and Administrators) rules for alphabetic, geographic, numeric, and subject methods. Helps a business or organization meet its fiscal, legal, and governmental requirements by managing its information systems.
Recommended Preparation: ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUS 143 Professional Employment Preparation (1)
Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, résumés, cover letters, and employment interviews.
Recommended Preparation: Ability to keyboard and knowledge of word processing.

BUS 144 Career Success (3)
Presents concepts and theories relating to workplace behavior; managing one's attitude and relationships for workplace effectiveness.
Prerequisite: Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUS 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. Introduction to various financial software programs, including the Internet. *Personal Finance should not be confused with the course on Consumer Economics.*
Prerequisite ENG 21 and ENG 22 with a grade of C or better or equivalent.

BUS 155 Business Calculations (3)
Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, business statistics, merchandise pricing, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed.
Recommended Preparation: Completion of MATH 1 or MATH 1B with a CR grade or equivalent and completion of, or concurrent enrollment in, ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUS 193B/C/D/E Cooperative Education (1–4)
Provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full- or part-time work in private and public sectors of the business, government and industrial communities are utilized for this program. The number of credits earned depends upon the number of hours spent on the job station during the semester. 193B is for 1 (one) credit and requires 60 to ll9 hours of work; 193C is for 2 (two) credits and requires l20 to l79 hours of work; 193D is for 3 (three) credits and requires 180 to 239 hours of work; 193E is for 4 (four) credits and requires 240 or more hours of work. *This is a required course for the C.A. and A.S. degree in Business Technology and an elective for Accounting majors. May be repeated up to a maximum of three times not to exceed 9 credits depending upon approval of the coordinator.*
Prerequisite: Completion of or concurrent enrollment in ENG 100 or ENG 21 or ENG 22 or equivalent with a grade of C or better or equivalent and approval of the instructor. Additional requirements by the Leeward Community College (LCC) Business Technology Division: (1) completion of 12 or more credits in the LCC Business Technology Division, (2) enrolled in a Business Technology program of study, (3) full- or part-time student enrolled at LCC, (4) a student in good academic standing with a minimum cumulative grade point average of 2.0, and (5) eligible for employment—U.S. citizen or have the legal right to work in the U.S.

BUS 200 Computer Speech Recognition (3)
Use voice recognition computer software to input commands to the computer system as well as for continuous hands-free dictation. This technology can increase productivity by as much as 50 percent by allowing workers to speak (which most people can do faster than keyboarding) and thus free their hands for other functions. Also learn to proofread and edit documents for speech recognition dictation.
Prerequisites: Keyboarding by touch and computer application knowledge or instructor approval.
Recommended Preparation: ENG/ESL 100 or 100E or equivalent and familiarity with word processing software.

BUS 201 Microsoft® Office Advanced (3)
Continuation of applications introduced in BUS 101. Advanced applications include advanced word processing, advanced spreadsheet applications, advanced database applications, integration of applications, and creation of a web site. Students will be expected to give an oral presentation using presentation software. Completion of BUS 201 will assist student preparation for successful completion of Microsoft Office User Specialist (MOUS) Core certification exams. *Fulfills the computer competency course requirement for the UH Mānoa College of Business Administration.*
Prerequisite: BUS 101 or ICS 100, or BUS 127 and BUS 136 and BUS 137, all with a grade of C or better, or equivalent, or instructor approval
Recommended Preparation: OAT 121 or equivalent.

BUS 202 Microsoft® Office Expert (3)
Expert use of the Microsoft® Office features and preparation for the Microsoft® Expert-level certification exams.
Recommended Preparation: BUS 201 or equivalent.

BUS 240 Advanced Issues in RIM (3)
Introduces specialized functions, current technology, international issues, and other advanced topics in Records and Information Management. Topics covered include: Forms Management, Vital Records Protection, Disaster Prevention and Recovery, Micrographics, Mail and Reprographics Management, Optical Disk Technology, and International Standards. ARMA International rules are reviewed. A database such as Microsoft® Access is used to implement RIM program controls.
Prerequisite: BUS 140 or work experience in RIM.

BUS 259 Supervision (3)
Develops effective communication techniques while strengthening supervisory skills. Students apply oral and written communication skills while studying topics on basic concepts in administrative office management, managing human resources and administrative services, and controlling administrative office systems.
Recommended Preparation: Completion of or concurrent enrollment in BUS 270 or ENG 209 and SP 151.

BUS 270 Business Presentations Technology (3)
Provides skills and competencies relating to the demands of professional business presentations including use of Microsoft® PowerPoint, desktop publishing, and other media. Competencies encompass reporting as well as presenting information, data, and evidence using current technologies.
Prerequisite: OAT 121, OAT 123, BUS 101, or BUS 127 with a grade of C or better or equivalent or keyboarding or typewriting skills and computer knowledge or instructor's approval.
Recommended Preparation: ENG 100 and SP 151 or 200 both with a grade of C or better or equivalent.

BUS 271 International Business Protocol (3)
Presents international business protocol differences between countries and develops the skills to identify and understand these differences in a business environment.
Prerequisite: Completion of ENG 100 and SP 151 both with a grade of C or better or equivalent or instructor's approval.

BUS 272 International Business Analysis (3)
Analyzes international corporate environments and their impact on business dynamics. The focus is on business practices in the Asian/Pacific region; but other regions may also be included.
Prerequisite: Completion of ENG 100 and SP 151 both with a grade of C or better or equivalent or instructor's approval.

BUS 282 Medical Terminology and Procedures (3)
Presents the skills needed to perform activities required in a medical office. Offers a broad spectrum of medical terms, concepts, and principles. Designed to familiarize the student with various types of medical documents; emphasis is on creating, formatting, and editing common types of medical documents.
Recommended Preparation: Completion of ENG 100/100E or ESL 100 or equivalent.

BUS 283 Legal Terminology and Procedures (3)
Presents the skills needed to perform activities required in a law firm or other legal setting. Offers a broad spectrum of legal terms, concepts and principles required in a law office. Designed to familiarize the student with various types of legal documents; emphasis is on creating, formatting, and editing common types of legal documents.
Recommended Preparation: Completion of ENG 100/100E or ESL 100 or equivalent.

Chemistry [CHEM]

CHEM 100B Chemistry and Man (4)
(3 lecture/3 lab hours per week)
Brief introduction to basic principles of chemistry and their relationship to the modern world and provides a general education core course for the non-science major. Emphasis is 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. A lab-oriented course in which students are encouraged to learn by doing. [NS2]
Prerequisite: MATH 103 and ENG 22 with a grade of C or better or equivalent.

CHEM 151B Elementary Survey of Chemistry (4)
(3 lecture/3 lab hours per week)
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. 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 UH Mānoa. *CHEM 251 is offered in the Spring semester only.* [NS2]
Prerequisite: MATH 27 or equivalent.

CHEM 152B Survey of Organic and Bioorganic Chemistry (4)
(3 lecture/3 lab hours per week)
Topics include the structure, nomenclature, properties and reactions of the major classes of organic compounds. Emphasis upon the concepts and principles as they apply to modern materials and technology and living matter. This course can be taken after CHEM 151B in order to complete the one year chemistry requirement at UH Mānoa for the School of Nursing and many of the programs in the College of Tropical Agriculture and Human Resources, and in the Colleges of Arts and Sciences. [NS2]
Offered in Spring semester only .
Prerequisite: CHEM 151B or equivalent.

CHEM 161B General Chemistry I (4)
(3 lecture/3 lab hours per week)
Basic principles of inorganic chemistry. 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. [NS2]
Prerequisite: Math 103 or equivalent.
Recommended Preparation: High School chemistry or CHEM 151B.

CHEM 162B General Chemistry II (4)
(3 lecture/3 lab hours per week)
Principles of Chemical Dynamics. Second semester offering of a two-semester sequence designed to meet the one-year requirement of General College Chemistry. Emphasis is placed on kinetics, thermodynamics, equilibria, including acid/base and solubility equilibria, oxidation-reduction and electrochemistry. Laboratory activities are required. [NS2]
Prerequisite: CHEM 161B or equivalent, and Math 135 or equivalent.

CHEM 171B General Chemistry (5)
(3 lecture/3 lab hours per week)
Topics include 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. [NS2]
Prerequisite: Credit or concurrent registration in MATH 205.

Civil Engineering [CE]

CE 113 Introduction to Computers and Design (3)
Introduction to application software useful for subsequent study in civil engineering. Introduction to subdisciplines of civil engineering through design problems.
Prerequisite: Engineering Drawing.

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 and topographic surveying.
For CE majors only.
Prerequisite: Trigonometry, EE 151.

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

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

Communication [COM]

COM 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.

COM 145 Interpersonal Communication (3)
Introduction to communication strategies and outcomes through participation in interpersonal communication activities.
Recommended Preparation: ENG 22 with a grade of C or better or equivalent.

COM 201 Introduction to Communication (3)
Survey of the theories, research, and programs of communication to explain major communication principles in interpersonal, mass, and telecommunication.
Recommended Preparation: ENG 22 with a grade of C or equivalent.

COM 202 Communication Practices (3)
Introduction to media, research, and computer literacies necessary for communication related study and careers.
Recommended Preparation: Eng 22 with a grade of C or equivalent.

COM 210H Honors Course: Intercultural Communications (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. [OR]
Also recommended: Acceptance in Honors Program as the course will be an Honors Colloquium.

Additional Note: This course is designated as one of the two options for an Honors Colloquium for those students admitted to the Honors Program; such students must complete one of the two Colloquia in order to graduate "With Honors." However, enrollment is not limited to students in the Honors Program.

Prerequisite: When taught as a Writing Intensive course, students must have completed ENG 100 with a C or better.
Recommended Preparation: If COM 210H is not designated Writing Intensive, completion of ENG 100 with a C or better is still highly recommended as students without ENG 100 will find it difficult to complete the course.

COM 265 Writing of Broadcast Messages (3)

An introduction to the theory, format and styles of television news writing and scripting.
Prerequisite: ENG 100.
Recommended Preparation: JOURN 205.

COM 285 Television News Reporting (4)

Designed to provide students with experience in television news writing, scripting, and reporting for on-air delivery.
Prerequisite: ENG 100 and COM 265.
Recommended Preparation: JOURN 205 or approval of Instructor.

Computer Aided Design [CAD]

Computer Aided Design (CAD) is the umbrella discipline for courses in AutoCAD (ACAD), Facilities Management (CAFM), Computer Aided Geographic Information Systems (CAGS), Technical Illustration (CATI), 3-D Design (CADDD), and MicroStation (MCAD). An array of courses in computer-aided drafting and design is also offered.

AutoCAD [ACAD]

Note: At this time, AutoCAD classes are not scheduled to be offered during the 2004–2005 academic year.

ACAD 101 Introduction to AutoCAD (3)

Introduces the student to AutoCAD. Instruction in basic commands and techniques as well as opportunities to practice through drawing assignments. Occupational opportunities will also be researched and discussed.
Prerequisite: BUS 101 or ICS 100 or Instructor's approval.

Computer-Aided Drafting & Design [CADD]

Note: At this time, CADD classes are not scheduled to be offered during the 2004–2005 academic year.

CADD 120 Introduction to Computer Aided Drafting and Design (3)

Introduces the use of computers in producing architectural design and detail drawings. Topics include equipment components, terminology, CADD menus, drawing with the computer, storing and retrieving drawings, printing and plotting. This hands-on course uses industry standard computer-aided drafting and design software
(75 hours: 30 lecture/45 lab).
Prerequisite: DRAF 19 or high school Mechanical Drawing course or equivalent experience with Instructor's approval, ICS 100 or BUS 101 or high school computers course or equivalent experience.

CADD 122 Plot Plans (3)

Introduces Plot Plans and the Computer-Aided (CADD) methods and techniques used to draw Plot Plans. Topics include the local Tax Map Key real property recording system, principles of surveying, topography, drawing conventions, and Computer-Aided (CADD) methods and techniques. An actual parcel of land will be surveyed and plotted (60 hours: 15 lecture/ 45 lab).
Prerequisite CADD 120 or equivalent experience with Instructor's approval.
Recommended preparation: DRAFT 122.

CADD 124 Architectural Plans (2)

Introduces the various types of plans used in a typical set of Architectural working drawings and the Computer-Aided (CADD) methods and techniques used to draw these plans. Topics include Floor Plan, Roof Plan, Reflected Ceiling Plan, and Site Plan layout; dimensioning; drawing conventions; and Computer-Aided (CADD) methods and techniques. Appropriate codes are introduced as they apply to the various drawings (60 hours: 15 lecture 45/ lab).
Prerequisite: CADD 120 or equivalent experience with Instructor's approval.
Recommended preparation: DRAFT 122 .

CADD 126 Architectural Elevations (2)

Introduces Exterior and Interior Elevations of buildings and the Computer-Aided (CADD) methods and techniques used to draw these elevations. Topics include Exterior Elevation, Building Height Envelope, Interior Finish Schedule, Interior Elevation, and Cabinet detail development; drawing conventions; and Computer-Aided (CADD) methods and techniques. Common materials used in building construction and their finishes will be discussed and methods of drawing them will be practiced. Appropriate codes are introduced as they apply to the various drawings (60 hours: 15 lecture/ 45 lab).
Prerequisite: CADD 120 or equivalent experience with Instructor's approval.
Recommended Preparation: CADD 122 and 124.

CADD 128 Doors and Windows (2)

Introduces Door and Window Schedules and Details and the Computer-Aided (CADD) methods and techniques used to draw them. Topics include Door Schedule, Door Detail, Window Schedule, and Window Detail development; drawing conventions; and Computer-Aided (CADD) methods and techniques. Research techniques utilizing Industry Standard reference materials will also be covered and appropriate codes are introduced as they apply to the various drawings (60 hours: 15 lecture/45 lab).
Prerequisite: CADD 120 or equivalent experience with Instructor's approval.
Recommended Preparation: CADD 124 and 126.

CADD 130 Scale Model Building (2)

A scale model of a building will be built from drawings to simulate the construction phases of an actual project. Foundation and Framing information will be introduced (60 hours: 15 lecture/45 lab).
Recommended Preparation: CADD 122, 124, and 126 Recommended to be taken concurrently with CADD 132, 134, and 136. However this course may be taken with the Instructor's approval.

CADD 131 Layers, Linetypes, Colors, & Pens (1)

Introduction to the various theories of CADD layering as it is integrated into Architectural drawings and the development of custom linetypes. The relationship between colors and preset plotter pen weights will be discussed and practiced (30 hours: 7.5 lecture /22.5 lab).
Prerequisite: CADD 120 or equivalent experience with Instructor's approval.

CADD 132 Light Construction Framing (2)

Introduces light construction roof, floor and wall framing systems and Computer-Aided (CADD) methods/techniques used to draw these systems. Sizing of wood framing studied through use of span/load tables; applicable codes introduced as they apply. Computer-Aided (CADD) methods and techniques will be discussed and utilized (60 hours: 15 lecture/45 lab.)
Prerequisite: CADD 120 or equivalent experience with Instructor's approval.
Recommended Preparation: CADD 124, 126, 130, and 131.

CADD 133 Drawing Attributes (1)

Introduces the theories and methods of applying attributes to CADD drawings. The how, why, creation, and editing of drawing attributes will be discussed and practiced. Custom borders and blocks will be created (30 hours: 7.5 lecture/22.5 lab.)
Prerequisite: CADD 120 or equivalent experience with Instructor's approval.

CADD 134 Building Foundations (2)

Introduces the various foundation types used locally, based on soil conditions and structural considerations and the Computer-Aided (CADD) methods and techniques used to draw these systems including Foundation Plans and Sections, drawing conventions, and Computer-Aided (CADD) methods and techniques (60 hours: 15 lecture/45 lab).
Prerequisite: CADD 120 or equivalent experience with Instructor's approval.
Recommended preparation: CADD 122, 124, 126, 130, 131, and 132.

CADD 135 X-Referencing, Model Space and Paper Space (2)

Introduces the theories and practices of using X-Referencing in the development of CADD working drawings. Topics include Model Space and Paper Space. (60 hours: 15 lecture/45 lab)
Prerequisite: CADD 120 or equivalent experience with Instructor's approval.

CADD 150 Commercial Working Drawings (4)

Development of a complete set of working drawings for a light commercial structure or a multi-family residential structure conforming to local codes, regulations, current construction procedures and methods, and drawing conventions, through the use of Computer-aided (CADD) methods and techniques. Topics will include working drawing set planning, code exiting requirements, required parking and loading zones, accessibility requirements, non-combustible stairway construction, elevator construction, drawing standards and conventions, detailing, and Computer-aided (CADD) methods and techniques. The final drawings shall meet all requirements of architectural drafting practices.
Prerequisites: CADD 120 or instructor's approval.
Recommended preparation: CADD 122,124,126,128, 130,131,132,133,134,135, and 136.

CADD 160 Construction Specs (2)

Introduces the student to the written building specifications that is an integral part of a complete set of construction documents. This written document consists of information that names and describes materials, equipment and processes relating to a particular structure that cannot reasonably be placed on drawings. A typical specification document will be researched, compiled and prepared in accordance with a standardized format. Computer aided methods and techniques will be discussed and utilized.
Prerequisites: ICS 101 or BUS 101 or equivalent experience with instructor's approval.
Recommended Preparation: CADD 122,124,126,128,130, 132,134 and 136.

CADD 168 Building Services (2)

A study of the materials and equipment used in the mechanical and electrical systems of a building, basic methods of designing the various parts of the system, and Computer aided (CADD) methods and techniques used to communicate the intent of the design. This course is not intended to be a comprehensive design course.
Prerequisites: CADD 120 or equivalent experience with instructor's approval.
Recommended preparation: CADD 122,124,130,131,132,133,134,135 and 136.

CADD 170 CADD Management (2)

Introduces the student to the Management side of CADD operations. Topics include hardware and software management, troubleshooting and upgrading, planning and preparing CADD related Office Standards, and file archiving and back-up.
Prerequisites: CADD 120 or equivalent experience with instructor's approval.

CADD 176 Intro to Auto Lisp (2)

Introduces the student to basic AutoLisp programming. Topics include terminology and programming conventions. This course is not designed to be a comprehensive CADD training course.
Prerequisites: CADD120 or equivalent experience with instructor's approval.

Computer Aided Facilities Management [CAFM]

Note: At this time, CAFM classes are not scheduled to be offered during the 2004–2005 academic year.

CAFM 101 Intro to Facilities Management (3)

Introduces the student to Facilities Management. Focuses on an awareness of the methods and concepts of the Facilities Management processes. Defines Facilities Management services, processes, reviews the history and future of Facilities Management, and how it fits into the organization. Basic building systems will be studied along with instruction on how to read CAD drawings. Occupational opportunities will also be researched and examined.
Prerequisite: BUS 101 or ICS 100 or Instructor's approval.

CAFM 151 Computer Aided Drawing and Facilities Management (3)

Studies the relationship between computer aided drawing and facilities management. Topics include AutoCAD basics, CAD tracing, specifications and cost estimating.
Prerequisite: BUS 101 or ICS 100 or instructor's approval.
Corequisite: CAFM 101 or instructor's approval.

CAFM 197C Computer Aided Facilities Management (3)

Introduces the student to Facilities Management software. Topics include software basics, application, practice, and the principles of space planning.
Prerequisite: CAFM 101 and CAFM 151 or Instructor's approval.

Computer Aided Geographic Info Systems [CAGS]

CAGS 101 Introduction to Computer Aided Geographic Information Systems (3)

Introduces the student to Computer Aided Geographic Information Systems. Studies the different applications for GIS maps and the new technologies available today and into the future. Occupational opportunities will also be researched and discussed.
Prerequisite: ENG 22 with a C or better or Instructor's approval.

CAGS 151 Survey and Mapping (3)

Introduces the student to the principles of surveying, basic CAD skills, and the practice of developing maps from raw data.
Prerequisite: ICS 100, BUS 101, or Instructor's approval.
Corequisite: CAGS 101 or Instructor's approval.

CAGS 197C Computer Aided Geographical Information Systems (3)

Introduces the student to Geographical Information Systems computer software. Topics include software manipulation basics, applications, and integration of field or research data.
Prerequisite: CAGS 101 & CAGS 151 or Instructor's approval.

Computer Aided 3-D Design [CDDD]

Note: At this time, CDDD classes are not scheduled to be offered during the 2004–2005 academic year.

CDDD 197A Intro to Computer Aided 3D Design (3)

Introduces the student to Computer Aided 3D design. Instruction in basic commands and techniques as well as opportunities to practice through drawing assignments. Occupational opportunities will also be researched and discussed.
Prerequisite: BUS 101 or ICS 100 or Instructor's approval.

CDDD 197B Introduction to Solid Modeling and Animation (3)

Introduces the student to solid modeling, rendering and basic animation. Instruction in basic commands and techniques as well as opportunities to practice through drawing assignments.
Prerequisite: CADDD 197A or Instructor's approval.

CDDD 197C Introduction to 3D Studio (3)

Introduces the student to 3D Studio. Instruction in basic commands and techniques as well as opportunities to practice through drawing assignments.
Prerequisite: CDDD 197A or Instructor's approval.

Computer Aided Technical Illustration [CATI]

Note: At this time, CATI classes are not scheduled to be offered during the 2004–2005 academic year.

CATI 197A Intro to Computer Aided Technical Illustration (3)

Introduces the student to Computer Aided Technical Illustration. Instruction in basic commands and techniques as well as opportunities to practice through drawing assignments. Occupational opportunities will also be researched and discussed.
Prerequisite: BUS 101 or ICS 100 or Instructor's approval.

CATI 197B Three-Dimensional Illustration (3)

Introduces the student to three-dimensional illustration. Instruction in basic commands and techniques as well as opportunities to practice through drawing assignments.
Prerequisite: CATI 197A or Instructor's approval.

CATI 197C Adv. Three-Dimensional Illustration (3)

Furthers the study of three-dimensional illustration. Instruction in advanced techniques as well as opportunities to practice through drawing assignments.
Prerequisite: CATI 197B or Instructor's approval.

Microstation [MCAD]

Note: At this time, Microstation classes are not scheduled to be offered during the 2004–2005 academic year.

MCAD 197A Introduction to Microstation (3)

Introduces the student to MicroStation. Instruction is basic commands and techniques as well as opportunities to practice through drawing assignments. Occupational opportunities will also be researched and discussed.
Prerequisite: BUS 101 or ICS 100 or Instructor's approval.

MCAD 197B Intermediate Microstation (3)

Further studies in MicroStation. Introduces the student to advanced drawing tools and plotting basics will be discussed and practiced.
Prerequisite: MCAD 101 or Instructor's approval.

MCAD 197C Advanced Microstation (3)

Further studies in MicroStation. Introduces the student to advanced drawing tools and plotting basics will be discussed and practiced.
Prerequisite: MCAD 197B or Instructor's approval.

Dance [DNCE]

DNCE 108 Hatha Yoga: Beginning (3)

Practice, theory, and history of the yoga tradition with the emphasis on the practice of hatha yoga postures. Sanskrit terminology is incorporated throughout the course. Students must supply their own exercise clothes.
Prerequisite: Eng 10 with a grade of C or better or equivalent.

DNCE 121 Beginning Ballet (3)
Introduction to classical ballet technique. Dance clothes provided by the student. *May be repeated once for additional credit.*

DNCE 131 Modern Dance I (3)
An introduction to Modern Dance technical skills and creative processes for the beginner. No dance experience is necessary. Study body alignment, physical conditioning, dance steps, actions, exercises, and combinations. A variety of music is used. Dance clothes provided by the students. [AH1]
May be repeated once for additional credit.
Prerequisite: ENG 2B with a grade of C or better or equivalent.

DNCE 132 Modern Dance II (3)
Continuation of beginning Modern Dance technical skills and creative processes, with an emphasis on developing personal responsibility and discipline. Further develop body alignment, physical conditioning, dance steps, actions, exercises and combinations. A variety of music is used. Dance clothes provided by the student. [AH1] *May be repeated once for additional credit.*
Prerequisite: ENG 2B with a grade of C or better or equivalent.
Recommended Preparation: DNCE 131, prior dance training in any technical dance form, or consent of Instructor.

DNCE 150 Introduction to Dance (3)
Survey the development of major dance styles and their relationship to contemporary choreography. Introduced to the broad field of multi-cultural dance, current performances at LCC's Theatre and dance in the community. Includes the elements and function of dance as individual and cultural expression, and as ritual and performance art. This is a *non-studio* course. Students learn through lectures, video viewing, readings, and class discussions. [AH1]
Prerequisite: ENG 21 or 22 with grade of C or better or equivalent.

DNCE 160 Introduction to Hawaiian Dance (3)
Introduction to Hawaiian chant and dance including a history of the *hula* (Hawaiian dance), the structure of the *hālau* (school of Hawaiian dance), *hālau* protocol, *'oli* (chant), *hula kahiko* (ancient-style dance) and *hula 'auana* (modern style dance). In addition to the basic movements of the hula, the student is introduced to all the instruments used in the performance of *hula* also learn how *hula* and *mele* (song/chant text) are categorized.
Prerequisite: ENG 21 or 22 with grade of C or better or equivalent.

DNCE 170 Dance Improvisation & Composition (3)
A hands-on introduction to methods of movement exploration, improvisation, and composition for the beginner. Student creative work is encouraged through construction of short dance studies.
Prerequisite: ENG 2B with a grade of C or better or equivalent.

DNCE 180 Dance Production (3)
The creation of a new dance, choreographed by faculty and rehearsed and performed by the students at the Annual LCC Dance Festival Concert on main stage in the LCC Theatre. This annual concert brings together dancers and choreographers from the Dance Programs at LCC, KCC, UH Mānoa, Mid Pac and others.
Co-requisite: Enrollment in DNCE 131, or 132, or consent of the Instructor.

Digital Media [DMED]

DMED 113 Introduction to Layout Design (3)
Introduction to the technology, vocabulary and procedures of basic paste up for preparing digital mechanicals for offset print production. Emphasis is on preparing simple mechanicals for brochures, newspaper ads and other print formats. *(formerly DMED 197E)*
Prerequisite: ART 112 or consent of the instructor.
Recommended Preparation: ART 113D.

DMED 120 NetPrep Web Development (3)
This course will prepare students to analyze, design, build and implement websites. Areas covered include identification of information objects, the creation of flow diagrams, the use of multimedia, the use of hyperlinks, navigational efficiency, text creation and the appropriate use of maps, menus and frames. *(formerly DMED 197K)*
Prerequisite: Eng 21 or Eng 22 or equivalent, all with a grade of C or better, or consent of instructor.

DMED 121 NetPrep Web Site Design (3)
This is an introductory course in Web Site Design. The focus is on basic graphic design concepts, Web Site accessibility, web graphics concepts and practices, information architecture, navigation design and graphical user interface design. *(formerly DMED 197B)*
Recommended Preparation: DMED 120.

DMED 122 NetPrep Web Animation (3)
This course introduces the basic principles of Web animation using Macromedia Flash. Students will learn how to plan a scene for Web animation, which includes thumbnails, exposure sheets, layouts, staging, and motion composition. *(formerly DMED 197D)*
Recommended Preparation: DMED 121.

DMED 130 Digital Storyboarding (3)
Introduction to writing and designing a digital storyboard, using a non-linear editing tool, to create a movie.
Recommended Preparation: Art 113D.

DMED 131 Introduction to Digital Video (3)
How to plan, create, produce and edit a digital video for home, business or commercial purposes. *(formerly DMED 197C)*
Recommended Preparation Art 112 and DMED 130.

DMED 132 Introduction to Non-Linear Video Editing (3)
An introductory course in basic non-linear editing. Raw video footage images and audio will be edited to various output formats using a non-linear editing program. *(formerly DMED 197G)*
Recommended Preparation: DMED 130.

DMED 140 Introduction to Motion Graphics (3)
Basic 2-D Animation techniques for Film, Television and Multimedia. *(formerly DMED 197J)*
Recommended Preparation: Art 113.

DMED 200 Electronic Portfolio (3)

DMED 200 is a course in how to digitize and store student portfolio projects using a range of technologies and multimedia elements. This course asks students to summarize all work done in previous courses. The work will be developed into presentation formats such as CD-ROM, DVD, video and the Internet. *(formerly DMED 197I)*

Prerequisite: For the Digital Media Major students: DMED121 or DMED197B, DMED131 or DMED197C, DMED113 or DMED197E, or instructor's approval. For the Art Major students: ART113D, Art112, ART 115 and ART 202, or instructor's approval.
Recommended Preparation: DMED 130.

DMED 221 NetPrep Dynamic Web Publishing (3)

This course is how to develop Web-based content using ColdFusion as well as JavaScript and SQL applications. Students will learn the basic constructs of ColdFusion markup language (CFML) and how to embed CFML instructions into HTML documents to produce dynamically generated Web pages. *(formerly DMED 197C)*

Prerequisite: Eng 21 or Eng 22, Math 24 or equivalent and DMED 120 all with a grade of C or better, or consent of instructor.
Recommended Preparation: DMED 121.

DMED 240 Motion Graphics (3)

This course focuses on advanced 2-D animation techniques for film, television and multimedia. Students will further enhance motion concepts in animation and develop advanced compositing, sound and editing skills. *(formerly DMED 197B)*

Prerequisites: DMED 140 or instructor's approval.
Recommended Preparation: ART 111, DMED 130,and DRAM 230.

DMED 241 Introduction to 3D Animation & Visual Effect (3)

DMED 241 is a course in the design and production of 3D animation and visual effects for film, television and multimedia applications. Topics include three- dimensional rendering; the relationship between 2D and 3D animation; and multimedia concepts and production procedures.

Recommended Preparation: DMED 140 taken concurrently.

DMED DMED 242 Character Animation (3)

This course moves deeper into the heart of animation technique studying cell animation, stop motion animation and computer generated 3D animation. The focus is on storytelling, filmmaking and performance and in actually making a movie. Advanced features of Adobe After Effects, Macromedia Flash, Final Cut Pro and Maya will be discussed. Students will begin developing stories and characters using digital tools to bring them to life. Dialogue, lip sync and character interaction will be explored in detail.

Prerequisite: DMED 140 or consent of instructor.

DMED 243 3D Modeling And Animation (3)

Students will learn the basic use of organic modeling and character animation tools. *(formerly DMED 297D)*

Prerequisite: DMED 140) or instructor's approval.
Recommended Preparation: DMED 241.

DMED 293 Practicum in Digital Media (3)

This course provides practical work experience in Digital Media where students will apply their classroom lab knowledge and develop job competencies. Students will be placed in a internship off at least 120 hours. Generally, this internship will take place in a facility on O'ahu. In some cases it can be on another Island or the Mainland. Positions may also be offered on the LCC campus. This class will allow students to experience production in a real-world situation. In addition to the internship students will meet once every two weeks for a total of 20 hours in class to discuss and evaluate their work experience with the instructor and the other students.

Prerequisites
For Internet Publishing Specialization: DMED120, DMED121, DMED122, DMED221, and ICS184.

For Digital Video Specialization: DMED130, DMED131, DMED132, DMED140, and Art 220.

For Motion Graphics Specialization: DMED130, DMED140, DMED241, DMED242, and DMED243.

DMED 297B Advanced Animation (3)

Advanced 2-D Animation techniques utilized by film, television and multimedia animators.

Prerequisite: DMED 197J or instructor's approval.
Recommended Preparation: ART 111 or ART197D.

Drafting Technology [DRAF]

Note: At this time, Drafting classes are not scheduled to be offered during the 2004–2005 academic year.

DRAF 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 (60 hours: 30 - 2 hour lecture/lab).

Drama [DRAM]

DRAM 101 Intro to Drama and Theatre (3)

Theatre appreciation includes study of selected plays representative of important historical periods, with a review of the elements and forms of drama as well as theatre skills. [AH1]

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

DRAM 221 Beginning Acting I (3)

Introduction to acting with individual and group exercises in movement for the stage, improvisation, monologue preparation and performance. [AH1]

DRAM 222 Beginning Acting II (3)

Advanced work in improvisation. Vocal and physical training is emphasized, particularly on scene work. Actors are expected to work together to present scenes to the class. [AH1]

Prerequisite: DRAM 221 or consent of Instructor.

DRAM 230 The Art of Storytelling (3)

Drama 230 is a practical performance-oriented course emphasizing the history, forms and art of storytelling in literary, performance and digital storytelling. Students prepare individual and team projects to create and deliver their own stories in live performance and/or film, TV or digital media.

Recommended Preparation: DRAM 221 or DRAM 101, or ENG 201.

DRAM 240 Basic Stagecraft (3)
Introduction to stagecraft and technical aspects of theatre, including basic theory and fundamentals of lighting, set construction, sound, costuming, makeup and stage management. Class time divided between lectures and laboratory work in the theatre. [AH1]

DRAM 260 Dramatic Production (3)
Practical introduction to the process of converting a script into performance. Students required to participate in at least two aspects of an actual production.
Recommended Preparation: DRAM 221.

DRAM 262 Hawaiian-Style Theatre (3)
A practical performance-oriented theatre course presents the local experience in a theatrical production. Actual production activities undertaken will vary with the production requirements of the play being produced.

East Asian Language & Literature [EALL]

EALL 271 Japanese Literature In Translation: Traditional (3)
Readings in English translations of the earliest works of Japanese literature to 1868, with focus on how the text reflects the Japanese cultural character and world view as well as universal truths of the human condition. Selections from Japanese film classics featured. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

EALL 272 Japanese Literature In Translation: Modern (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 featured. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

E-Commerce [ECOM]

ECOM 100 Introduction to E Commerce (3)
Proides an introduction to the technology and history of the Internet and its uses as an electronic commerce medium from informational websites to full online retail systems. Included in this introductory survey will be analysis and evaluation of retail and business-to-business Internet based systems. The course will be offered on-line and also in one credit hour modules.
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 100B History and Technology of The Internet (1)
Presents a basic introduction to the history and development of TCP/IP internetworking, the Hyper Text Transfer Protocol of the Web and secure transactional services.
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 100C E-Commerce and E Business Services (1)
Surveys the uses of the Internet by business with analyses of sites designed to provide those services. These services will include an overview of marketing and informational services, e-commerce virtual storefronts, online retail banking and commercial banking, Business to Business services such as inventory supply, online invoicing and bill presentment along with basic intranet and extranet descriptions. (*formerly* ECOM 197C)
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 100D Intro to The Internet Sales and Marketing (1)
Introduces the student to the current concepts of Internet marketing and how this differs from traditional sales and marketing assumptions and techniques. Specific topics will be combined with links to sites and studies on this rapidly evolving area. Topics will include methods for bringing customers to your site, cross media promotion, developing the customer community, to portal or not to portal and the basic techniques of database marketing and personalization of the site.
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 102 Introduction to the Internet (3)
Cross-listed with ICS 102. This course introduces the Internet and its effects on modern society. Students will review its history, concepts, and terminology; and learn how to connect to and navigate the Internet. Emphasis will be on using the Internet to access and provide information on a world-wide network. The course covers the basic concepts of networking, protocols, security and communication terminology pertaining to the Internet. A variety of Internet resources will be demonstrated and subsequently explored by students.
Recommended Preparation: Experience with computers equivalent to Bus 101 or ICS 100.

ECOM 110B E-Commerce Marketing Product Development (1)
This course will explore the basic principles and current directions of marketing on the Internet for both full e-commerce operations and mixed e-commerce and brick and mortar businesses. The goal of this course is to provide an overview of evolving product development in light of the changing customer demographic of the Internet population. The course will be offered online.
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 110C E-Commerce Personalized Marketing (1)

This course will explore the basic principles and current directions of marketing on the Internet for both full e-commerce and mixed e-commerce and brick and mortar businesses. The goal of this course is to provide an overview of Internet marketing technology, methods for personalization of the online buying experience, and the development of loyal customer communities. The course will be offered online.
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 110D E-Commerce Marketing Planning and Design (1)

The goal of this course is to provide an overview of Internet marketing plan design and development for both new businesses and conversion of existing businesses to e-commerce operations. The course also offered in one credit hour modules.This course will explore the basic principles and current directions of marketing on the Internet for both full e-commerce operations and mixed e-commerce and brick and mortar businesses.
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 190 E-Commerce Topics (3)

Provides a topical survey of specific areas of e-commerce including security, operations, standards, customer service, inventory, back office integration and order fulfillment.
The focus of the course will be to define the components of a successful online business and how those components relate to traditional business structures. The course will be offered online and also in one credit hour modules.
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 190B E-Commerce Security and Transactions Standards (1)

Topics covered will include encryption systems, watermarking and control of intellectual property, the emerging industry standards for openness in e-commerce transactions and digital signatures and proof of identity. *(formerly ECOM 197G)*
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 190C E-Commerce Site Design (1)

This course will provide a survey and analysis of dynamic versus static sites with implications for marketing and cost comparisons of site development and operation. (*formerly ECOM 197I*)
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 190D E-Commerce and Telecommuting (1)

In this module students will be introduced to the technology and operational benefits of a fully Internet protocol based back office with specific reference to the implementation of work from home and remote office interconnection. (*formerly ECOM 197J)*
Recommended Preparation: Working knowledge of Personal Computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

ECOM 197P E-Commerce Wireless Services (1)

This course will define the basic concepts and technology that is enabling the movement of e-business services to the wireless environment as information devices become smaller and Internet based business applications become ubiquitous. Both business transaction development related to order entry and inventory control as well as marketing opportunities specific to the travel industry will be explored.
Recommended Preparation: Working knowledge of personal computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful along with basic understanding of e-busines opeations.

ECOM 197Q Understanding Streaming Media (1)

Streaming media is rapidly becoming a requirement for integrating video material into the commercial online environment while promising to revolutionize the television, film, and music industries. This course will explore the technology behind streaming media while focusing on the business opportunities and the threats to traditional industries inherent in the rapid growth of these technologies. Specific attention will be given to opportunities for artists and entrepreneurs to develop alternatives to traditional media.
Recommended Preparation: Working knowledge of personal computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful along with basic understanding of digital media.

ECOM 197R Understanding Web Services (1)

Web Services are emerging as the means to deliver another level of business efficiency that could bring e-business functionality to small and medium enterprises. What are the promises of this new level of technology and will it deliver on those promises? This course will define the basic concepts of Web Services, review the current record of actual implementation in several industries, and explore the role of Web Services for small and medium enterprises in the Pacific Basin.
Recommended Preparation: Working knowledge of personal computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful along with basic understanding of e-commerce principles and web design.

Economics [ECON]

ECON 101 Consumer Economics (3)

Investigates 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. Towards this inquiry, students learn basic skills and information needed to make rational consumer decisions e.g. money management, consumer credit, food purchasing, consumer protection. Students also learn how to maximize their scarce and limited resources i.e. money, time and energy.

ECON 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. [SS]

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ECON 130 Principles of Microeconomics (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. (*formerly ECON 151*) [SS]

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent; 2 years high school algebra.

ECON 131 Principles of Macroeconomics (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. (*formerly ECON 150*) [SS]

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent; 2 years high school algebra.

Education [ED]

ED 100 Introduction to Education (3)

Introduction to familiarize and introduce the field of education, its historical background, philosophies and contemporary theories. Also acquaints 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 and provides the student an opportunity to visit and observe the classroom.

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

ED 197F Educational Assistant Roles and Responsibilities (1)

An introductory course that explains the roles and responsibilities of a Special Education Educational Assistant. The student will become familiar with special education issues, general DOE policies, effective communication and teaming strategies.

Prerequisite: ENG 22 or placement of ENG 100 or consent of instructor.

Recommended Preparation: Basic Training Class (1 day) with Department of Education (DOE).

ED 285 Intro to Classroom Management (3)

An introductory course which offers the student exposure to the legal and ethical issues of classroom management in the field of Special Education. Behavioral assessment, strategies and interventions will be introduced. Learning styles, theory, instructional assessment, planning and delivery will also be addressed. *(Formerly ED 197E)*

Prerequisite: ENG 22 or placement of ENG 100 or consent of instructor.

Recommended Preparation: Basic Training class (1 day) with Dept. of Education.

ED 286 Special Populations I (3)

This course addresses the issues confronted by people who currently work, or plan to work, with special needs populations in primary and secondary education. It will cover characteristics of selected disabilities and the particular needs experienced by students with mild to moderate disabilities. Identification of the challenges that confront the disabled student, the educational assistant (EA), and the teacher within the classroom setting will be described. An examination of strategies used to work with each area of disability will be explored. There will also be an emphasis on information needed to help prepare students with disabilities to transition into adulthood. *(formerly ED 297L)*

Prerequisites: ENG 22 or entry-level test scores placing student at ENG 100 level, or consent of instructor. If a Department of Education (DOE) employee, completion of the Basic Training Class (1 day) with DOE. Completion of ED 285 with a grade of C or better.

ED 287 Special Populations II (3)

This course addresses the issues confronted by people who currently work, or plan to work, with special needs populations in primary and secondary education. It will cover characteristics of moderate to severe disabilities and the particular needs experienced by students with these disabilities. Information other populations needing support (Multicultural and ESL learners) will also be covered. Identification of the challenges that confront the disabled student, educational assistant (EA), and teacher within the classroom setting will be described. An examination of strategies used to work with each area of disability will be explored. There will also be an emphasis on the use of Assistive Technology as part of related and supplementary services to help students succeed. As well, the course will address the most effective inclusion and transition practices for the moderate to severe special needs population. Identifying community resources and increase parent involvement will also be a focus of this course. *(Formerly ED 297M)*

Prerequisite: ENG 22 or entry-level test scores placing student at ENG 100 level, or consent of instructor. If a Department of Education (DOE) employee, the student will need to complete the Basic Training Class (1 day) with the DOE. Completion of ED 285 and ED 286 with a grade of C or better.

ED 288 The Practice Seminar (3)

This will be a Practice Seminar wherein the students will have the opportunity to further integrate the theoretical knowledge gained and practice skills obtained over the previous semesters. This may occur through enactment of various role-plays that offer rehearsal for possible scenarios that could occur with teachers or students, reports on observations in the classroom, and discussions about best practices for assisting the teacher and students in the classroom.

Prerequisite: ENG 22 or entry-level test scores placing student at ENG 100 level, or consent of instructor. Completion of ED 285 and either ED 286 or ED 287 with a grade of "C" or better. Student may take the course concurrently with ED 286 or ED 287; however, must have completed one or the other in order to enroll in this class.

Electrical Engineering [EE]

EE 150 Introduction to Computer Programming Methods (3)

Introductory course on computer programming methods; emphasis on planning, writing, debugging of programs, together with basic applications.
Prerequisite: MATH 140 or equivalent.

EE 151 Introductory Computer Programming Methods Using FORTRAN (3)

Principal emphasis on the 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.
Prerequisite: High school algebra or consent of Instructor.

EE 211 Basic Circuit Analysis (4)

Study of linear circuits, time-domain analyses, 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.

EE 213 Basic Lab Measurements and Techniques (4)

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.

EE 260 Introduction to Digital Design (4)

Introduction to the design of digital systems with an emphasis on design methods and the implementation and use of fundamental digital components.
Prerequisite: EE 150 and credit or registration in MATH 205.

EE 266 Computer Organization & Programming Techniques (3)

Covers the organization and machine language of typical computers and provides an introduction to machine language programming techniques, operating systems, data structures, sorting, and retrieving data from files of information. *(Formerly the same as ICS 266)*
Prerequisite: EE 150 or equivalent.

English [ENG]

ENG 1B Reading Basics (0)

A non-credit course in building basic college reading skills. Students gain an understanding of academic reading requirements and learn reading and study skill strategies to help them succeed in college. For example, students build vocabulary, identify main points, and locate supporting details. Students build language skills and become better readers.

ENG 2B Writing Basics (0)

A non-credit course in building basic college writing skills, as related to reading, speaking, listening, and thinking skills. Students engage in writing as a process and produce paragraphs and short essays based on personal experiences. They gain knowledge and fluency by interacting with a variety of sources and writing journals. Students study sentence structure and address common grammar and usage problems in the context of their own writing. They use computers and word processing programs to produce their compositions. Students practice writing in a variety of contexts and become familiar with college writing requirements.

ENG 8 Reading and Writing Basics (6)

ENG 8 is a combination of ENG 1B, Reading Basics, and ENG 2B, Writing Basics.

A non-credit course in building basic reading, writing, and study skills needed to succeed in college. Through continual practice and engagement in the reading and writing processes, students gain fluency and self- confidence in their ability to comprehend and create simple texts. Reading like a writer and writing like a reader, students expand their vocabulary, identify main points, and locate supporting details in what they read and write. They produce paragraphs and short essays based on personal experiences and assigned readings. Students study sentence structure and address common grammar and usage problems in the context of their own reading and writing. They use computers and word processing programs to produce their compositions.

ENG 18 Reading Essentials (3)

Provides practice in building essential college reading skills. Students learn techniques to understand academic reading materials and learn reading and study skill strategies to help them succeed in college. For example, students build vocabulary, identify main points, and locate supporting details. In addition, students identify transitions, recognize assumptions, and follow patterns of organization. Students improve language skills and become competent readers.
Prerequisite: Appropriate reading placement test score, or successful completion of ENG 1B or ENG 8 or equivalent, or approval from Language Arts Division.

ENG 19 Writing Essentials (3)

Provides practice in improving essential college writing skills. Students engage in writing as a process and produce paragraphs and short essays based on personal experiences and the experiences of others. They pay attention to content, organization, and sentence structure as they complete their writing assignments. Students interact with a variety of sources to become familiar with a range of topics, purposes, and audiences. They use computers and word processing programs to produce their compositions. Students improve their language skills and learn writing strategies to help them succeed in college and the workplace.
Prerequisite: Appropriate reading and writing placement test scores, or successful completion of ENG 2B or ENG 8 or equivalent, or approval from Language Arts Division.

ENG 21 Introduction to College Reading (3)
Provides practice in building effective college reading and thinking skills. Students develop techniques to build knowledge, organize information, and think clearly. For example, students identify main points, evaluate support, and make appropriate inferences. In addition, students determine purpose, recognize assumptions, and interpret figures of speech. Students refine language skills and become efficient readers and clear thinkers.
Prerequisite: Appropriate reading placement test score, or ENG 18 with grade of C or better or equivalent, or approval from Language Arts Division.

ENG 22 Introduction to Expository Writing (3)
Provides practice in writing clear, effective, well-developed compositions using various modes of development. Students follow a recursive writing process and consider topic, purpose, and audience as they write. They read from a variety of texts to generate ideas for essays and to learn effective methods of drafting, revising, editing, proofreading, and publishing their compositions. Students write essays that have clear ideas, adequate support, logical organization, and correct sentence structure. They learn the principles of expository writing and refine their language skills. Students become efficient readers, effective writers, and critical thinkers.
Prerequisite: Appropriate reading and writing placement test scores or ENG 19 with a grade of C or better or equivalent, and completion of ENG 21 with a grade of C or better or equivalent or concurrent enrollment with ENG 21, or approval from Language Arts Division.
Recommended Preparation: Typing or computer experience.

ENG 100 Expository Writing (3)
Provides practice in producing substantial compositions at the college transfer level for courses across the curriculum. Engaging in research activities, students evaluate and integrate sources into their compositions. Following a recursive writing process, they analyze the rhetorical, conceptual, and stylistic demands of writing for various purposes and audiences. Students apply the principles of expository writing and produce compositions that have clear ideas, adequate support, logical organization, and correct sentence structure. Students become proficient language users, independent learners, and thoughtful members of an academic community. [WR]
Prerequisite: Appropriate reading and writing placement test scores, or ENG 22 with a grade of C or better or equivalent, or approval from Language Arts Division.
Recommended Preparation: Computer experience.

ENG 100E Expository Writing (3)
For non-native speakers of English only. Practice in writing clear, effective university-level prose with attention to all stages of the writing process-generating ideas, drafting, revising, and editing. [WR]
Prerequisite: Placement into ESL 100 or ENG 100E or completion of ESL 21 and 22, or approval from the Language Arts Division.

ENG 102 College Reading (3)
Practice in advancing critical reading skills. Students apply techniques that promote active reading, clear thinking, and careful reasoning. For example, students analyze main points, evaluate support, and make appropriate inferences. In addition, students distinguish between fact and opinion, determine a writer's purpose and tone, and follow extended analogies. Students become proficient language users, independent learners, and thoughtful members of an academic community.
Prerequisite: Appropriate reading placement test score, and ENG 21 and ENG 22 with a grade of C or better, or approval from Language Arts Division.

ENG 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. May be repeated for additional credit. *May be repeated for additional credit.*
Recommended Preparation: ENG 100 or consent of Instructor.

ENG 205 Magazine Editing and Production (4)
Designed to enable students to produce a magazine containing student writing and art with practice in the skills of evaluating and editing written work, evaluating drawings and photographs and designing the magazine.
Prerequisite: ENG 100 with a grade of C or better, or permission of Language Arts Division.

ENG 209 Business Writing (3)
Designed for students interested in a career in business; learning to organize and evaluate effective communication in writing; how to compose the various forms of letters and reports found in the business field; and how to evaluate job resumes. Most course work must be typed.
Prerequisite: ENG 100 with a grade of C or better, or equivalent, or permission of Language Arts Division.

ENG 211 Autobiographical Writing (3)
Writing clear, effective prose based on the writer's own experience and ideas.
Prerequisite: ENG 100/100E or ESL 100 with a C grade or better or equivalent.

ENG 215 Advanced Expository Writing (3)
Students learn how to plan, develop, organize, and edit various writing projects with clarity and precision. Students write various kinds of papers, including a research project, using general practices within specific areas of concentration.
Prerequisite: ENG 100 with a grade of C or better, or permission of Language Arts Division.

ENG 217 Writing About O'ahu (3)
Second year course in writing research essays. Focus on O'ahu places and related organizations and/or people. Emphasis on utilizing archives and other special collections as well as primary rather than secondary source materials.
Prerequisite: ENG 100/100E or ESL 100 with a C or better or equivalent.

ENG 225 Technical Writing (3)
Provides practice in creating, designing, and transmitting technical information so that specialists and laypersons can understand it easily.
Prerequisite: ENG 100 with a grade of C or better.

ENG 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. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

ENG 251 Major Works of British Literature (Middle Ages to 1800) (3)

A study of the major works of British literature. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

ENG 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. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

ENG 253 World Literature (Classical Times to Renaissance) (3)

Features major works of Western and Eastern World literature from Classical times to the Renaissance. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

ENG 254 World Literature (1600 AD to Present) (3)

Features major works of Western and Eastern World literature from Renaissance times to the present. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

ENG 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. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

ENG 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. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

ENG 257H Themes in Literature: Man & Myth (3)

Selected themes in major works of various types, cultures, periods. [AH2]
Prerequisite: ENG 100 with a grade of C or better or equivalent.

ENG 297 Portfolio Preparation for Educators (3)

Portfolio Preparation is an advanced writing course for accomplished teachers in the K-12 sector. All students must have at least a B.A. or B. Ed. Building on the teachers writing skills, participants will produce the narrative portion of the portfolio for National Board for Professional Teaching Standards (NBPTS) certification in the certificate area (e.g. Early Childhood Generalist, Early Adolescence Math, Late Adolescence/ young adult English as a New Language) of the participant's choice, following the NBPTS guidelines.
Prerequisites: B.A or B.Ed. Degree.

ENG 298 Introduction to the Writing Of Poetry (3)

This poetry course will give an understanding of the basics of poetry, how to write poems, as well as present a general survey of the texts and different voices found in contemporary poetry.
Prerequisites: English 100/100E or ESL 100 with a grade of C or better.
Recommended Preparation: Computer or typing experience is recommended.

English as a Second Language [ESL]

ESL 1A Beginning Speaking/ Listening or Speakers of Other Languages (3)

This course is designed to give beginning level non-native speakers of English the ability to communicate and understand English. It includes practice in pronunciation, group interaction, public speaking, and listening comprehension. Open only to non-native speakers and may be repeated.
Prerequisite: Placement into ESL 1A.
Corequisite: ESL 2A, ESL 3A.

ESL 2A Beginning Reading for Speakers of Other Languages (3)

This course is designed to build the reading skills of beginning level non-native speakers of English. The focus is on reading comprehension, vocabulary development, reading rate, and study skills. Open only to non-native speakers of English and may be repeated.
Prerequisite: Placement into ESL 2A.
Corequisite: ESL 1A, ESL 3A.

ESL 3A Beginning Writing for Speakers of Other Languages (3)

This course is designed as an intensive writing program for beginning level non-native speakers of English. It emphasizes sentence structure, paragraph organization, and usage of formal English grammar. Open only to non-native speakers of English and may be repeated.
Prerequisite: Placement into ESL 3A.
Corequisite: ESL 1A, ESL 2A.

ESL 4A Beginning Grammar for Speakers of Other Languages (3)

This course is designed to build the grammar skills of beginning level non-native speakers of English. It focuses on a basic understanding of tense, parts of speech, and sentence structure. Open only to non-native speakers of English and may be repeated.
Prerequisite: Placement into ESL 4A.
Recommended Preparation: Concurrent enrollment in ESL 1A, ESL 2A, and ESL 3A.

ESL 5V Skills Development Lab (1-3)

Self-directed practice in listening, speaking, reading, and writing skills, critical thinking, and computer skills (information literacy). These activities will take place in the Learning Resource Center. Open only to non-native speakers of English; may be repeated. Variable credit.

ESL 8B Intermediate Reading for Speakers of Other Languages (3)

This course is designed to improve the reading skills of intermediate level non-native speakers of English. The focus is on reading comprehension, vocabulary development, reading rate, and study skills. Open only to non-native speakers of English and may be repeated.
Prerequisites: Completion of ESL 1A, 2A, 3A, and 4A with a grade of C or better, or placement into ESL 8B; or approval from the Language Arts Division.
Corequisite: ESL 9B.

ESL 9B Intermediate Writing for Speakers of Other Languages (3)

This course is designed to give the intermediate level non-native speakers of English the skills necessary to write a good paragraph and short essay. Open only to non-native speakers of English and may be repeated.
Prerequisites: Completion of ESL 1A, 2A, 3A, and 4A with a grade of C or better; or placement into ESL 9B; or approval from the Language Arts Division.
Corequisite: ESL 8B.

ESL 17 Listening and Speaking for Speakers of Other Languages (3)

This course is designed to give non-native speakers of English at the intermediate or higher level practice in communicating and understanding English in an academic setting. It includes practice in pronunciation, group interactions, public speaking, and social skills. Only open to non-native speakers of English and may be repeated.
Prerequisite: Completion of ESL 1A, 2A, and 3A with a grade of C or better; or placement into ESL 8B and 9b or higher; or approval from the Language Arts Division.

ESL 18 High Intermediate Reading for Speakers of Other Languages (3)

This course is designed to improve the academic reading skills of high intermediate level non-native speakers of English. The focus is on reading comprehension, vocabulary development, reading rate, and study skills. Open only to non-native speakers of English and may be repeated. *(formerly ESL 12C)*
Prerequisites: Completion of ESL 7B, 8B, 9B, and 10B with a grade of C or better; or placement into ESL 18; or approval from the Language Arts Division.
Corequisite: ESL 19.

ESL 19 High Intermediate Writing for Speakers of Other Languages (3)

This course is designed to improve the academic writing skills of high intermediate level non-native speakers of English. The focus is on sentence structure, paragraph organization and essay construction. Open only to non-native speakers of English and may be repeated. *(formerly ESL 13C)*
Prerequisites: Completion of ESL 7B, 8B, 9B, and 10B with a grade of C or better; or placement into ESL 19; or approval from the Language Arts Division.
Corequisite: ESL 18.

ESL 20 High Intermediate Grammar in ESL (3)

Intermediate to High Intermediate Grammar For Speakers of Other Languages (3)
This course is designed to build the grammar skills of intermediate and high intermediate level non-native speakers of English. It broadens the students knowledge of grammar as it is used in complex sentence structures. Open only to non-native speakers of English and may be repeated. *(formerly ESL 14C)*
Prerequisites: Completion of ESL 1A, 2A, and 3A with a grade of C or better; or Placement into ESL 8b and ESL 9b or ESL 18 and ESL 19; or approval from the Language Arts Division.

ESL 21 Advanced Reading for Speakers of Other Languages (3)

This is an advanced level ESL course in reading comprehension and vocabulary development for the non-native speaker. Open only to non-native speakers of English and may be repeated. Students who pass this course and ESL 22 with grades of C or better may enroll in ESL100 or ENG 100.
Prerequisites: Completion of ESL 18, 19 and 20 with a grade of C or better; or placement into ESL 21; or approval from the Language Arts Division.
Corequisite: ESL 22 and SP 151.
Recommended Preparation: Concurrent enrollment in ESL 23.

ESL 22 Advanced Writing for Speakers of Other Languages (3)

Advanced ESL course in composition and grammar study for the non-native speaker. Open only to non-native speakers of English and may be repeated. Students who pass this course and ESL 21 with grades of C or better may enroll in ESL 100 or ENG 100 or 100E.
Prerequisites: Completion of ESL 18, ESL 19 and ESL 20 with a grade of C or better; or placement into ESL 22; or approval from the Language Arts Division.
Corequisite: ESL 21 and SP 151.
Recommended Preparation: Concurrent enrollmentin ESL 23.

ESL 23 Editorial Grammar for Speakers of Other Languages (3)

This course is designed to build the grammar editing skills of advanced level non-native speakers of English. It broadens the student's knowledge of grammar as it is used in complex sentence structures. Open only to non-native speakers of English and may be repeated.
Prerequisites: Completion of ESL 18, ESL 19 and ESL 20 with a grade of C or better; or placement into ESL 23 or approval from the Language Arts Division.
Recommended Preparation: Concurrent enrollment in ESL 21 and ESL 22 or ESL 100 or ENG 100E.

Finance [FIN]

FIN 245 Principles of Finance (3)

Introduction to the critical financial management functions of the business firm and designed to provide the student with working skills in a small business setting. Topics emphasized are: financial analysis, cash flow, funding sources and working capital management (45 lecture hours).
Prerequisite: ENG 21, ENG 22 and BUS 55 with grades of C or better or equivalent.
Recommended Preparation: MGT 120 and ACC 124 or ACC 201.

Food Service [FSER]

FSER 20 Intro to Food Service (1)

This course is a survey of the food service profession. Coverage includes historical beginnings, leading culinarians, food service businesses, job titles, employee qualities and job seeking procedures. Students will also study customer service skills needed in today's business environment. (15 Lecture Hours)

FSER 21 Food Service Sanitation (2)

Fundamentals of safe food service facilities and equipment including food-borne illnesses, sanitary practices, safe facilities, pest control, and the Hazard Analysis Critical Control Point (HACCP) system. An American Culinary Federation Educational Institute-approved certification course (30 lecture hours).

FSER 28 Employment Preparation (1)
Designed to prepare students to apply for food service jobs and to learn job survival skills. Course content includes job search skills, communication, teamwork, time management, and stress management (15 lecture hours).

FSER 30 Purchasing/Controls (3)
Study of the principles and practices in purchasing, receiving, storing and issuing food supplies in a food service organization. Emphasis placed on industry purchasing procedures and cost control factors that impact on food establishments. (45 lecture hours)

FSER 41 Dining Room & Beverage Operations (6)
Study of the principles and practices of dining room service and beverage operations: Dining Room Operations include the study of service techniques and procedures used; Bar operations include the study of product knowledge, the service of alcohol including legal concerns, bar set-up, and basic mixology. Course includes the study of menu planning techniques with an emphasis on grooming, interpersonal communications and work skills (210 hours: 30 lecture/180 lab).

FSER 50B Fundamentals of Cookery: Basics (2)
Prepares students to work in a commercial kitchen am emphasis on developing knife measuring, recipe usage and equipment/tool identification skills. Includes work procedures, ethics, professionalism and dress (60 hours: 15 lecture/45 lab).

FSER 50C Fundamentals of Cookery: Principles (3)
Introduction to the fundamental principles, techniques, and skills of basic cooking. Includes product identification, basic cooking principles, food chemistry, cooking methods, and flavoring techniques. Production activities include the preparation of stocks, soups, and sauces.
(105 hour: 15 lecture/90 lab)
Prerequisite: FSER 50B.

FSER 50D Fundamentals of Cookery Methods (4)
Expands upon the basics and principles covered in FSER 50B and FSER 50C. Through theory and hands-on practice in labs, students learn cooking methods for meats, poultry, fish, shellfish, vegetables and starches, as well as techniques used in quantity food production. Emphasis on preparation, mise-en-place, work organization, recipe costing, conversions, portion and quality controls.
(150 hours: 15 lecture/135 lab)
Prerequisite: FSER 50B and FSER 50C with a grade of "C" or better or instructor consent.

FSER 52 Short Order Kitchen (10)
This course prepares students with the knowledge and skills required of food service industry employees. Course content includes objectives in food preparation and production techniques, work organization, recipe costing and conversions, portion and quality controls. (330 hours: 60 lecture/270 lab) (Is a combined version of FSER 52B [3 credits], 52C [4 credits], and 54 [3 credits].)
Prerequisite: FSER 20 and 21, FSER 50B, 50C, 50D, MATH50H, with a grade of "C" or better or instructor consent.

FSER 52B Short Order Cookery: Breakfast (3)
Theoretical and practical skills are applied to production procedures in breakfast cookery including the opening, production and closing duties in the college's Grill restaurant. Menu items emphasize egg cookery, breakfast meats, starches and quick breads (105 hours: 15 lecture/90 lab).-
Prerequisite: FSER 50D.

FSER 52C Short Order Cookery: Â LaCarte (4)
Short order cookery techniques to produce a luncheon menu. Students are required to prepare meals for the Grill restaurant's short order line. Emphasis on a-la-minute cookery and service (150 hours: 15 lecture/135 lab).
Prerequisite: FSER 50D.

FSER 54 Cold Food Pantry (3)
Basic food-handling techniques and preparation principles applied to the organization and operation of a pantry station. Lab experience in the preparation of salads, dressings, sandwiches, puddings and gelatin desserts. Emphasis on storage, handling, preparation and organizational techniques
(105 hours: 15 lecture/90 lab).
Prerequisite: FSER 50D.

FSER 60 Intermediate Cookery (4)
Building on the techniques learned in Fundamentals of Cookery, students increase their level of competency in more complex food preparation and production techniques. Through extensive lab activities, students will prepare foods in quantity similar to banquets and caterings, institutional facilities, university and college food service facilities, and hospitals. Emphasis on menu planning and nutritional considerations, recipe conversion, food costing, portion and quality controls (150 hours: 15 lecture/135 lab).
Prerequisite: FSER 50 D.

FSER 62 Fundamentals of Baking (4)
Application of scientific principles and baking theory to the production and evaluation of breads, pies, cookies and cakes including terminology, ingredients, weights/measures, formula conversions and costing factors. Emphasis on equipment use and maintenance, hygiene and work habits (150 hours: 15 lecture/135 lab).
Prerequisite: FSER 50B, Math 50H, and FSER 21.

FSER 64 Advanced Baking (2)
Expanding on baking skills learned in fundamental baking with an emphasis on international and classical desserts, breads, and pastries (60 hours: 15 lecture/45 lab).
Prerequisite: FSER 62.

FSER 70 Advanced Cookery (10)

Food handling techniques and preparation principles applied to the preparation of specialty appetizers and hor d'oeuvres, soups, sauces, entrees and desserts for service in a fine dining setting and buffet service setting. Course content includes continued development in planning and organization, multi-task skills, time and motion efficiency, food presentation and garnish, fusion cuisine enhancement, and buffet operations planning and production. (330 hours: 60 lecture/270 lab) (Offered Fall 2000 as a 6-credit course)

Prerequisite: All required FSER courses with a grade of "C" or better or instructor consent.

FSER 72 Introduction to Garde-Manger (1)

Course includes decorative foods found at reception and grand buffet presentations. Student prepares canapés, hors d'oeuvres, appetizers, patés, galantines, terrines and food platters (45 lab hours).

Prerequisite: FSER 50D and FSER 54.

FSER 74 Food Service Supervision (2)

Designed to prepare students for the transition from employee to supervisor in a food service operation. Students will learn to identify and evaluate various leadership styles and techniques. Course content also includes employee training, motivation and evaluation techniques common in food service operations (30 lecture hours).

Prerequisite: ENG 22 with a grade of C or better.

FSER 93B/C/D/E Food Service Cooperative Education (1-4)

Food Service Cooperative Education is an educational method that links classroom knowledge to work experience in Food Service. This course provides an opportunity to practice and learn job skills that are compatible with the student's career objective. The number of credits is dependent upon the number of hours spent at the job station.

Food Science & Human Nutrition [FSHN]

FSHN 185 Concepts In Nutritional Science (3)

The study of the relationship of food and nutrition to health: the six categories of nutrients, their characteristics, physiological functions, food sources and their interrelationship with the needs of the human body as well as the application of sound nutritional principles toward a better understanding of food preparation, diet analysis, and recipe modification. *Required for the* A.A.S. Degree in Food Service*; not the same as UH Mānoa's* FSHN 185.

Prerequisite: ENG 22 and Math 50H with a grade of C or better or equivalent.

FSHN 285 Science of Human Nutrition (3)

A biological science course, which integrates the basic concepts of science and human nutrition. Emphasis is placed on the nutrient requirements of healthy individuals, nutrient categories and their characteristics, physiological functions, and food sources. Includes a review and adaptation of dietary practices to reflect current nutritional concerns and issues. [NS1] *Same as UH Mānoa's* FSHN 185.

Prerequisite: ENG 100 and MATH 25.

French [FR]

Note: At this time, French classes are not scheduled to be offered during the 2004–2005 academic year.

FR 101 Elementary French I (4)

Basic structure of the French language emphasizing listening and reading comprehension and spoken and written expression. Through practice in class and in the Language Laboratory, students learn to use the basic structures of French. The course includes drill in the Language Laboratory offered during various hours each day and evening.

Recommended Preparation: ENG 22 with a grade of C or better, or equivalent.

FR 102 Elementary French II (4)

Basic structure of the French language emphasizing listening and reading comprehension and spoken and written expression. Through practice in class and in the Language Laboratory, students learn to use the basic structures of French. The course includes drill in the Language Laboratory offered during various hours each day and evening.

Prerequisite: FR 101 or permission of Instructor.
Recommended Preparation: ENG 22 with a grade of C or better, or equivalent.

FR 201 Intermediate French I (4)

Study of selected literary works and/or articles. Review of the basic grammar structure using contextual drill with 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.

Prerequisite: FR 102 or equivalent.
Recommended Preparation: ENG 22 with a grade of C or better or equivalent.

FR 202 Intermediate French II (4)

Study of selected literary works and/or articles. Review of the basic grammar structure using contextual drill with 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.

Prerequisite: FR 201 or equivalent.
Recommended Preparation: ENG 22 with a grade of C or better or equivalent.

Geography [GEOG]

GEOG 101 Natural Environment (3)

A survey of the basic elements of the natural environment, especially climate, soils, landforms, water and natural vegetation. [NS3] *An optional laboratory course is offered for those interested.*
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent and MATH 24.

GEOG 101L Natural Environment Lab (1)

Laboratory course available with GEOG 101. Topics of the course are: using maps, analyzing soils, interpreting the weather, and identifying rocks and minerals. Field trips may be taken (3-hour lab per week). [NS3]
Prerequisite: GEOG 101 must have been completed or concurrently enrolled.
Recommended Preparation: ENG 21 or 22 with grade of C or better or equivalent and MATH 24.

GEOG 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. [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

GEOG 122 Geography of Hawai'i (3)

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 Hawai'i's volcanic landforms, coastal features, climate and vegetation. Geographic aspects of population, settlement, agriculture, economics and land use are also investigated.
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

GEOG 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. [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

Geology-Geophysics [GG]

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. [NS2] *Geology majors should register concurrently in the lab course.*

GG 101L Introductory Geology Lab (1)

Laboratory course offered as an optional part of the introductory geology lecture course studying rocks and minerals, make topographic maps and interpreting geologic maps. Field trips made to illustrate the various forms of volcanism (3 lab hours per week). [NS2]
Prerequisite: Completion of or concurrent registration in GG 101.

German [GER]

Note: At this time, German classes are not scheduled to be offered during the 2004-2005 academic year.

GER 101 Elementary German I (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: ENG 22 with a C or better or equivalent.

GER 102 Elementary German II (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.
Prerequisite: GER 101 or equivalent.
Recommended Preparation: ENG 22 with a C or better or equivalent.

GER 201 Intermediate German I (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.
Prerequisite: GER 102 or equivalent.
Recommended Preparation: ENG 22 with a C or better or equivalent.

GER 202 Intermediate German II (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.
Prerequisite: GER 201 or equivalent.
Recommended Preparation: ENG 22 with a C or better or equivalent.

Hawaiian [HAW]

HAW 101 Elementary Hawaiian I (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 Hawaiian.

HAW 102 Elementary Hawaiian II (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 Hawaiian.
Recommended Preparation: HAW 101 or equivalent.

HAW 201 Intermediate Hawaiian I (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. (See also: HAWST 231, Hawaiian Culture taught in English)

Prerequisite: HAW 102 or permission of instructor
Recommended Preparation: ENG 22 with a grade of C or better, or equivalent.

HAW 202 Intermediate Hawaiian II (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. (*See also:* HAWST 231, Hawaiian Culture taught in English)

Prerequisite: HAW 201 or permission of Instructor
Recommended Preparation: ENG 22 with a grade of C or better, or equivalent.

Hawaiian Studies [HWST]

HWST 107 Hawai'i: Center of the Pacific (3)

An introduction to the unique aspects of the native point of view in Hawai'i and the larger Pacific with regards to origins, language, religion, land, art, history and modern issues. [AH2]

This course fulfills the UHM General Education Focus requirement for the Hawaiian, Asian and Pacific Issues designation [H].
Prerequisites: ENG 21 and ENG 22 with a grade of C or better or equivalent or instructor's approval.

Hawaiiana [HWST]

HWST 110 Outdoor Recreation: Hawaiiana (3)

Emphasis on traditional cultural activities of the Hawaiians. Instruction in traditional crafts such as making corsages, leis, sandals, skirts, and nets. A general overview of Hawai'i's progression from earliest history to the period of discovery is included. Field experiences include visits to historic sites.

Health [HLTH]

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]

HPER 124 Dance of Hawai'i (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.

HPER 161 Aikido (1)

Introduction to Aikido customs, traditions and philosophies. Students will develop general competency in: mental development; physical growth and development; and emotional and social development. Student provides own uniform. *May be repeated for credit no more than two times.*

HPER 230 First Aid (2)

Theory and practices in emergency care leading to certification in American Red Cross standard First Aid and Cardio-Pulmonary Resuscitation. The American Red Cross charges a fee of $5.00 to issue the certification card.

History [HIST]

HIST 151 World Civilizations I (3)

A survey of the development of world cultures, institutions and thought from the earliest times to 1500 A.D. Emphasis on broad relationships and trends within the historical process and to political, religious, economic and social change. [WC]

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HIST 152 World Civilizations II (3)

A survey of the development of world cultures, institutions and thought from 1500 A.D. to the present. Emphasis on broad relationships and trends and to the political, religious, economic and social changes most relevant to contemporary society. [WC]

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HIST 231 Modern European Civilization I (3)

Political evolution and major economic, social, and cultural development of European states, 1500-1800. [AH2]

Prerequisite: Eng 21 or Eng 22 with a grade of C or better, or its equivalent.
Recommended Preparation: HIST 152.

HIST 232 Modern European Civilization II (3)

Continuation of Hist 231; Major political, social, and economic, and cultural trends in Europe from Napoleon to the present. [AH2]

Prerequisite: Eng 21 or Eng 22 with a grade of C or better, or its equivalent.
Recommended Preparation: HIST 152.

HIST 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, South Asia, and Southeast Asia using films and readings on the areas. [AH2]

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HIST 244 Introduction to Japanese History (3)

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 LCC Japan Studies package, especially HUM 220.

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Recommended Preparation: HIST 151 and 152.

HIST 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 on the social and political evolution of the United States. [AH2]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HIST 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. [AH2]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HIST 284 History of the Hawaiian Islands (3)

A survey of the social, economic-political history from earliest times to the present. [AH2]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HIST 290 Selected Topics (3)

Courses offered under this title have been custom- designed to reflect the instructor's special interests. These courses may stand-alone for the Associate of Arts degree program or they may be packaged with one or more related courses as linked courses or learning community courses.

HIST 290B Selected Topics: United States' Interests in China, Cuba & Israel/Palestine (3)

Analyzes the historical development of the policies designed to promote the United States' ideals and interests in its relations with China, Cuba and Israel/Palestine.

HIST 298 International Diplomacy and The Philippines (3)

The course begins with an examination of the history of diplomacy and the history and culture of the Philippines, with an emphasis on the twentieth century. The last weeks of the course culminate in a series of on-line interactive activities in which students will represent the Philippines in simulated global diplomatic negotiations as part of the International Negotiations Modules Project (INMP).
Prerequisite: Eng 22 with a C or better
Recommended Preparation: HIST 152 World Civilizations II.

Horticulture [HORT]

HORT 110 Hawaiian Horticulture and Nutrition (4)

Hawaiian Horticulture provides hands-on learning in Leeward's shade house and gardens in propagation, cultivation and uses of native, Hawaiian traditional and other cultural plants found in Hawai'i. Proper nutritional principles are applied to plant uses including food preparation. Internet applications for marketing, developing micro-propagation skills, field trips, guest speakers and student projects provide additional active learning opportunities. Lab attendance required. [NS1, NS1L]

Human Services [HSER]

HSER 100 Self-Exploration for Human Services Workers (3)

This group process course provides an opportunity for exploration of personal feelings, values and goals to assist in developing greater insights into themselves and others. Students are encouraged to identify and assess personal characteristics that are important in understanding themselves, and develop a personal issues goal/action plan. The focus is on reflectively relating oneself to selected course topics to increase self-awareness in determining individual potential as a human services worker.
Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 102 Introduction to Human Services (3)

Introduces the student to the field of Human Services with topics covered including 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. Emphasis on an understanding of the different community resource systems and social service agencies, and how to make appropriate referrals.
Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 140 Individual Counseling (3)

Designed to upgrade the understanding and counseling skills of people interested in the helping professions by study and evaluated practice in: establishing a trust relationship; interviewing; empathic listening; values clarification; and problem-solving.
Prerequisite: ENG 22 with a grade of C or better or equivalent and HSER 100 or consent of Instructor.

HSER 150 Stress Management (3)

An understanding of the nature, causes, and dynamics of stress; experience in identifying personal areas of stress, and learning, experiencing, and exposure to various tension reduction techniques. Also includes development of a personal stress management plan incorporating various techniques.
Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 160 Effective Parenting (3)

Intended for parents, individuals preparing for parenthood, and persons working with children and parents, the course explores various approaches and styles of successful parenting. Also exposes students to important issues surrounding children and families. This course intends to upgrade individual's parenting skills and provide an understanding of a child's need for respect and love.
Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 245 Group Counseling (3)

Provides theoretical and experiential training in facilitating self-exploration and growth groups and 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.
Prerequisite: ENG 22 with a grade of C or better or equivalent and HSER 100 or consent of Instructor.

HSER 256 Sexual Assault & Family Violence (3)

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 issues. In addition, it provides individuals with an opportunity to explore their own personal feelings and values related to norms and trends in family violence in our society.
Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 262 Adolescent Counseling (3)

A basic understanding of adolescent development (ages 12-18), and the knowledge base and interpersonal skills necessary 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, law enforcement and corrections personnel, mental health workers, school personnel, alternative and outreach program staff, etc.
Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 268 Survey of Substance Abuse Problems (3)

This course is designed to increase people's understanding of substance use and abuse. Includes historical and social perceptions of substance use, patterns and trends of use, societal and legal responses to drugs and alcohol, description of psychoactive drugs in terms of effects and actions, new ways of considering the etiology of substance abuse, methods of substance abuse prevention, intervention, and treatment. Community resources will be identified as well as current alcohol and drug issues.
Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 270 Substance Abuse Counseling (3)

This course is designed for people interested in pursuing work as a substance abuse counselor. The course material will cover the counseling process used in the substance abuse field. This course will focus on prevention, intervention and the treatment process as it specifically applies to the substance abuse population. Ethical and legal issues affecting substance abuse counselors will also be identified.
Prerequisite: ENG 22 with a grade of C or better or equivalent and HSER 268 or consent of Instructor.

HSER 294 Practicum (3)

The practicum course (both 294 and 295) offers students majoring in the Certificate of Completion in Substance Abuse Counseling Program a graduated learning opportunity in which s/he can begin to attain the professional identity of a beginning substance abuse counselor by experimenting and integrating into their own practice the knowledge, skills, and values that s/he had learned in the classroom and in the field.
Prerequisite: Acceptance into the Certificate of Completion in Substance Abuse Counseling Program and consent of Coordinator.
Recommended Preparation: HSER 140, 245, 268, 270.

HSER 295 Practicum (3)

The practicum course (both 294 and 295) offers the student majoring in the Certificate of Completion in Substance Abuse Counseling Program a graduated learning opportunity in which he/she can begin to attain the professional identity of a beginning substance abuse counselor by experimenting and integrating into their own practice the knowledge, skills, and values that he/she has learned in the classroom and in the field.
Prerequisite: Acceptance into the Certificate of Completion in Substance Abuse Counseling Program and consent of Coordinator and HSER 294.
Recommended Preparation: HSER 140, 245, 268, 270.

Humanities [HUM]

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.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HUM 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.
Prerequisite: ENG 100.

HUM 220 Introduction to Japanese Culture (3)

Survey of Japanese culture including interpersonal relationships, daily life, theatre, art, architecture, tea and Zen. Long-existing basic values and aesthetic tastes of the Japanese are explored and, although the focus is on contemporary society, the traditional aspects are emphasized.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HUM 225 Japanese Culture: Man and Nature (3)

A thematic, team-taught Japanese culture course offered in alternate LCC summer sessions (i.e. 1987, 1989, 1991, etc.) Principal lectures are offered by a visiting scholar from the Beppu University faculty of Kyushu, Japan. Through one humanities discipline, such as History, Literature, Religion, Philosophy or Art, the lectures will thematically explore the Japanese view of Man and Nature. and translated by a LCC faculty member, appointed, who will serve as instructor for records, including grading.

HUM 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. [AH2]

Prerequisite: ENG 22 with a grade of C or better or equivalent.

HUM 262 Pacific Literature (3)

Pacific Basin Literature: Traditional and Modern. Selections from the oral traditions and written modern literatures of the Pacific Basin peoples. Identifies folk beliefs and modern values in the changing Pacific, oral and written genres, and emergent innovative forms reflecting a new Pacific spirit. [AH2]

Prerequisite: ENG 22 with a grade of C or better or equivalent.

HUM 270 Hawaiian Mythology (3)

Introduces Hawaiian Mythology in relation to the islands' ecology. Using archaeological pre-historical dating, the course traces the development of myths, legends, and tales of religious and cultural values from the earliest beginnings to the end of Hawaiian chiefly rule.

Prerequisite: ENG 100 with a grade of C or better or equivalent.

Information and Computer Science [ICS]

ICS 100 Computing Literacy & Applications (3)

An introductory survey of computers and their role in the modern world. Emphasis is on computer terminology and hardware and software. Opportunities for "hands-on" experience using microcomputer applications software may include spreadsheets, word processing, graphics and database management systems (45 lecture hours). [NS3]

Prerequisite: ENG 21 or English 22 and MATH 24 with a grade of C or better or equivalent or consent of instructor.

ICS 101 Tools for the Information Age (3)

This course examines the utilization of major application packages as tools in business problem solving. *Fulfills the computer-competency course requirement for the UH Ma¯noa College of Business Administration* (45 lecture hours). *(Formerly ICS 115)*

Prerequisite: ENG 21 with a grade of C or better or equivalent and Math 1B with a grade of C or better or equivalent.

Recommended Preparation: ICS 100.

ICS 102 The Internet (3)

This course introduces the Internet and its effects on modern society. Students will review its history, concepts, and terminology; and learn how to connect to and navigate the Internet. Emphasis will be on using the Internet to access and provide information on a worldwide network. The course covers the basic concepts of networking, protocols, security and communication terminology pertaining to the Internet. A variety of Internet resources will be demonstrated and subsequently explored by students.

Prerequisite: ENG 21 or ENG 22 and MATH 24 or equivalent and ICS 100 all with a grade of C or better, or consent of Instructor.

ICS 106 Database Fundamentals (3)

This is an introduction to the concepts and theory of a database. The course covers file organization, information handling, management, and control via a database management system. A substantial part of the course involves the development of an understanding of data processing blocks: fields, records and files. Structured programming techniques are emphasized. Report generation techniques are also covered. The course includes hands-on use of microcomputers to provide the students with experience creating, implementing, loading and using a database. * (45 lecture hours) *(Formerly ICS 113)*

Prerequisite: ENG 21 or ENG 22 and MATH 25 or equivalent and ICS 100, all with a grade of C or better, or consent of instructor.

ICS 110 Introduction To Programming (3)

A practical introduction to the theory of stored program digital computers. Students are taught flowcharting, documentation techniques and the use of a programming language to solve various scientific and business-oriented problems. The emphasis is on basic concepts and functional characteristics in the design and development of computer programs. *(Formerly ICS 130)*

Prerequisite: ENG 21 and MATH 25 with a C or better or equivalent.

Rec Preparation: ICS 100.

ICS 111 Introduction to Computer Science I (3)

This is an introductory course in computer programming. Emphasis is on structured programming, problem solving, algorithm development, computer language coding, implementation, and debugging/testing (45 lecture hours). [NS3]

Prerequisite: ENG 21 or 22 and Math 103 or equivalent, all with a grade of C or better or consent of instructor.

ICS 125 Microcomputer Maintenance (3)
Introduction to the hardware components of microcomputer systems. The specification, selection, installation, and configuration of hardware components including memory, floppy disk drives, hard disks, monitors, and printers are covered. Advantages and disadvantages of hardware components, and compatibility requirements are identified. Opportunities for hands-on activities may include the installation and configuration of hardware components and database management systems.
Prerequisite: ENG 21 or ENG 22 and MATH 25 or equivalent and ICS 130, all with a grade of C or better, or consent of instructor.
Recommended Preparation: ICS 100 or ICS 101.

ICS 135 Intro to Programming in Visual Basic (3)
Introduction to window-based programming using Visual Basic. Topics covered include the Visual Basic environment, user-interface design, data types, scope, control structures, data structures, files and graphics. (45 lecture hours) [NS3]
Prerequisite: ICS 130.

ICS 141 Discrete Math for Computer Science I (3)
Covers logic, sets, functions, algorithms, number theory, matrices, mathematical reasoning, counting techniques, and relations (including closures, equivalence relations and partial orders). Selected algorithms/programs will be observed and compared on the computer. * (45 lecture hours)
Prerequisite: MATH 100 or higher and ICS 111 (or concurrent), all with a grade of C or better.

ICS 151Z Structured Database Programming (3)
Introduction to programming in a database programming language. Application requirements are explained through a presentation of a set of data structures, or logical schema, for sample applications. Structured programming techniques and good programming style are emphasized. Students will develop complete menu-driven systems (45 lecture hours). [NS3]
Prerequisite: MATH 103 or equivalent, ICS 113 and ICS 135, all with a grade of C or better, or consent of Instructor.

ICS 155 Introductory Computer Methods in COBOL (3)
This course is designed to improve the student's problem solving ability and to introduce students to the COBOL language. Students will solve business-oriented problems assigned to them. At the completion of the course, students can expect to have developed the capability to use the COBOL language without difficulty in writing programs to process sequential disk files. * (45 lecture hours)
Prerequisite: MATH 27 or equivalent with a grade of "C" or better and ICS 130 or equivalent with a grade of "B" or better, or consent of instructor

ICS 184 NetPrep Network Fundamentals (3)
Introduces the student to the concepts of data communications, telecommunications, and networking. It provides a conceptual view of networking and will bring together the acronyms, protocols, and components used in today's networks. It is the fundamental portion for the Basic Certificate in Computer Networking, designed to specifically provide the student with a practical and comprehensive working knowledge of networking.
Prerequisite: ICS 100 and MATH 103 or concurrent or equivalent, or consent of Instructor.
Recommended Preparation: ICS 125.

ICS 184B Networking and DataCommunications I (1)
Introduces students to networking theory and practice. Presents topics including, Communications concepts, local and wide area networks, distributed systems, and local area network design, installation, and administration. Module I covers the physical layer of the OSI model as a foundation for understanding data communications and networking. (ICS 184B is the first part of three modules formerly offered as ICS 184.)
Prerequisite: ICS 130 and Math 103 or concurrent or consent of instructor.

ICS 184C Networking and Data Communications II (1)
Introduces students to networking theory and practice. Presents topics including communications concepts, local and wide area networks, distributed systems, and local area network design, installation, and administration. Module II covers the data link layer, the transport layer, the network layer and the other upper layers, which are normally combined in most protocols of the OSI model. TCP/IP is emphasized. (ICS 184C is the second part of three modules formerly offered as ICS 184.)
Prerequisite: ICS 130 and Math 103 or concurrent or consent of instructor.

ICS 184D Networking and Data Communications III (1)
Introduces students to networking theory and practice. Presents topics including communications concepts, local and wide area networks, distributed systems, and local area network design, installation, and administration. Module III covers current networking software, installation and administration. (ICS 184D is the third part of three modules formerly offered as ICS 184.)
Prerequisite: ICS 130 and Math 103 or concurrent or consent of instructor.
Recommended Preparation: ICS 184B and ICS 184C.

ICS 185 NetPrep Local Area Networks (3)
This course is designed to bring the student up to date on the latest concepts of Local Area Network (LAN) technologies. It provides a comprehensive introduction to the concepts, technologies, components and acronyms inherent in today's local networking environments.
Prerequisite: ICS 184 or consent of instructor.

ICS 186 NetPrep Wide Area Networks (3)

This course is designed to provide the student with conceptual and working knowledge of how Local Area Networks communicate over a wide area. This course will introduce the student to telephony, the technology of switched voice communications. The course further provides students with an understanding of how communications channels of the public switched telephone networks are used for data communications, and how voice and data communications have become integrated.
Prerequisite: ICS 184 or consent of instructor.

ICS 187 NetPrep TCP/IP Networking Architecture (3)

This course covers the operation of the TCP/IP standard and related protocols. The class will cover underlying components and protocols that make up the Internet. TCP/IP will be covered as well as the services that are provided by the Internet. Tools used to and access information on the Internet will be studied. Demonstrations will be given on some of the more popular Internet navigation tools used today, such as Internet Explorer and Netscape. Methods used to gain access to the Internet will also be covered.
Prerequisite: ICS 184 or consent of instructor.

ICS 193D/293D Cooperative Education (3)

Provides practical work experiences in the computer area to apply classroom knowledge and develop job skills. May be part-time work in the private sectors of the business, government or industrial communities or may be directed study in a particular computer area. The student will meet with the instructor at least once a month and prepare written reports as directed. *A student may take both courses for a total of six credits.*
Prerequisite: Acceptance into the courses is by permission of the Instructor.

ICS 197I Current Topics in Computer Science (1)

This course presents topics which may vary from semester to semester. Its purpose is to maintain currency with rapidly changing computer technology in Hawaii. Possible topics include terms and concepts used in the computer industry. Concepts will be discussed, demonstrated, and exercised to provide an understanding of the technology and to assist students in making informed decisions in using the technology. Offered on an as-requested basis.
Prerequisite: ICS 100 or equivalent knowledge or consent of instructor.

ICS 197J NetPrep Train The Trainer Part I (3)

This course introduces the student to the underlying concepts of Data Communications, Telecommunications and Networking. It focuses on the terminology and technologies in current networking environments. It is meant to provide a general overview of the field of networking as a basis for continued study in the field. In addition, this course is designed to bring the student up to date on the latest concepts of Local Area Network (LAN) technologies. It provides a comprehensive introduction to the concepts, technologies, components and acronyms inherent in today's local networking environments. Offered on an as-requested basis.
Prerequisite: None.

ICS 197K NetPrep Train The Trainer Part II (3)

This course combines the concepts of Wide Area Networks and TCP/IP. Students will learn the concepts, technologies, components, and protocols used to move voice and data across long distances, and discover important technologies such as ATM that integrate voice, data, and video communications. Also reviewed are basic concepts of how information is transported over a wide area network (WAN), from the physical layer bits and bytes to the applications that WANs support. In addition, students will learn the underlying applications, components and protocols of transmission control protocol/Internet protocol (TCP/IP) and its necessary link to the Internet. This course will show how to identify TCP/IP layers, components, and functions. Navigation tools, and TCP/IP services. Troubleshooting methodologies are also covered. Offered on an as-requested basis.
Rec Preparation: ICS 197J

ICS 197L Structured Cabling Systems (3)

Telecommunications is a fast moving industry that is constantly evolving. This course will address the latest developments involving the EIA/TIA Telecommunications Commercial Building Wiring Standard and how it affects you. The standards are the foundation of the telecommunications industry. Offered on an as-requested basis.
Prerequisite: None

ICS 211 Information and Computer Science II (3)

This is a second course in programming. The course will cover topics subsequent to those covered in ICS 111. This course emphasizes data structures: lists, queues, stacks, binary trees (45 lecture hours).
Prerequisite: ICS 111 and ICS 141 or equivalent, all with a grade of C or better, or instructor's consent.

ICS 212 Program Structure (3)
A programming intensive course which covers program organization paradigms, programming environments, implementation of a module from specifications, the C and C++ programming languages.
Prerequisite: ICS-211 with a grade of "C" or better.

ICS 240 Operating Systems (3)
This course is an overview of operating systems. The concepts of microcomputer and multi-user operating systems are covered. The topics covered will include operating systems as a software interface with hardware, CPU memory and secondary storage, compilers, linkers and interpreters, single and multi-user systems, command languages, segmentation, paging and virtual memory, and operating systems in distributed and networked environments (45 lecture hours).
Prerequisite: ICS 111 with a grade of C or better, or Instructor's consent.

ICS 241 Discrete Mathematics for Computer Science II (3)
Recursive algorithms, program correctness, structured programs, graph theory, trees and their applications, probability theory, Boolean algebra, introduction to formal languages and automata theory. (45 lecture hours)
Prerequisite: ICS 111 and ICS 141.

ICS 250 Intro to Object-Oriented Programming (C++) (3)
This is an introductory course in object-oriented programming, designed for students with previous structured programming experience. It covers C++ syntax for standard input/output, arithmetic, conditional and iterative statements. It introduces the student to object-oriented design and implementation of classes, objects, functions, and methods. It also introduces the student to programming with graphical user interfaces.
Prerequisite: ICS 111 or ICS 135.

ICS 251 Advanced Database Programming (3)
A second course in programming database applications with emphasis on structured programming techniques in a multi-platform environment. An introduction to an object-oriented programming language is included and students learn to transport and convert data between minicomputer and microcomputer platforms. Development of large program systems is required (45 lecture hours).
Prerequisite: ICS 151Z.

ICS 270 Systems Analysis (3)
A study of data processing systems and procedures including the advantages and disadvantages of different types of systems, forms design, controls, conversion techniques and facilities planning. Emphasis on various techniques and tools of Systems Analysis, such as interviewing, procedure analysis and flowcharting. (45 lecture hours)
Prerequisite: ICS 111.

ICS 290 NetPrep Introduction to Internet Technologies (3)
The Internet Technologies course begins with an overview of the Internet, its organization and structure. Once the general structure is understood, we look at different ways to access the Internet, both as an individual user and as a group of users. Web clients and servers and the underlying protocols used by both are also covered reviews the many applications that are used for retrieving information or providing information across this global network of networks. Current web server operating systems will be explored.
Prerequisites: ICS 184 or consent of instructor.
Recommended Preparation: ICS 184, ICS 185, ICS 186 and ICS 187.

ICS 291 NetPrep Internetworking (3)
This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of internetworking. Techniques and components for managing network growth and connecting disparate network architectures will be presented and solutions to internetworking problems will be developed.
Prerequisite: ICS 184 or consent of instructor or Certificate of Completion in Basic Computer Networking.
Recommended Preparation: ICS 184, ICS 185, ICS 186 and ICS 187.

ICS 292 NetPrep Processes and Protocols (3)
This is an advanced course intended for networking professionals and students who grasp the basic concepts of networking but would like to understand, in more detail, some of the major protocols controlling the flow of information between data communications layers and between cooperating processes on network nodes. Trace and analysis tools will be used to analyze the frames and packets traversing a network.
Prerequisite: ICS 184 or consent of instructor.
Recommended Preparation: ICS 184, ICS 185, ICS 186 and ICS 187.

ICS 294 NetPrep Network Analysis and Design (3)
The student will gain a more in-depth understanding of methods used to analyze, design and manage LANs and point-to-point networks. Exercises are geared toward learning techniques in network design and analysis. Network diagrams from several corporate networks will be analyzed and discussed
Prerequisite: ICS 184 or consent of instructor.
Recommended Preparation: ICS 184, ICS 185, ICS 186 and ICS 187.

Interdisciplinary Studies [IS]

IS 1B Assessment Semester (0)

A non-credit course designed for students who score at the remedial level in both English and Math. Its purpose is to help students determine whether or not college is an appropriate choice for them. Students get to know themselves, the world of work, and the community through a series of values and personality inventories and investigations into community issues.

IS 97 Math Preparation for Students with Math Anxiety (3)

Course is designed to assist students in developing strategies to overcome their fear of mathematics.

IS 100 – College Experience and Success (2)

This course will introduce students to college life and focus on essential transitional elements that promote academic success and personal goals. Students will have an opportunity to become familiar with college and community resources, acquire skills which support academic achievement and provide opportunities to develop personal goals, self confidence and personal responsibility for lifelong learning.
Prerequisite: Completion of Eng 8 or equivalent or consent of instructor.

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. *May be repeated once for additional credit.*

IS 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 resumes, employment interview and job-seeking techniques, introduction to cooperative education. Primarily for persons seeking direction with reference to career decisions.

IS 197C Freshman Seminar (3)

In order to learn to function comfortably and effectively in an academic setting, students will learn to understand their own cultural and personal learning styles and blend those with learning techniques expected of college students. To do so, students will focus on learning and study skills, critical thinking, basic computer skills, and presentation skills while reinforcing reading, writing, and math skills. Students will also learn to improve their ability to recall both spoken and written materials, visualize concepts, control their anxieties in high stress situations (such as during public speaking and test taking), and develop a positive image of themselves as effective learners. All learning will be related to a central theme focusing on Hawaiian issues and culture. Thus, this course will acquaint students with the college and its services, prepare students for success in all college courses and will help students begin to explore career options.
Corequisite: SP 151.

IS 221 Problems of War and Peace (3)

Explores questions of whether war is an inevitable part of the international system, whether it is a desirable part of the system, or whether it can or should be abolished. Is war a moral question, an economic question, or a question of psychology or politics? What alternatives are their to nuclear deterrence and war? What are the conditions of a peaceful world? [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

IS 250H Leadership Development (3)

Focus is on developing a personal leadership style and philosophy through study of basic leadership and group dynamics theory, and through analysis of the moral and ethical responsibilities of leadership. Course integrates readings and discussions of traditional leadership theories with readings from the humanities (classic works of literature and contemporary multi-cultural writings), media presentations (especially film), and experiential learning exercises. Students accepted in the Honors Program may meet their Colloquium requirement with this course.
This course is frequently taught as a Writing Intensive course for which students must have completed ENG 100 with a grade of C or better or equivalent.
Recommended: Acceptance in the Honors Program.
Recommended Preparation: ENG 100 with a grade of C or better is highly recommended.

IS 297C Freshman Project (3)

In order to learn to function comfortably and effectively in an academic setting and in the broader world, students will (1) assess their aptitudes, interests, abilities, and career opportunities; (2) learn to adapt their own cultural and personal learning styles to college and the business world; (3) apply their computer skills in designing a portfolio to include a resume and other pertinent career-related documents; (4) further develop computer and research skills to produce an independent computer/research project; and (5) complete a service learning project. Opportunities will be provided for students to blend creatively the various components of the course. Outside of class time, students must also attend weekly Hawaiian-themed colloquia. As appropriate, activities will focus on Hawaiian issues and culture.
Corequisite: ART 112.
Recommended Preparation: IS 197C, SP 151.

Japanese [JPNS]

JPNS 101 Elementary Japanese I (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.

JPNS 102 Elementary Japanese II (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.
Prerequisite: JPNS 101 or equivalent (placement test).

JPNS 111 Elementary Japanese For Communication I (3)

Japanese 111 is the first part of an elementary course with an emphasis on spoken Japanese designed for beginning students whose primary interest is to develop basic oral communication skills in Japanese. Although the primary emphasis is on spoken Japanese, class time will also be spent to enable students to acquire skills to read and write basic Japanese scripts.

JPNS 112 Elementary Japanese For Communication II (3)

Japanese 112 is the second part of an elementary course with an emphasis on spoken Japanese designed for beginning students whose primary interest is to develop basic oral communication skills in Japanese. Although the primary emphasis is on spoken Japanese, class time will also be spent to enable students to acquire skills to read and write basic Japanese scripts.
Prerequisites: JPNS 101 or JPNS 111 with a grade of C or better; or approval from Language Arts Division.

JPNS 201 Intermediate Japanese I (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. Continued emphasis placed on audio-lingual skills while an increased emphasis is placed on reading and writing Kanji skills. Students are expected to be able to appreciate and enjoy and describe the different cultural aspects and their relation to the Japanese Language.
Prerequisites: JPNSE 102 with a grade of C or better.

JPNS 202 Intermediate Japanese II (4)

Emphasize the continuation of the skills learned in Japanese 201. Class will be conducted entirely in Japanese. The teaching method used relies heavily on question-answer sessions between the instructor and students. Classes are conducted entirely visually and orally which requires active class participation.
Prerequisites: Japanese 201 or equivalent.

JPNS 211 Intermediate Japanese For Communication I (3)

Japanese 211 is the first part of an intermediate course with an emphasis on spoken Japanese designed for intermediate students whose primary interest is to develop basic oral communication skills in Japanese. Although the primary emphasis is on spoken Japanese, class time will also be spent to enable students to acquire skills to read and write basic Japanese scripts and to read high-frequency basic kanji.
Prerequisites: JPNS 102 or 112 with a grade of C or better, or approval from the Language Arts Division.

JPNS 212 Intermediate Japanese For Communication II (3)

Japanese 212 is the second part of an intermediate course with an emphasis on spoken Japanese designed for intermediate students whose primary interest is to develop basic oral communication skills in Japanese. Although the primary emphasis is on spoken Japanese, class time will also be spent to enable students to acquire skills to read and write basic Japanese scripts and to read high-frequency basic kanji.
Prerequisites: JPNS 201 or JPNS 211 with a grade of C or better.

Journalism [JOUR]

JOUR 150 The Press and Society (3)

Communications media in theory and practice. Development, role, influence, rights, responsibilities, problems, issues and trends.
Recommended Preparation: English 21 or 22 with a grade of C or better or equivalent.

JOUR 205 Newswriting (3)

Practice and instruction in reporting, interviewing and news writing techniques.
Prerequisite: English 100 with a grade of C or better or equivalent or approval of Language Arts Division
Recommended Preparation: Typing or computer experience

JOUR 297 Newspaper Production (3)

Complete production of the student newspaper including fact gathering, writing, editing, layout, and photography. May be repeated for credit with consent of instructor.
Prerequisites: Completion of English 100 with a grade of C or better, and completion of or current enrollment in JOUR 205; or approval from the Language Arts Division.
Corequisite: Concurrent enrollment in JOUR 205, unless already completed.
Recommended Preparation: Ability to use word processor. Basic knowledge of grammar, punctuation, and word usage.

Law [LAW]

LAW 150 Fundamentals of the Legal Environment of Business (3)

This is a basic law course in which business students will learn broad legal relationships between government-business, merchant-customer, creditor-debtor, management-labor, and business-society. The course will actively prepare students for decision-making in business, without the need to master technical details of private law. Requirement for the Accounting A.A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)

Prerequisites: English 21 or 22 or equivalent.

LAW 200 Legal Environment of Business I (3)

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. Includes a study of the Uniform Commercial Code, the Restatement (Second) of Contracts, the Uniform Partnership Act and the Model Business Corporation Act; the law of agency, of partnership, 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. Requirement for the Accounting A.A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

Learning Skills [LSK]

LSK 97 Learning Skills (3)

Designed to give students an opportunity to learn and practice fundamental learning skills necessary for success in college, such as time management, listening, note taking, highlighting, and summarizing.

LSK 110 Relaxation, Concentration and Memory (3)

Thi course will help students increase their concentration, relaxation, and self-control and will teach visualization as a study strategy for increasing learning capacity. Students advance their ability to recall written and spoken materials and learn how to effectively control their fear and anxieties in stress situations such as taking tests. Techniques covered may bring positive changes in personality and enhance self-image.

Prerequisite: Appropriate reading placement test score, successful completion of ENG 21 with a grade of C or better, or consent of the Language Arts Division
Recommended Preparation: ENG 22, 100 & 102 and LSK 97

Linguistics [LING]

LING 102 Intro 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.

Prerequisite: ENG 21 and 22 with a grade of C or better, or equivalent.

Management [MGT]

MGT 120 Principles of Management (3)

Introduction to management functions including planning, organizing, directing, and controlling from an organizational viewpoint. Included are contemporary studies that relate to communication, motivation, leadership styles, and decision-making (45 lecture hours).

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

MGT 122 Human Relations in Business (3)

Covers individual and group interactions in business today with emphasis on communication, motivation, individual and group behavior, leadership, teamwork, change and diversity (45 lecture hours).

Prerequisite: ENG 21 or 22 with a grade of C or better or equivalent. 2 years full-time work experience or equivalent (See program advisor for clearance).

MGT 124 Human Resource Management (3)

Introduction to principles, organizations and techniques of personnel administration. Procurement and placement, improvement of performance, management and labor relations, remuneration, security and other services provided by the personnel section. Designed to give an operational knowledge of the activities involved in personnel management relations in regard to their future roles in business (45 lecture hours).

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent. 2 years full-time work experience or equivalent (See program advisor for clearance).

MGT 200 Integrated Topics in Management (3)

Analysis of comprehensive business problems and problem solving utilizing the application of appropriate contemporary management and business principles and practices (45 lecture hours).

Prerequisite: MGT 120, MGT 122, MGT 124, FIN 245, ENG 209, SP 151
Recommended Prep: ACC 124 or ACC 201, MKT 120

Marketing [MKT]

MKT 120 Marketing in a Global Economy (3)

Introduction to theories and principles of marketing in today's global economy. Emphasis on understanding the importance of channel of distribution, market research, consumer behavior, and marketing application.

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

MKT 130 Principles of Retailing (3)

An introductory view of retailing and its relative position in the marketing chain. Primary emphasis on the basic functions of a retail store; finance and control, operations, personnel, merchandising and sales promotion.

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

MKT 150 Principles of Selling (3)

Introduction to personal selling covering the principles and methods including approach, presentation, demonstration, overcoming objections and closing the sale; behavior of forces in selling; buying motives; industrial and retail selling; and sales management.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

MKT 160 Principles of Advertising (3)

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 is emphasized.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

Mathematics [MATH]

MATH 1B 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.
Successful completion of Math 1B will qualify students to enroll in Math 22.

MATH 22 Introductory Algebra with Geometry (3)

Helps students acquire and strengthen computational, problem-solving, and analytical skills for continued study in algebra and advanced mathematics courses. Emphasis will be on the fundamental concepts of mathematics such as integers, order of operations, exponents, properties of equality, ratio/proportion, square roots, use of variables and translation into algebraic expressions and equations, study of geometric figures and their properties. The course will emphasize evaluating and simplifying algebraic expressions and formulas, solving equations and inequalities, solving verbal problems involving percents, geometric figures and using critical thinking to interpret the solutions to the verbal problems, and other mathematical concepts. The scientific calculator is an essential tool for the course.
Prerequisite: Successful completion of Math 1B or equivalent.

MATH 24 Elementary Algebra I (3)

Strengthens the problem-solving skills needed for the transition into MATH 25 (Elementary Algebra II). Studies concepts and applications through the use of problem-solving techniques of: signed numbers, algebraic expressions, equations, application problems, exponents, polynomials, special products and factoring. Included is the development of skills for estimation and approximate solution procedures. The calculator is an essential tool for the course.
Prerequisite: C or better in MATH 22 or equivalent.

MATH 25 Elementary Algebra II (3)

Covers elementary concepts of algebra, with emphasis on polynomials, special products, expressions and equations, linear equations and inequalities, systems of linear equations, roots and radicals, quadratic equations, and number systems.
Prerequisite: C or better in MATH 24 or equivalent.

MATH 27 Intermediate Algebra (3)

Lays a solid foundation for those intending to take MATH 135 and QM 121 by extending the methods studied in MATH 25 and studies new topics such 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.

MATH 50C Technical Mathematics I: Automotive & 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.

MATH 50D Technical Mathematics I: Drafting (3)

Develops the mathematical skills useful in technical and trade vocations, especially in the area of drafting technology. Topics include practical drafting applications of fractions, decimals, and percents, equations in algebra, measurement, trade formulas, ratio and proportion, applied geometry, indirect measurement, and trigonometric functions. A scientific calculator is used throughout the course.
Offered in Fall semester only
Prerequisite: Successful completion in Math 1B or equivalent.

MATH 50G Technical Math I: Graphics Arts (3)

Develops the mathematical skills useful in technical and trade vocations, especially in the area of graphics arts. Topics include applications of graphics arts to whole numbers, fractions, decimals, and percents, ratio and proportion, proportion wheel, measurement system, copy fitting, the point and systems, paper stock, packaging, weight, cutting, and costing. A scientific calculator is used throughout the course.
Offered in Spring Semester only
Prerequisite: Successful completion in Math 1B or equivalent.

MATH 50H Technical Math I: Food Service (3)

Develop the knowledge and skills of mathematics necessary in hospitality education especially in the area of food trades. Related 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.
Prerequisite: Successful completion in Math 1B or equivalent.

MATH 100 Survey of Mathematics (3)

Designed to introduce mathematical reasoning. Topics included depend upon the Instructor and are chosen from such areas as logic, algebra, probability, statistics, game theory, linear programming and geometry. [M/L] *Not intended to be a preparation for advanced courses.*
Prerequisite: C or better in MATH 25 or equivalent.

MATH 103 College Algebra (3)

Functions, graphs, and their properties are studied by generalizing and interpreting techniques initially introduced in elementary algebra. Simplification techniques are used to define, simplify, and derive elementary properties of linear, quadratic, rational, and exponential functions. Equation, system, and inequality solving techniques are used to determine the domain and range, and analyze the nature of the roots and intersection points, of functions and graphs [M/L]
Prerequisites: C or better in MATH 25 or equivalent.

MATH 111 Math For Elementary Teachers I

Mathematical reasoning and problem solving strategies, properties and operations on sets, natural numbers, whole numbers, integers, rationals, reals and functions. Includes patterns and algebra. This course is primarily for prospective elementary education majors. [M/L]
Prerequisites: C or better in Math 25 or equivalent
Corequisites: C or better in ENG 22 or equivalent, or appropriate reading and writing placement test scores

MATH 115 Statistics (3)

Descriptive and inferential statistics with emphasis on hypothesis testing. The statistical models studied include one- and two-example tests of means and proportions, Chi Square, Linear regression and correlation, and one-way analysis of variance. Non-parametric statistics is also introduced. [M/L] *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.

MATH 135 Pre-Calculus: Elementary Functions (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. [M/L]
Prerequisite: C or better in MATH 103 or equivalent.

MATH 140 Pre-Calculus: Trigonometry & Analytic Geometry (3)

A study of the properties and graphs of trigonometric, circular, and inverse functions; solution of triangles; identities; solution of trigonometric equations; conic sections; polar coordinates; parametric equations. [M/L]
Prerequisite: C or better in MATH 135 or equivalent.

MATH 205 Calculus I (4)

Limits, continuity, and derivatives. Computations of derivatives - sum, product, and quotient formulas; implicit differentiation; chain-rule. Study of algebraic and trigonometric functions with the analysis of their derivatives. Linear approximation and Newton's method. Applications of derivatives to maximum-minimum problems and related rate problems. Mean-value theorem. Definite integrals and the Fundamental Theorem of Calculus. Applications of definite integrals to computations of areas, volumes, arc lengths, surface areas, etc. Simple differential equations. Simpson's rule. [M/L]
Prerequisite: C or better in MATH 140 or in equivalent. courses covering trigonometry and analytic geometry

MATH 206 Calculus II (4)

The second course in the calculus sequence—extends differentiation and integration to inverse trigonometric, logarithmic, and exponential functions, and covers such topics as basic techniques of integration, improper integrals, Taylor's series of functions and their applications. [M/L]
Prerequisite: C or better in MATH 205 or equivalent.

MATH 231 Calculus III (3)

Vector-oriented study of functions of several variables; partial differentiation; parametric curves, polar coordinates. [M/L]
Prerequisite: C or better in MATH 206 or equivalent.

MATH 232 Calculus IV (3)

Multiple integrals; line integrals, Green's Theorem, surface integrals; first and second order ordinary differential equations. [M/L]
Prerequisite: C or better in MATH 231 or equivalent.

Mechanical Engineering [ME]

ME 213 Introduction to Engineering Design (3)

Introduction to experience in analysis, synthesis, computer-aided design, and communication used in solving engineering problems. Also covers engineering professional ethics and social responsibility.
Prerequisite: High school physics and chemistry (or PHYS 100B and CHEM 151B) and credit or concurrent registration in MATH 205.

Microbiology [MICR]

MICR 130 General Microbiology (3)

Covers the fundamentals of microbiology and the role of microorganisms in the environment and human affairs. Viruses, bacteria, algae, protozoa and fungi are described and their economic importance discussed. Other topics include cell structure and metabolism; microbial genetics; medical, food, water and soil microbiology. Emphasis on medical aspects-bacterial and viral diseases, immunology and chemotherapy (3 lecture hours per week). [NS1]
Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

MICR 140 General Microbiology Laboratory (2)

Experiments involve aseptic technique and manipulation of microorganisms under laboratory conditions to illustrate the basic principles of microbiology (2 - 2 lab. hours per week). *Primarily for students majoring in the health sciences. (Formerly MICR 130L)* [NS1]
Prerequisite: Completion of, or concurrent registration in MICR 130

Military Science [MSCI]

Offered by the Military Science Department, Army ROTC Program, UH Mānoa, phone 956-7744 or 956-7766.

MSCI 105 Introduction to Military Science I (3)

Instruction in military-related subjects, writing, small arms firing, survival skills, hiking, rope knots and rappelling, confidence-building, exercise program, and customs and courtesies of the Army.

MSCI 105L-106L Introduction to Military Science I-II Lab (1)

Practical application of classroom instruction. Activities emphasized include drill and ceremony, first aid, rifle marksmanship, physical fitness, and small unit tactics (1.5 lab hours per week).

MSCI 106 Introduction to Military Science II (3)

Continuation of military-related subjects, writing, marksmanship, basic survival skills, water survival, water assault operations, confidence-building field trips, and leadership and professional ethics.

MSCI 205 Intermediate Military Science I (3)

Basic concepts of military leadership with familiarization of the informal contract, the concept of leadership, the five types of leadership power, the decision-making process, and the styles of leadership. Involves military skills and related adventure-type training and basic individual survival skills.

MSCI 206 Intermediate Military Science II (3)

Individual and small unit military skills. Practical applications include combat first aid, basic wilderness survival skills, land navigation, and a knowledge of key military jobs, duties and responsibilities. Involves field training to provide hands-on experience.

Music [MUS]

MUS 103 Guitar Ensemble I (2)

Performance of literature for guitar ensembles: duets, trios, quartets, and larger groups. Course will culminate with a public performance of major works. *May be repeated for additional credit* (45 lecture/lab hours).
Recommended Preparation: MUS 121C.

MUS 104 Beginning Jazz Ensemble (2)

Performance of music for large Jazz Ensemble. Students expected to be proficient performers on alto, tenor or baritone saxophone, trumpet or trombone, piano, guitar, bass or drums and should have good reading skills. Acceptance into the ensemble is by audition (45 lecture/lab hours). *May be repeated for additional credit.*

MUS 105 The History of Jazz (3)

The history and development of Jazz, America's only indigenous art form. Music styles of blues, Dixieland, swing, bebop, cool, modern jazz and jazz/rock fusion will be analyzed and discussed. Seminal figures in Jazz history (e.g., Louis Armstrong, Charlie Parker and John Coltrane) will be discussed.
Prerequisite: ENG 21 or ENG 22 and Math 1B with a grade of C or better.

MUS 106 Introduction to Music Literature (3)

Covers the elements, form and styles of music with emphasis on music of the western hemisphere from the listener's point of view (45 lecture hours). [AH1]
Prerequisite: ENG 21 or ENG 22 and Math 1B with a grade of C or better.

MUS 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 (45 lecture hours). [AH1]
Prerequisite: ENG 21 or ENG 22 and Math 1B with a grade of C or better.

MUS 108 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 (45 lecture hours). [AH1]
Prerequisite: ENG 21 or ENG 22 and Math 1B with a grade of C or better.

MUS 112 Hawaiian Ensemble I (2)

Hawaiian Ensemble will focus on basic vocal and instrumental group performance and study of earlier to contemporary Hawaiian songs. Two and three part harmony will be introduced (45 lecture/lab hours).
May be repeated for additional credit.
Recommended Preparation: MUS 108 and either MUS 121Z or 122Z.

MUS 113 Hawaiian Ensemble II (2)

Continuation of Hawaiian Ensemble I with focus on increasingly difficult vocal and instrumental group performance of and study of early to contemporary Hawaiian songs. Increased emphasis on stage deportment appropriate to Hawaiian image and enlarged repertoire (45 lecture/lab hours). *May be repeated for additional credit.*
Prerequisite: MUS 112 or consent of Instructor
Recommended Preparation: MUS 108 and either MUS 121Z or MUS 122Z.

MUS 114 College Chorus (2)
Students will cultivate ensemble singing skills by learning and performing at least one multi-movement choral work. Concurrent enrollment in Music 123, 124, 223 is strongly recommended.
May be repeated for additional credit (45 lecture/lab hours).
Recommended Preparation: Music 108.

MUS 115 Beginning Piano Class I (2)
Introduction to keyboard skills exploring and developing finger technique and elementary note-reading skills as it relates to the piano keyboard. Listening skills are developed and integrated with the practical (45 lecture/lab hours). *May be repeated once for additional credit.*
Recommended Preparation: MUS 108.

MUS 116 Beginning Piano Class II (2)
Continuation of Music 115 skills continuing to explore and develop finger technique and note-reading skills as it relates to the piano keyboard. Performance skills are emphasized. Also included: sight-reading, improvisation skills and creating simple accompaniments for melodies. Listening skills will continue to be explored, developed, and integrated with the practical (45 lecture/lab hours). *May be repeated once for additional credit.*
Prerequisite: MUS 115 or consent of Instructor.

MUS 121C Classic Guitar I (2)
Introductory classroom instruction in the art of classic guitar playing: solo and ensemble performance, technique, music reading, interpretation, stage etiquette and music literature.
May be repeated once for additional credit (45 lecture/lab hours). [AH1]

MUS 121D Beginning Instrumental Lessons (2)
Offers 3 hours per week of beginning class lessons. This course is intended for students with no experience on a wind or percussion instrument. *May be repeated once for additional credit.*
(45 lecture/lab hours). [AH1]
Prerequisite: MUS 108 or consent of Instructor.

MUS 121F Slack Key Guitar I (1)
An introduction to Hawaiian style slack key guitar playing of traditional and contemporary Hawaiian compositions. Emphasis on slack key techniques: standard G and double slack key tunings, reading of tablature and counting of basic rhythms. Introduces slack guitar technique history in Hawai'i. [AH1] *May be repeated once for additional credit*
(30 lecture/lab hrs).

MUS 121G Folk Guitar I (2)
Introductory classroom instruction in folk and popular styles of guitar playing: technique, music reading, chord symbols, song accompaniment patterns, stage etiquette, and ensemble performance (45 lecture/lab hours). [AH1] *May be repeated once for additional credit.*

MUS 121Z Ukulele I (2)
An introduction to basic Hawaiian style ukulele playing and singing. Students will learn ukulele chords and words to selected traditional and contemporary American and Hawaiian songs. An introduction to ukulele history in Hawai'i is included (45 lecture/lab hours). [AH1] *May be repeated once for additional credit.*

MUS 122C Classic Guitar II (2)
Continuation of the skills and concepts in MUS 121C, Classic Guitar I: solo and ensemble performance, technique, interpretation, stage etiquette and music literature for guitar (45 lecture/lab hours). [AH1]
May be repeated once for additional credit.
Prerequisite: MUS 121C or consent of Instructor.

MUS 122D Intermediate Instrumental Class Lessons (2)
Offers 3 hours per week of intermediate class lessons. This course is intended for students with minimal experience on a wind or percussion instrument. [AH1] *May be repeated once for additional credit*
(45 lecture/lab hours).
Prerequisite: MUS 121D or consent of Instructor.

MUS 122F Slack Key Guitar II (1)
Continuation of performance begun in MUS 121F with more advanced compositions and techniques including C tunings. Memorization of compositions emphasized in relation to Hawaiian being an oral language. [AH1] *May be repeated once for additional credit* (30 lecture/lab hours).
Prerequisite: MUS 121F or consent of Instructor.

MUS 122G Folk Guitar II (2)
A continuation of MUS 121G, Folk Guitar I with Classroom instruction in folk and popular styles of guitar playing: technique, music reading, chord symbols, song accompaniment patterns, simple improvisation, stage etiquette and ensemble performance. (45 lecture/lab hours) [AH1] *May be repeated once for additional credit.*
Prerequisite: MUS 121G or consent of Instructor.

MUS 122Z Ukulele II (2)
A continuation of Mus 121Z, Ukulele, with classroom instruction in Hawaiian and popular styles of ukulele playing: technique, music reading, chord symbols, song accompaniment patterns, improvisation, stage etiquette and ensemble performance. (45 lecture/lab hours)[AH1] *May be repeated once for additional credit.*
Prerequisite: MUS 121Z or consent of Instructor.

MUS 123 Beginning Voice Class (2)
Provides the student with an opportunity to explore and develop their natural singing voice. Instruction will include the basic steps of vocal production: breathing, resonance, diction, and stage presence as well as the fundamental elements of musicianship; pulse, pitch, and phrase. Solo and group performances of songs will be required. *Concurrent enrollment in Music 108 is strongly recommended* (45 lecture/lab hours). [AH1] *May be repeated once for additional credit.*

MUS 124 Intermediate Voice Class (2)
Continuation of MUS123 to develop vocal technique by learning to improve and control the coordination of the singing mechanism. Listening skills will be stressed and supplemented by the study of the International Phonetic Alphabet as well as basic musicianship skills actively applied in the learning of songs. Also provides students an opportunity to investigate and integrate motion and emotion in a song. Solo and group performances of songs will be required. [AH1] *May be repeated once for additional credit.*
Concurrent enrollment in Music 108 or Music 180 is strongly recommended (45 lecture/lab hours).
Prerequisite: Music 123 or consent of Instructor.

MUS 140 Sound System Utilization (3)
Introduction to the process of audio engineering for live concerts or recorded sound. Students learn the proper usage of audio production tools through lecture and hands-on studio projects. Attendance at optional labs highly recommended, (45 lecture/lab hours).

MUS 146 The Business of Music (3)
Provides musicians with the basic business skills necessary to market and profit from a musical venture. Topics covered: copyright protection for original music, the musician's union, running a business and marketing.
Prerequisite: ENG 21 or ENG 22 and MATH 1B with a grade of C or better.

MUS 173 Hawaiian Music Interpretation I (3)
Introduction to and examination of Classical Hawaiian song types, lyric translations, traditional poetic structure and metaphoric interpretations from early to contemporary compositions.
(45 lecture/lab hours).

MUS 174 Hawaiian Music Interpretation II (3)
A continuation of the examination of classical Hawaiian song types with increased emphasis on lyric translations, traditional poetic structure and metaphoric interpretations from early to contemporary compositions. Increased emphasis on understanding the historical context of the compositions and additional practice in Hawaiian pronunciations. A brief overview of chanting and falsetto singing will be included (45 lecture hours).
Prerequisite: MUS 173 or consent of Instructor.

MUS 178 Jazz Improvisation I (3)
Includes improvisational techniques, analysis, and performance of common jazz forms and devices. Emphasis on learning to read standardized chord symbol notation and improvise using proper chord/scale relationships. Also covers major, minor, dominant, augmented and diminished chords and scales as well as the blues. Seminal figures in jazz history will also be discussed (45 lecture hours).
Prerequisite: MUS 108 or consent of Instructor.

MUS 179 Jazz Improvisation II (3)
Advanced improvisational concepts such as the use of altered chords and scales, and chord substitutions will be covered. Students demonstrate their improvisational ability through class performance and improve existing improvisational technique through the study of chord/scale relationships and jazz theory (45 lecture hours).
Prerequisite: MUS 178 or consent of Instructor.

MUS 180 Aural Perception and Notation (2)
Basic concepts of music notation and reading applied to sight singing and dictation. Recognition of intervals and tonal orientation. *For students with limited skills in music reading and sight singing.* (45 lect/lab hrs).
Prerequisite: MUS 108 or consent of Instructor.

MUS 201 Vocal Ensemble: "The Kanikapila Singers" (2)
Student performs in a show choir which incorporates part-singing and dance movements. The choir will perform repertoire requiring a cappella singing as well as with instrumental accompaniment. Audition or consent of instructor required. *May be repeated for additional credit* (45 lecture/lab hours).
Recommended Preparation: Music 123 and previous choral experience.

MUS 202C Community College Band (2)
Performance of wind ensemble and band literature from medium difficult. Open to community and college personnel. *May be repeated for additional credit* (45 lecture/lab hours).

MUS 203D Keyboard Ensemble (2)
Performance course that explores and develops repertoire for six hands and four hands on both one piano and two pianos and small groups of two or more keyboards. Concurrent registration in MUS 215 is strongly recommended. *May be repeated for additional credit* (45 lecture/lab hours).
Prerequisite: MUS 116 or consent of Instructor.

MUS 203G Guitar Ensemble II (2)
Performance of advanced literature for guitar ensembles: duets, trios, quartets and larger groups. Course will culminate with a public performance of major works. *May be repeated for additional credit.*
(45 lecture/lab hours).
Prerequisite: MUS 103G.

MUS 204 Advanced Jazz Ensemble (2)
Performance of music for large Jazz Ensemble. Students expected to be proficient performers on alto, tenor or baritone saxophone, trumpet or trombone, piano, guitar, bass or drums. Should also know how to interpret jazz, rock and Latin styles, and have excellent music reading and improvisation skills. Saxophonists expected to double on flute, clarinet and bass clarinet. Acceptance into the ensemble is by audition. *May be repeated for additional credit* (45 lecture/lab hours).

MUS 206 Electronic Keyboard Ensemble (2)
Performance course that explores principles and techniques of electronic keyboard through group and solo performances. Improvisation and simple compositions emphasized within the development of advanced performance skills. Music literature includes both classical and popular styles. Strongly recommend concurrent enrollment in MUS 227 or 228. *May be repeated for additional credit.* (45 lecture/lab hours).
Prerequisite: MUS 216 or consent of Instructor.

MUS 215 Intermediate Piano Class I (2)
Continuation of Music 116, Beginning Piano Class II, with focus on developing a repertoire of piano literature of intermediate levels and continuing to develop keyboard skills, basic musicianship skills to include music reading, improvising, transposing, harmonizing, and ear training. Performance skills continue to be emphasized (45 lecture/lab hours). *May be repeated once for additional credit.*
Prerequisite: MUS 116 or consent of Instructor.

MUS 216 Intermediate Piano Class II (2)
Continuation of Music 215, Intermediate Piano Class I, with focus on developing further a repertoire of piano literature of intermediate levels. Continue to develop keyboard skills, basic musicianship skills to include music reading, improvising, transposing, harmonizing, and ear training. Performance skills will continue to be emphasized (45 lecture/lab hours).
May be repeated once for additional credit.
Prerequisite: MUS 215 or consent of Instructor.

MUS 221D Woodwind, Brass Or Percussion (2)
Offers three hours per week of Master Classes and recital preparation.This course is intended for students who are experienced on a wind or percussion instrument. *May be repeated once for additional credit.* (45 lecture/lab hours).
Prerequisite: MUS 122D or consent of Instructor.

MUS 221G Contemporary Guitar (2)
A continuation of MUS 122G, with classroom instruction in popular styles of guitar playing: technique, music reading, chord symbols, song accompaniment patterns, improvisation, chord embellishment and substitution, arranging, stage etiquette and ensemble (combo) performance (45 lecture/lab hours).
May be repeated once for additional credit.
Prerequisite: MUS 122G or consent of Instructor.

MUS 221H Classic Guitar III (2)
A continuation of Mus 122D with advanced skills and concepts involving solo and ensemble performance, technique, interpretation, stage etiquette and music literature are addressed (45 lecture/lab hours). *May be repeated once for additional credit.*
Prerequisite: MUS 122C or consent of Instructor.

MUS 223 Advanced Voice Class (2)
Designed for experienced voice students: work includes individual instruction in a master-class situation and lectures given to aid students in the development and understanding of the art and science of singing. Students are encouraged to refine their vocal technique and identify the elements that contribute to the effective communicator-performer. *May be repeated for additional credit.*
(45 lecture/lab hours).
Prerequisite: Music 124 or consent of Instructor; ENG 21 or 22 and MATH 1B with a grade of C or better or equivalent.

MUS 227 Piano By Ear I (2)
Keyboard technique and literature with an emphasis on playing by ear through the further development of ear training, note-reading skills, music theory, knowledge of accompaniment styles, transcription of simple melodies and an overall interpretation of keyboard literature from classical to popular music (45 lecture/lab hours). *May be repeated once for additional credit.*
Prerequisite: MUS 116 or consent of Instructor.

MUS 228 Piano By Ear II (2)
Continuation of Music 227 where the ability to play by ear is further developed. Ear training, improvisation, transposition, knowledge of jazz chords, and performance of melodies and various accompaniment styles are emphasized. Keyboard literature includes the use of fake books in addition to other classical and popular music (45 lecture/lab hours). *May be repeated once for additional credit.*
Prerequisite: MUS 116 and MUS 227 or consent of Instructor.

MUS 232 Applied Music (1)
Offers individual music instruction for commercial music majors (CMUS). MUS 232: 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. *May be repeated for additional credit.*
(Hours: 7.5 lecture/15.5 lessons).
Prerequisite: Audition.

MUS 240 Introduction to Digital Music (3)
An introduction to the theory and practice of digital music production on the Macintosh computer: music notation; MIDI sequencing; audio recording, editing, mixing and mastering; and preparation of audio files for CD and MP3 formats.
Prerequisite: MUS 140 or consent of the instructor.
Recommended Preparation: MUC 108 or MUS 253.

MUS 253 Music for Classroom Teachers (3)

An exploration of the theory and practice of music for prospective elementary school teachers. Specifically, this course examines the elements of music (time, pitch, performance media, musical expression and form) and how these elements interact within the musical experience. These elements are explored and applied through singing and the playing of percussion instruments, ukulele, autoharp, piano, and other classroom instruments; listening; movement; notation of music; performing from notation; and analysis of music both aurally and from musical scores. The creative use of musical elements as a means of understanding music is an integral component of this course. [AH1]
(Required of UH Mānoa elementary education majors.)
Prerequisite: ENG 21 or 22; Math 1B with a grade of C or better.

MUS 265 History of Western Music to 1750 (3)

Covers the development of Western music from its origins to 1750, including styles, schools and composers (45 lecture hours). [AH1]
Prerequisite: MUS 282 or consent of Instructor. ENG 21 or ENG 22 and Math 1B with a grade of C or better or equivalent.

MUS 266 History of Western Music after 1750 (3)

Covers the development of Western music from 1750 to the present, including styles, schools and composers (45 lecture hours). [AH1]
Prerequisite: MUS 265 or consent of Instructor.

MUS 281 Music Theory I (3)

A survey of elementary concepts in music theory: melodic, rhythmic, and harmonic materials; musical structure and form; composition and analysis. To be taken concurrently with MUS 283 (45 lecture hours). [AH1]
Prerequisite: MUS 108 or consent of Instructor.

MUS 282 Music Theory II (3)

A continuation of Music 281. Fundamental concepts in music theory are examined in detail: melodic, rhythmic, and harmonic materials; musical structure and form; composition and analysis. To be taken concurrently with MUS 284 (45 lecture hours).
Prerequisite: MUS 281 or consent of Instructor.

MUS 283 Aural Training I (1)

Development of aural perception through the techniques of music dictation, sight singing and rhythm exercises. To be taken concurrently with MUS 281 (45 lab hours). [AH1]
Prerequisite: MUS 108 or consent of Instructor.

MUS 284 Aural Training II (1)

Continuation of Music 283 - a course in the development of aural perception through the techniques of music dictation, sight singing, and rhythm exercises. To be taken concurrently with MUS 282. (45 lab hours)
Prerequisite: MUS 283 or consent of Instructor

Oceanography [OCN]

OCN 101 MOP Seminar (1)

Statewide overview of ocean issues and organizations involved with marine activities, management, education, research and business. Exploration of opportunities for internships, research projects and careers. Proposal writing, project implementation, and report preparation guidelines. Course is presented on HITS interactive television with participation of students and faculty throughout the UH system. Orientation to the Marine Option Program.
Recommended Preparation: A grade of C or higher in ENG 18, 19, 21 or 22.

OCN 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. [NS3]

OCN 201L Science of the Sea Laboratory (1)

An extension of the lecture course designed to introduce students to the basic techniques used in marine scientific study and to bring into sharp focus the principles learned in OCN 201. It may be taken either concurrently or separately after completion of the OCN 201.
Prerequisite: Completion of or concurrent registration in OCN 201.

OCN 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 analysis (4 hours twice weekly).
Recommended Preparation: OCN 201, MATH 135 (or its equivalent).

OCN 211 Oceanographic Instrumentation II (3)

A continuation of OCEAN 210 with emphasis on modern oceanographic and geophysical techniques and instruments (4 hours twice weekly).
Prerequisite: OCN 210.

OCN 214 Techniques in Marine Ecology (4)

Techniques of collecting, recording and evaluating data in the field are stressed. Students must have SCUBA certification as work will be done in the marine environment with SCUBA (Hours: 1 lecture/5 fieldwork per week).
Recommended Preparation: Completion of or concurrent registration in ZOOL 101 or ZOOL 200.

OCN 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 which is normally scheduled for summer—usually after the Spring Session. Number of credits determined by length of cruise.
Prerequisite: SCUBA certificate.
Recommended Preparation: ZOOL 200 or OCN 214.

OCN 230 Ocean Resources (3)

An overview of the potential resources available from the ocean. Biological resources (food from the sea and aquaculture), mineral resources available, the energy potential of oceanic processes, and the effects of ocean pollution on these resources are covered.
Prerequisite: OCN 201 with a grade of C or better or consent of Instructor.

Office Administration Technology [OAT]

OAT 121 Computer Keyboarding (3)

Introduces computer terminology and proper keyboarding skills. Use of the Internet to access world-wide network searches for information will be included.
Recommended Preparation: Completion of or concurrent enrollment in ENG/ESL 21 orENG/ESL 22 or equivalent.

Opticianry [OPT]

Note: At this time, Opticianry classes are not scheduled to be offered during the 2004–2005 academic year.

OPT 11 Optical Theory I

This course examines the nature of light, and details the behavior of light when it encounters various refractive and reflective surfaces. In addition, the course will examine lens power, indices, and prisms. This will establish the foundation for advanced ophthalmic applications. *(formerly OPT 97F)*
Prerequisite: Two years of high school algebra, trigonometry, and geometry. Completion or concurrent enrollment in Math 25 or equivalent.

OPT 12 Optical Theory II

This course continues the study of optical theory. Topics include: prism notation;, vertical imbalance and methods of correcting for it, vertex power, illuminance, reflection and absorption, diffraction, third-order lens aberrations, and lens tilt, amisometropia, and spectacle magnification. *(formerly OPT 97I)*
Prerequisite: OPT 11.

OPT 21 Optical Laboratory Theory I

This course will introduce the student to terms, instruments, lenses, frames, and materials to be used in the surfacing and finishing of ophthalmic prescription eyewear. *(formerly OPT 97B)*

OPT 22 Optical Laboratory Clinic I

This course is the clinical component of OPT 21, Laboratory I. Students learn clinical skills in fundamental optical laboratory tasks at the entry level under the direction and supervision of a preceptor (non-paid Opticianry practitioners who meet established qualifications). Emphasis is placed on accuracy and attaining skills that meet acceptable professional standards. *(formerly OPT 97C)*
Prerequisite: Completion or concurrent enrollment in OPT 21.
Corequisite: OPT 21.

OPT 23 Optical Laboratory Theory II

This is a continuation of Laboratory I. Students continue to learn terms, instruments, lenses, frames, and materials to be used in the surfacing and finishing of ophthalmic prescription eyewear. *(formerly OPT 97D)*
Prerequisite: OPT 21.

OPT 24 Optical Laboratory Clinical II

This course is the clinical component of OPT 23, Laboratory II. Students learn clinical laboratory skills at the advanced level under the direction and supervision of a preceptor. Emphasis is placed on accuracy and attaining skills that meet acceptable professional standards. *(formerly OPT 97E)*
Prequisite: OPT 22.
Corequisite: OPT 23.

OPT 31 Optical Dispensing Theory I

This course introduces the student to the skills necessary for becoming a dispensing optician. Included are the history of the profession, patient/client measurements, frame and lens materials, frame and lens selection, prescription, prescription analysis, and adjustment techniques. *(formerly OPT 97K)*

OPT 32 Optical Dispensing Clinic I

This course is a practicum in which the student will work in an approved ophthalmic or opticianry setting for approximately five to six hours per week for a total of 75-90 hours during the semester. This course will enable the student to gain knowledge in the practice and procedures of ophthalmic dispensing skills. *(formerly OPT 97L)*
Corequisite: OPT 31.

OPT 33 Optical Dispensing Theory II

This course presents ophthalmic instruments and devices, analysis of absorptive lenses, computing and compensation of vertical imbalance, discussion of ethics and legal issues, record keeping and communication. *(formerly OPT 97M)*
Prerequisite: OPT 31.

OPT 34 Optical Dispensing Clinic II

This course presents the clinical aspect of ophthalmic instruments and devices, analysis of absorptive lenses, computing and compensation of vertical imbalance, discussion of legal issues, record keeping and communication. *(formerly OPT 97N)*
Prerequisite: OPT 32.
Corequisite: OPT 33.

OPT 35 Optical Business Management

This is a basic optical management course presenting basic management and leadership skills necessary for a successful eye care office. The course will teach analysis, creative thinking, judgment, planning strategy, and the implementation skills necessary for today's optical business challenges. *(formerly OPT 97J)*

OPT 36 Optical Dispensing Clinic III

This course is the final in a series in clinical dispensing. All principles in dispensing will be reviewed.
Prerequisite: OPT 34.

OPT 41 Anatomy and Physiology of the Eye

This introductory course is designed to give the opticianry student an insight into the anatomical structure of the eye and its adnexa. The student will also learn the function of parts of the eye as they relate to vision and the fitting of contact lenses. The learner will be presented with common pathologies of the eye and ocular pharmacology. *(formerly OPT 97G)*

OPT 42 Contact Lens Theory
This course includes a historical view as well as theory; design and optical principle of contact lenses; indications and contraindications for contact lens wear; patient evaluation; discussion of lens types and availability; fundamental techniques and fitting philosophies including the role of the biomicroscope, keratometer and radiuscope; patient education on care, cleaning, insertion and removal of contact lenses.
Prerequisite: OPT 41.

OPT 43 Contact Lens Clinic
This course is the clinical component of OPT-42, Contact Lens Theory. Students learn clinical skills in fundamental contact lens tasks at the entry level under the direction and supervision of a preceptor. Emphasis is placed on accuracy and attaining skills that meet acceptable professional standards.
Prerequisite: OPT 41.
Corequisite: OPT 42.

Pharmacology [PHRM]

PHRM 203 General Pharmacology (3)
Lectures designed to build an understanding of the fundamental principles of drug action; the application of specific drugs in the treatment of disease; normal and abnormal responses of the patient to drug therapy; and the appropriate nursing actions to achieve the desired outcome of drug therapy.
A required course for all nursing students.
Prerequisite: BIOC 241 and ZOOL 241 with a grade of C or better or equivalent.
Recommended Preparation: BIOC 251

Philosophy [PHIL]

PHIL 100 Introduction to Philosophy: Survey of Problems (3)
A historical and/or positional approach to some of the major problems of philosophy such as: the Existence of God, Good and Evil, the Nature of Man, the Nature of Human Knowledge, Truth, Freedom, Morality, and Law. [AH3]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PHIL 101 Introduction to Philosophy: Morals and Society (3)
An introductory study of moral values, nature of ends or goals, the voluntary, virtues and vices, natural law, happiness, and the nature of morality. [AH3]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PHIL 102 Intro to Philosophy: Asian Traditions (3)
Methods and fields in philosophy from the historical and/or positional perspective of basic Hindu, Buddhist, Taoist, Confucian and Zen Buddhist philosophers. [AH3] *(Same as the former PHIL 202 [now 102] at UH Ma¯noa).*
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PHIL 110 Introduction to Logic (3)
An examination of the principles involved in clear thinking through the use of traditional and/or symbolic techniques. Definitions, truth and validity, and modes of argumentation will be some of the material emphasized. [M/L] *Fulfills mathematical/logical reasoning requirement of LCC A.A. degree core.*

PHIL 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 with discussion of computer applications.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better

Note: PHIL 211, 212 and 213 replace PHIL 200 and 201.

PHIL 211 History of Western Philosophy I (3)
An introduction to the history of philosophy based on translation of texts originally written in classical Greek or Latin. [AH3]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PHIL 212 History of Western Philosophy II (3)
Introduction to the history of philosophy based on translations of texts originally written in post-classical Latin or Arabic. [AH3]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PHIL 213 History of Western Philosophy III (3)
Introduction to the history of philosophy based on translations of "modern" works, that is works originally written in a modern European language. [AH3]
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PHIL 250 Ethics in Health Care (3)
Health care ethics is an application of general moral principles to special ethical issues relating to health care: professional responsibility, confidentiality, euthanasia, human experimentation etc.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent; Recommended Preparation: PHIL 110

Physics [PHYS]

PHYS 56 Basic Electrical Theory and Lab (4)
Provides a comprehensive study of fundamental electrical and electronic principles, covering basic laws that describe electrical phenomena and principles of semiconductor devices like transistors and diodes. The use of meters and oscilloscopes is also covered. *Course is designed for and restricted to* AMT majors.
Prerequisite: ENG 22 with a grade of C or better or equivalent; MATH 50C or equivalent; and concurrent registration in AMT 40

PHYS 100B Survey of Physics (4)
(3 lecture/3 lab hours per week)
An introduction to the science of physics through topics selected from mechanics, thermodynamics, electricity and magnetism, relativity, atomic and/or nuclear physics. Emphasis is placed on understanding basic principles and concepts and simple algebra will be used. A terminal physics course for non-science majors. A pocket calculator is required. [NS2]
Prerequisite: Two years of high school algebra or MATH 103 or equivalent.

PHYS 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. Includes mechanics, kinetic theory and thermodynamics. Required: Pocket trig-type calculator. [NS2] *Offered Fall Semester only.*
Prerequisite: credit or concurrent registration in MATH 140.

PHYS 151L College Physics Laboratory I (1)

An experimental analysis (laboratory) course paralleling PHYS 151 in content and mathematical level, intended for science majors (3-hour sessions once a week). [NS2] *Offered Fall Semester only.*
Prerequisite: credit or concurrent registration in PHYS 151.

PHYS 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. [NS2]
Offered Spring Semester only.
Prerequisite: PHYS 151.

PHYS 152L College Physics Laboratory II (1)

An experimental analysis (laboratory) course paralleling PHYS 152 in content and mathematical level, intended for science majors. (3-hour sessions once a week) [NS2]
Offered Spring Semester only
Prerequisite: Credit or concurrent registration in PHYS 152.

PHYS 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. [NS2]
Prerequisite: MATH 205 and PHYS 100 or high school physics.

PHYS 170L General Physics I Laboratory (1)

Experimental analysis in mechanics emphasizing error analysis, measurement techniques, and report writing. [NS2]
Prerequisite: credit or concurrent registration in PHYS 170.

PHYS 272 General Physics II (3)

The second course in introductory general physics covering electromagnetism and optics for physical science and engineering majors. ((3 hour lecture per week) [NS2]
Prerequisite: MATH 206 and PHYS 170

PHYS 272L General Physics II Laboratory (1)

Experimental analysis in electricity, magnetism and optics. [NS2]
Prerequisite: credit or concurrent registration in PHYS 272

PHYS 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)* (3-hr lecture per week).
Prerequisite: PHYS 152 or PHYS 272

Political Science [POLS]

POLS 110 Introduction to Political Science (3)

An introduction to 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. [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

POLS 120 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. (*Formerly POLS 220*) [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

POLS 130 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 made from analysis 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. (*Formerly POLS 230*) [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

POLS 180 Introduction to Hawaiian Politics (3)

An examination of contemporary Hawai'i political institutions, processes, issues, and personalities at the State and County levels, Hawai'i's place in the national and international political arenas, and the future of politics in Hawai'i. Emphasis is placed on citizen roles and responsibilities in local politics. [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

Psychology [PSY]

PSY 100 Survey of Psychology (3)

The basic principles of human behavior, motivation, learning, perception, emotion etc. as they relate to the individual. [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PSY 170 Psychology of Adjustment (3)

Study in patterns of adjustment from the standpoint of the individual: needs, frustrations, conflicts, anxiety, etc. Stress on aspects of good mental health. [SS]
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PSY 180 Psychology of Work (3)

Designed for the vocational education major, this introductory course examines the personal and career needs of individuals working within an organization. Emphasizes the importance of psychology and human relations in the work setting and learning how workers successfully cope with job demands while effectively meeting organizational goals.
Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

PSY 202 Psychology of Women (3)
Survey of topics relevant to the psychological development of women: personality, domestic violence, mental health, gender differences, achievement motivation, and theory. [SS] (Also called WS 202 at UH Ma¯noa.)
Prerequisite: PSY 100 or WS 151 with a grade of C or better.

PSY 230 Introduction to Psychobiology (3)
Survey of study of behavior from a natural sciences viewpoint. Evolution, ethological analysis of behavior, behavior genetics, neural mechanisms, drugs and behavior, biological development.
Prerequisite: PSY 100 with a grade of C or better.

PSY 240 Developmental Psychology (3)
Emotional, mental, physical, social development from infancy to death; interest and abilities at different age levels.
Prerequisite: PSY 100 with a grade of C or better.

PSY 250 Social Psychology (3)
Interpersonal relations: social attitudes; group dynamics; inter-group relations, class cultural influence.
Prerequisite: PSY 100 with a grade of C or better or consent of Instructor.

PSY 260 Psychology of Personality (3)
Scientific study of personality, its theories, assessment, development and relationships to cultural-social determinants.
Prerequisite: PSY 100 with a grade of C or better or consent of Instructor.

PSY 270 Introduction to Clinical Psychology (3)
History, theories, types of psychological problems, methods of assessment, forms of intervention, current developments.
Prerequisite: PSY 100 with a grade of C or better.

PSY 298 Educational Psychology (3)
The aim of this course is to furnish the prospective teacher with the basic psychological sophistication needed for classroom teaching. Topics include role and scope of educational psychology, meaning and learning, evaluation and measurement, and social, affective, cognitive and developmental factors in learning.
Prerequisite: PSY 100

Quantitative Methods [QM]

QM 121 Mathematics for Decision Making 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. [M/L]
Prerequisite: C or better in MATH 103 or equivalent.

QM 122 Mathematics for Decision Making II (3)
Applications of mathematical operations to business and economics; equations and their graphs; limits, continuity, derivatives and their use in min-max problems; Lagrangian multipliers in optimizing functions subject to linear and higher-order constraints; partial derivatives, indefinite and definite integrals; techniques and applications. [M/L]
Prerequisite: C or better in QM 121 or consent of Instructor.

Religion [REL]

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, Confucianism, Taoism, Shinto, Judaism, Christianity, Islam. [AH3]
Prerequisite: ENG 22 with a grade of C or better or equivalent.

REL 151 Religion & the Meaning of Existence (3)
Emphasizes contemporary religious thought regarding the person's consciousness of human existence. Addresses the question "What is the meaning of existence?" [AH3]
Prerequisite: ENG 22 with a grade of C or better or equivalent.

REL 200 Understanding The Old Testament (3)
Intellectual analysis of the developing beliefs and practices of the Hebrew religion as set forth in the Jewish scriptures (which Christians call the Old Testament). Bible study will highlight the meaning of the Hebraic faith for the modern world. [AH3]
Prerequisite: ENG 22 with a grade of C or better or equivalent.

REL 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 messages of Jesus and Paul and their relevance to the modern world. [AH3]
Prerequisite: ENG 22 with a grade of C or better or equivalent.

REL 202 Understanding Indian Religions (3)
Teachings and practices of major religious traditions of India. [AH3]
Prerequisite: English 22 with a grade of C or better or equivalent.

REL 203 Understanding Chinese Religions (3)
Taoist, Confucian, Buddhist, Socialist and folk beliefs and practices in their social and historical context. [AH3]
Prerequisite: English 22 with a grade of C or better or equivalent.

REL 204 Understanding Japanese Religions (3)
Broad survey, with primary focus on Shinto, Buddhist and modern sectarian movements, analyzed in relation to social and cultural themes of major historical periods. [AH3]
Prerequisite: English 22 with a grade of C or better or equivalent.

REL 205 Understanding Hawaiian Religion (3)
A general introductory survey of Hawaiian religious teaching and practice from ancient times to the present. [AH3]
Prerequisite: ENG 22 with a grade of C or better or equivalent.

REL 207 Understanding Buddhism (3)
Survey of major forms and practices. [AH3]
Prerequisite: ENG 22 with a grade of C or better or equivalent.

REL 210 History of Christianity (3)
History of ideas concentrating on events, persons, and issues with the greatest impact on the evolution of Christianity. [AH2]
Prerequisite: ENG 22 with a grade of C or better or equivalent.
Recommended Preparation: Computer word processing skills, use of the Internet, and e-mail.

Sales & Marketing [SMKT]

SMKT 93B/C/D/E Retailing Cooperative Education (1-4)

Provides practical work experience in sales and marketing positions, applying classroom knowledge to business situations while gaining work competency. Full or part-time work in private and public sectors of the business, government and industrial communities are utilized for this course. The number of credits earned depends upon the number of hours spent on the job workstation during the semester. "93B" is for one credit and requires 60 to 119 hours of work; "93C" is for two credits and requires 120 to 179 hours of work; "93D" is for three credits and requires 180 to 239 hours of work; "93E" is for four credits and requires 240 or more hours of work. *This course is a required three-credit course for Sales and Marketing students.*

Prerequisite: ENG 1B and ENG 2B with a grade of C or better or equivalent.

Science [SCI]

SCI 107 The Molecular Basis of Life (3)

The topic of life will be examined from the molecular standpoint and includes 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. [NS1]

SCI 122 Introduction to Science—Physical (4)

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 technology. To illustrate these topics, examples from the history of physical sciences will be used. Lab is required and allows the student to perform discovery-type activities. [NS2]

Recommended Preparation: MATH 25 or one year of high school algebra.

SCI 225 Earth and Universe (3)

Origins, structures, and processes of the Earth's atmosphere, hydrosphere, and lithosphere. A dynamic account of Earth's history from the Big Bang to present, emphasizing its physical and chemical properties and the effects of life. *Intended for non-science majors and prospective education majors.* [NS2]

Prerequisite: High school chemistry and physics or SCI 122.

SCI 225L Earth and Universe Lab (1)

Laboratory exercises illustrating topics in earth science and astronomy.

Prerequisite: Satisfactory completion of or concurrent registration in SCI 225.

Social Science [SSCI]

SSCI 101 Self Development (3)

This course is designed to increase students' awareness and acceptance of their own personal and cultural values and background; to develop learning strategies and communication skills; to address personal attitudes and barriers so as to provide opportunity for educational success.

May be repeated once for additional credit.

SSCI 197 Skills for Campus Involvement (1)

This course will provide hands-on learning exercises centered on developing skills needed for participating in a campus organization, which include communication, teamwork, service, leadership and ethical decision-making. Students may also find these skills useful in their off-campus affiliations.

Sociology [SOC]

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. [SS]

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

SOC 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 selected social problems. Different research data and theoretical approaches are examined. *Prerequisite to all* Mānoa 300-level *sociology courses.* [SS]

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

SOC 231 Introduction to Juvenile Delinquency (3)

Examines the nature, trends, remedies, and explanations for juvenile delinquency. The student is introduced to basic terminology relating to juvenile delinquency and the juvenile justice system. The course focuses on trends in juvenile delinquency in U.S. society, the consequences of juvenile delinquency, basic ideas underlying explanations for juvenile delinquency, current treatment programs that have been proposed as responses to delinquency, and the philosophy and features of the juvenile justice system in Hawai'i and the nation. [SS]

Prerequisite: At least one Social Science course at 100-level or higher with a grade of C or better.

Recommended Preparation: Intro to Sociology, SOC 100 or equivalent.

SOC 250 Community Forces in Hawai'i (3)

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 Hawai'i. Fundamental concepts of sociology in the area of race relations are presented with emphasis on Hawai'i's unique potential melting pot social environment and the development of an unorthodox race doctrine for Hawai'i. Sociological aspects of the various cultural contributions by the ethnic groups to Hawai'i including values, concepts, practices, history, and language are also investigated. [SS]

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

SOC 251 Sociology of The Family (3)

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, single hood, 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. [SS]

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

SOC 275 Introduction to Sociological Inquiry (3)

Introduction to basic methods and analytical techniques used in sociology and designed to introduce students to the basic methods in sociology, and the nature, logic, and skill involved in the production and analysis of social scientific data. Emphasis on learning by doing and providing basic skills in sociology and provides the necessary foundation for more advanced courses in methods and statistics. *(Required of all sociology majors in the Ma¯noa program and is a prerequisite for all* 400-level sociology courses*).*

Prerequisite: SOC 100 or any 200-level sociology course.

Spanish [SPAN]

SPAN 101 Elementary Spanish I (3)

Basic structure of the Spanish language emphasizing listening and reading comprehension and spoken/written expression. Through practice in class and in the Language Laboratory, students learn to use the basic structures of Spanish and includes drill in the Learning Resource Center offered during various hours each day and evening.

Recommended Preparation: ENG 22 with a grade of C or better or equivalent.

SPAN 102 Elementary Spanish II (3)

Basic structure of the Spanish language emphasizing listening and reading comprehension and spoken/written expression. Through practice in class and in the Language Laboratory, students learn to use the basic structures of Spanish and includes drill in the Learning Resource Center offered during various hours each day and evening.

Prerequisite: SPAN 101 or equivalent.

SPAN 201 Intermediate Spanish I (3)

Continuation and refinement of basic language skills acquired in Spanish 101-102. Through videos, study of authentic materials and literary texts, functional review of grammar, written and oral communicative activities supported by an integrated language laboratory program, students acquire competency in speaking and writing, gain an increased awareness and appreciation of Hispanic culture and are able to express ideas and opinions about aspects of American society and the Hispanic world.

Prerequisite : SPAN 102 or equivalent.

SPAN 202 Intermediate Spanish II (3)

Continuation and refinement of basic language skills acquired in Spanish 101-102. Through videos, study of authentic materials and literary texts, functional review of grammar, written and oral communicative activities supported by an integrated language laboratory program, students acquire competency in speaking and writing, gain an increased awareness and appreciation of Hispanic culture and are able to express ideas and opinions about aspects of American society and the Hispanic world.

Prerequisite: SPAN 201 or equivalent.

SPAN 204 Spanish: Business/Travel Industry Management (TIM) (3)

Specific aspects of Spanish language and culture for the purpose of meeting social demands and working requirements in business and TIM. *Not restricted to* Business and TIM *majors.* SPAN 204 *may be taken in lieu of* SPAN 201 *and/or* SPAN 205 *may be taken in lieu of* SPAN 202 *toward fulfillment of the* UH Ma¯noa General Education Requirement in Foreign Language and major requirements for Spanish.

Recommended Preparation: SPAN 102 or equivalent.

SPAN 205 Spanish: Business/Travel Industry Management (TIM) (3)

Specific aspects of Spanish language and culture for the purpose of meeting social demands and working requirements in business and TIM. *Not restricted to* Business and TIM *majors.* SPAN 204 *may be taken in lieu of* SPAN 201 *and/or* SPAN 205 *may be taken in lieu of* SPAN 202 *toward fulfillment of the* UH Ma¯noa General Education Requirement in Foreign Language and major requirements for Spanish.

Recommended Preparation: SPAN 201 or 204 or equivalent.

Speech [SP]

SP 151 Personal and Public Speech (3)

Introduction to the major elements of speech with activities for students to acquire competence in two-person, small group, and public situations. [OR] *Designed primarily for non-majors.*

Recommended Preparation: ENG 22 with a grade of C or better or equivalent.

SP 200 Speaking Skills for Prospective Teachers (3)

Theories and activities for competence in speaking skills useful in classroom, interview, discussion, lecture etc. [OR]

Prerequisite: English 21 and ENG 22 with a grade of C or better or equivalent.

SP 231 Performance of Literature (3)

Introduction to the study of literature through performance. Practice in rhetorical and literary analysis culminating in solo performance of literary selections for an audience. The nature of performance criticism. [OR]

Prerequisite: English 21 and ENG 22 with a grade of C or better or equivalent.

SP 251 Principles of Effective Public Speaking (3)

Adaptation of rhetorical theory to particular speakers, audiences, occasions. Extensive practice. [OR]

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

Tagalog [TAG]

TAG 101 Elementary Tagalog/Pilipino I (4)

Basic structures of Tagalog/Filipino with 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 Tagalog.

TAG 102 Elementary Tagalog/Pilipino II (4)

Basic structures of Tagalog/Filipino with 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 Tagalog.

Recommended Preparation: TAG 101 or equivalent.

TAG 201 Intermediate Tagalog/Pilipino I (4)

Emphasizes a variety of sentence constructions in Tagalog/Filipino: verbal and non-verbal sentences, exclamatory sentences, primary active and passive affixes, secondary active and passive affixes, causative sentences, and formal and informal ways of communicating in the language. Emphasizes reading and translating complex dialogues in various situations, both formal and informal and emphasizes speaking, listening, reading and writing. (*formerly TAG 297)*

Prerequisite: TAG 102 or permission of Instructor.

TAG 202 Intermediate Tagalog/Pilipino II (4)

Emphasizes a variety of sentence constructions in Tagalog/Filipino: verbal and non-verbal sentences, exclamatory sentences, primary active and passive affixes, secondary active and passive affixes, causative sentences, and formal and informal ways of communicating in the language. Emphasizes reading and translating complex dialogues in various situations, both formal and informal and emphasizes speaking, listening, reading and writing.

(*formerly TAG 298)*

Prerequisite: TAG 201 or permission of Instructor for TAG 202.

Television Production [TVPR]

TVPR 101 Film and Video Production Process and Business Operations (3)

This course explains the entire production process (pre-production, production, post-production) for film and television, and business aspects of these media. Topics include concepts, treatments, storyboarding, scripts, breakout, budgeting, preproduction planning and documents, copyrights, roles of production personnel, departments and functions, production considerations, post-production editing, graphics, music, soundtrack, final cut, promotion, sales, marketing, and distribution. Ratings, share, box office receipts, business aspects, and how film and video companies make a profit are also emphasized. (45 hours of instruction)

Recommended Preparation: ENG 100 or higher and MATH 100 or higher.

TVPR 121 Film and Video Graphics (3)

Introduction to video and film graphics. Students will lean about digital and non-electronic graphic production including character generators, color, motion, perspective, teleprompters, set construction, virtual sets, and graphic design. (45 hours of instruction)

Prerequisite: ENG 100 or higher & Math 100 or higher, TVPR 101, 126, 136, 142, and 151. TVPR 210, 211or 212 may be taken concurrently or instructor's approval.
Corequisite: TVPR 226, 251 and 293B or instructor's approval.

TVPR 126 Introduction to Digital Camera Operation and Lighting Principles (3)

An introduction to contemporary digital video cameras, operating controls, and mounting systems. Basic lighting principles, portable and studio equipment, safety, and operation will be illustrated in theory and application, particularly in relationship to camera operation. (45 hours of instruction)

Prerequisite: TVPR 101 may be taken concurrently or instructor's approval.
Corequisite: TVPR 136, 142 & 151 or instructor's approval.
Rec Prep: ENG 100 or higher & Math 100 or higher

TVPR 136 Audio/Video Engineering (3)

Audio and video engineering fundamentals for television producers and production staff. This introductory course focuses on electrical power sources and generation, proper calibration, readings, and settings of audio and video signal monitoring and testing equipment, connections, adapters, inputs and outputs. Students will learn to diagnose problems and adjust equipment accordingly. Simple troubleshooting, safety, care, and maintenance will also be emphasized. (45 hours of instruction)

Prerequisite: TVPR 101 may be taken concurrently or instructor's approval.
Corequisite: TVPR 126, 142 & 151 or instructor's approval.
Rec Prep: ENG 100 or higher & Math 100 or higher

TVPR 142 Film and Video Audio—Acquisition and Recording (3)

Delivers theory, knowledge, and skills required for audio acquisition and recording as applied to film and television production. Audio theory, microphones, pickup patterns, frequency and amplitude, digital and analog signals, mixers, recording techniques, production audio devices, Foley, channels and tracks, sound effects, music, troubleshooting, mixing, and monitoring equipment are emphasized. (45 hours of instruction)

Prerequisite: TVPR 101 may be taken concurrently or instructor's approval
Corequisite: TVPR 126, 136, & 151 or instructor's approval.
Rec Prep: ENG 100 or higher & Math 100 or higher.

TVPR 151 Introduction to Film and Video Digital Editing Principles (3)

An introduction to editing film and video in non-linear digital formats. Topics will include the grammar of the edit, history of film and video editing, analog and digital theories, contemporary formats, magnetic and optical recording and editing, contemporary recording, editing, and playback devices, digital editing file management, edit decision lists, timelines, editing strategies and methodologies, manipulation of audio and creation of simple soundtracks, and contemporary editing software and hardware and operation. Current editing software includes Adobe Premier, Final Cut Pro, and Avid. (45 hours of instruction)
Prerequisite: TVPR 101 may be taken concurrently or instructor's approval.
Corequisite: TVPR 126, 136, & 142 or instructor's approval.
Rec Prep: ENG 100 or higher & Math 100 or higher.

TVPR 210 Film and Video History, Criticism, Ethics, and Aesthetics (3)

Through various international examples and critiques, students will study film and video history, development, and technical milestones, learn, study, question, and practice criticism, and examine ethical problems, responsibilities, and personal solutions. Students will study and examine media literacy. Students will also examine, compare, and contrast the aesthetics of film and video. (45 hours of instruction)
Prerequisite: ENG 100 or higher and MATH 100 or higher, or instructor's approval.

TVPR 211 Film and Video Storytelling and Scriptwriting (3)

Students enrolled in this course will study fiction and non-fiction storytelling forms in film and video. Various genres will be explored and examined. Brainstorming, concepts, treatments, pitching, storyboarding, and scriptwriting formats will be emphasized. Students will produce their own scripts for both film projects shot on video and television projects. (3 credits, 45 hours of instruction)
Prerequisite: ENG 100 or higher and MATH 100 or higher, or instructor's approval.

TVPR 212 Media Talent Development, Directing, and Performance (3)

This course is designed for film and television production students who may also want to learn skills required for talent performances in front of the camera or microphone, and how to direct talent to achieve professional performances. (45 hours of instruction)
Prerequisite: ENG 100 or higher and MATH 100 or higher, or instructor's approval.

TVPR 226 Applied Digital Camera Operation, Composition, and Lighting (3)

This course refines and builds on the introductory abilities, knowledge, and skills of basic camera operation, and basic lighting equipment and techniques from the prerequisite TVPR 126. Students will apply that technical knowledge to specific projects. Projects will include criticism and duplication of existing film and video scenes, then move on to creation of independent student projects selected from various genres including narrative drama, news, public service, and documentary storytelling. (45 hours of instruction)
Prerequisite: ENG 100 or higher & Math 100 or higher. TVPR 101, 126, 136, 142, and 151. TVPR 210 , 211 or 212 may be taken concurrently or instructor's approval.
Corequisite: TVPR 121, 251, & 293B or instructor's approval.

TVPR 251 Applied Film & Video Digital Editing and Postproduction Audio (3)

This course combines methods, techniques, software, and hardware image editing with audio editing to produce a complete film or video product. The grammar of the edit, on line and off line editing, edit decision lists, A/B roll, cutaways, integration of graphics, continuity editing, complexity editing, context, transitions, time expansion and contraction, mastery of the tools of editing, signal monitoring, pacing, timing, advanced aesthetics, and ethics will be emphasized. Advanced audio techniques, tools, multi-track soundtracks, and audio effects will be integrated with pictures in order to produce a unified whole. Current editing software includes Adobe Premier, Final Cut Pro, and Avid. (45 hours of instruction)
Prerequisite: ENG 100 or higher & Math 100 or higher. TVPR 101, 126, 136, 142 and 151. TVPR 210, 211, or 212 may be taken concurrently or instructor's approval.
Corequisite: TVPR 121, 226, & 293B or instructor's approval.

TVPR 276 Advanced Digital Cinematography, Composition, and Lighting (3)

This course will provide students with advanced camera and lighting techniques while offering an appreciation of applied film and video aesthetics. (45 hours of instruction)
Prerequisite: ENG 100 or higher & Math 100 or higher. TVPR 101, 121, 126, 136, 142, 151, 210, 226, & 251. TVPR 210, 211 or 212 may be taken concurrently or instructor's approval.
Corequisite: TVPR 291, 293C, 294 and 292 or instructor's approval.

TVPR 291 Film and Video Directing, Studio, and Location Production (3)

This course will concentrate on directing techniques and skills for film, and directing techniques and skills for video in the studio and during location production. (45 hours of instruction)
Prerequisite: ENG 100 or higher & Math 100 or higher. TVPR 101, 121, 126, 136, 142, 151, 210, 226, 251 & 293B. TVPR 211 or 212 may be taken concurrently or instructor's approval.
Corequisite: TVPR 276, 292, 293C, and 294 or instructor's approval.

TVPR 292 Capstone Project Practicum (3)

This terminal course in the TVPro video production program will require students to apply all appropriate skills and knowledge gained in the Associate in Science TVPro degree program to produce a final ten-minute production. (45 hours of instruction)

Prerequisite: ENG 100 or higher & Math 100 or higher. TVPR 101, 121, 126, 136, 142, 151, 210, 226, 251 & 293B. TVPR 211 or 212 may be taken concurrently or instructor's approval.

Corequisite: TVPR 276, 291, 293C, and 294 or instructor's approval.

TVPR 293B Internship I (2)

This course provides beginning practical work experiences in television where students will apply classroom/lab knowledge and develop job competencies. Number of hours will be dependent on requirements of positions. Positions may be on LCC campus and/or in other off-campus assignments. Practicum class includes: beginning resume writing, beginning job interviewing skills, and planning for creation of demo reels. This is the first of two internship classes. TVPR 293B must be taken before TVPR 293C. (15 hours of instruction and a minimum of 60 internship hours)

Prerequisite: ENG 100 or higher & Math 100 or higher. TVPR 101, 126, 136, 142, and 151. TVPR 210, 211 or 212 may be taken concurrently or instructor's approval.

Corequisite: TVPR 121, 226, & 251 or instructor's approval.

TVPR 293C Internship II (2)

This course provides practical work experiences in television where students will apply classroom/lab knowledge and develop job competencies. Number of hours will be dependent on requirements of positions. Positions may be offered on LCC campus and/or in other off-campus assignments. Practicum class includes: resume-writing, job interviewing skills, and creation of demo reels. This is the second of two internship classes. TVPR 293B must be completed before TVPR 293C. (15 hours of instruction and a minimum of 60 internship hours)

Prerequisite: ENG 100 or higher & Math 100 or higher. TVPR 101, 126, 136, 142, 151, 251, 121, 226, TVPR 210, 211 or 212 may be taken concurrently or with instructor's approval.

Corequisite: TVPR 276, 291, & 294 or instructor's approval.

TVPR 294 Advanced Film and Video Digital Editing and Post Production Audio (3)

This course concentrates knowledge, skills, and application of advanced film and video editing techniques with creation of a final multi-track soundtrack for productions. Current editing software includes Adobe Premier, Final Cut Pro, and Avid. (45 hours of instruction)

Prerequisite: ENG 100 or higher & Math 100 or higher. TVPR 101, 121, 126, 136, 142, 151, 210, 226, 251, 291 & 293B. TVPR 211 or 212 may be taken concurrently or instructor's approval.

Corequisite: TVPR 276, 292, and 293C or instructor's approval.

Travel Industry Management [TIM]

TIM 101 Introduction to Travel Industry Management (3)

Designed for pre-TIM majors: introduction to the travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism. Includes lectures by industry leaders. (45 lecture hours)

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

Women's Studies [WS]

WS 151 Introduction to Women's Studies (3)

An interdisciplinary introductory course which looks at the gender roles and relationships between women and men and women among women, historically and in contemporary societies. Examines the social, cultural, historical and political influences on the status of women. Presents women's experiences from diverse backgrounds, social structures, and cultures. *(LCC offers* Psychology 202, Psychology of Women, *which is cross-listed as* Women Studies 202 *at UH Ma¯noa.)* [SS]

Recommended Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.

WS 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 151 and/or an introductory level course in contributing discipline area for all 290 topic courses.

Zoology [ZOOL]

ZOOL 101 Principles of Zoology (4)

(3 lecture/3 lab hours per week)

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 tropic 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. [NS1]

Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

ZOOL 200 Marine Biology (4)

(3 lecture/3 lab hours per week)

An introduction to Hawaiian marine animals and plants, their ecological relationships, structures and systematics. Various shallow water habitats on O'ahu, including tidepools, mudflats and coral reefs, are explored on field trips [NS1]

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

ZOOL 240-241 Human Anatomy and Physiology (4-4)

(3 lecture/3 lab hours per week)

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 may 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 lab will include completion of the cat dissection, studies of the central nervous system, and human physiology experiments.

[NS1]

Prerequisite for ZOOL 240: ENG 100 with a grade of C or better or equivalent. Prerequisite for ZOOL 241: ZOOL 240 with a grade of C or better

Recommended Prep for ZOOL 240: ZOOL 101 or BIOL 100.

Additional Courses

Independent Study 99, 199, 299 (1-6)

The purpose of the program is to offer the student an opportunity to participate in the creation of academic learning experiences geared to the student's individual needs, interests, aptitudes and desired outcomes. Any student registered 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.

Remedial Basic Skills Courses

Students placing in remedial English on Leeward Community College's placement test may enroll in ENG 8, Reading and Writing Basics (combination of ENG 1B, Reading Basics, and ENG 2B, Writing Basics). Students who successfully complete this course will have met the prerequisite for the next level course in the basic skill area and the prerequisite for other courses that required ENG 8 or its equivalent.

Students placing in remedial Math on the College's placement test will enroll in MATH 1B. Students who successfully complete this course meet the prerequisite for the next level of developmental math courses, as well as for other courses that previously required MATH 1B or its equivalent.

Students placing into the remedial level in both English and math should take the remedial English courses before the remedial math course. Such students may be advised to enroll in IS 1B, an assessment course that will help students make appropriate plans for their future.

Early Childhood Education Courses

In cooperation with Honolulu Community College, courses that are part of HCC's Early Childhood Education Program are offered on the Leeward campus and are open to LCC students meeting the prerequisites.

Students interested in pursuing the HCC degree or certificate in Early Childhood Education should check the HCC Catalog (available at the LCC Library Reference Desk), see a counselor or visit their website at www.hcc.hawaii.edu.

Military Science

The Army Reserve Officers' Training Corps (ROTC) program provides college-trained officers with commissions as second lieutenants in the U.S. Army, Hawai'i Army National Guard, or U.S. Army Reserve.

Officers have the 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 (Military Science) and Air Force ROTC (Aerospace Studies) courses are available through LCC and other community colleges, and on the University of Hawai'i at Mānoa campus.

Information on the Army ROTC program is available at the Military Science Program at the University of Hawai'i at Mānoa, 956-7744/7766. For assistance with the Air Force ROTC program, call the Aerospace Studies program at 956-7762, or visit the website, **www2.hawaii.edu/~armyrotc/** or **www2.hawaii.edi/aerospace/**

POLICIES

“I help students prepare for not just work, but for life. I let them know, that with hard work, they can do whatever they set their minds to. They learn to challenge themselves, and most importantly, to believe in themselves.”

Linda Yamada

Chef Instructor, Food Service
Former Executive Chef The Beach House Restaurant on Kaua'i

Student Regulations

Student Conduct

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

Financial Obligations to the University

Students who have financial obligations (such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas, and registration. A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawai'i," promulgated by the Board of Regents, is on file in the Office of Student Services.

Lethal Weapons

Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

Smoking

In accordance with the State's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987 and University policy, smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College.

Additional restrictions can be found online at **www.hawaii.edu/smokingpolicy**

Illicit Drugs and Alcohol

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

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

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

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

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

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

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.

Copies of policies governing the possession, consumption, serving and sale of alcoholic beverages on the University of Hawai'i Leeward Community College campus are available in the Office of the Dean of Student Services and the Office of the Chancellor.

LCC Student Conduct Code

As a student at Leeward Community College, you are expected to conduct yourself appropriately on-campus. You may not engage in behavior that violates the rights of others or disrupts the activities of the college. The Student Conduct Code delineates various categories of impermissible behavior and explains the sanctions that may be applied to students who violate one of the rules of the Code.

The categories of impermissible behavior include:

- Demonstrations
- Interference with campus operations
- Furnishing false or fraudulent information
- Personal misconduct, such as fighting, hazing, harassing, stealing, unauthorized entering, using or possessing weapons, failing to comply with the directions of a campus official, being disorderly, etc.
- Stealing or mutilating college property
- Disruption
- Abuse of controlled substances
- Academic dishonesty (cheating or plagiarizing)

For violations of these rules, the following sanctions may be imposed:

- Warning
- Probation
- Restitution
- Temporary suspension
- Suspension
- Expulsion
- Rescission of grades or degree

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

Student Misconduct Grievances

The process of addressing allegations of misconduct are described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the Office of the Dean of Student Services.

Student Academic Grievance Procedures

Any student who has an academic-related complaint against a faculty member may register a complaint pursuant to Leeward Community College's academic grievance procedures, entitled the Student Academic Grievance Procedures.

Under the procedures, the aggrieved student must first attempt to resolve the complaint on an informal level with the faculty member.

Should the complaint not be resolved at this level, the student may then request the appropriate division chairperson to review and resolve the complaint. After consulting with the student and the faculty member, the division chairperson issues conclusions and recommendations.

If a satisfactory resolution cannot be reached, the student may file a written complaint with the appropriate Academic Dean who will seek a resolution. If a satisfactory resolution is still not reached, the student has the right to file a written grievance with and have a hearing before the Academic Grievance Committee, a body of faculty and students.

The Committee submits its findings and recommendations to the Chancellor whose decision on the case is final within the University of Hawai'i.

Copies of the Academic Grievance Procedures are distributed in booklets to new students or are available through the Office of the Dean of Student Services.

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:
   Academic Warning
   Academic Probation
   Academic Suspension
   Academic Dismissal

3. As used in this policy:
   Term includes all sessions/semesters conducted by Leeward Community College (fall, winter, spring and summer).

   Regular term refers to fall and spring semesters.

   GPA stands for grade point average earned at Leeward Community College.

   Term GPA means the same as current GPA, semester GPA, or the GPA for only the applicable semester.

4. ACADEMIC WARNING
   A student shall be placed on Academic Warning for the following term if, during the term, the student **fails to earn a term and cumulative GPA of 2.0 or higher.**

   A student on Academic Warning shall be restored to good academic standing the following term if, during the term the student is on Academic Warning, he/she **earns a term and cumulative GPA of 2.0 or higher.**

   A student shall remain on Academic Warning status if **either—but not both—term or cumulative GPA is below 2.0.**

   A student on Academic Warning is prohibited from taking more than 13 credits during the term he/she is on Academic Warning. If the student has pre-registered for more than 13 credits, the student will be required to drop the excess credits. All students on Academic Warning are strongly encouraged to meet with a counselor to discuss courses to be taken.

5. ACADEMIC PROBATION
   A student shall be placed on Academic Probation for the following term if, during the term the student is on Academic Warning, the student **fails to earn a term and cumulative GPA of 2.0 or higher.**

   A student on Academic Probation shall be restored to good academic standing the following term if, during the term the student is on Academic Probation, he/she **earns a term and cumulative GPA of 2.0 or higher.**

   A student shall remain on Academic Probation if **either—but not both—term or cumulative GPA is below 2.0.**

   A student on Academic Probation will be required to meet with a counselor to discuss and secure approval for courses to be taken that semester. As a general rule, the probationary student may not register or add/drop courses until he/she meets with a counselor.

   A student on Academic Probation is prohibited from taking more than 13 credits during the term he/she is on Academic Probation. If the student has pre-egistered for more than 13 credits, the student will be required to drop the excess credits. A student on Academic Probation is also ineligible for general funded campus employment for that term.

6. ACADEMIC SUSPENSION
   A student shall be placed on Academic Suspension the following regular academic term if, during the term the student is on Academic Probation, the student **fails to earn a term and cumulative GPA of 2.0 or higher.**

   A student who has been suspended is prohibited from enrolling in any credit courses offered for one regular term and any intervening winter and summer term(s). If the student has pre-registered for an upcom ing term, he/she will automatically be disen rolled from their Leeward Community College classes. The student will receive a 100% refund of tuition and fees.

   The student may reapply for admission after the suspension period and will be readmitted on Academic Probation/ Suspension status (see section 5). If, however, during the probationary term, student **fails to earn a term and cumulative GPA of 2.0 or higher, the student will be placed on Academic Dismissal** (see section 7 below).

7. ACADEMIC DISMISSAL
   A student readmitted to the College on Academic Probation/Suspension following an Academic Suspension shall be placed on Academic Dismissal if the student **fails to earn a term and cumulative GPA of 2.0 or higher.**

   A student who has been dismissed is prohibited from enrolling in any credit courses offered by the College for two regular terms and any intervening winter and summer term(s). If the student has pre-registered for an upcoming term, he/she will automatically be disenrolled from their Leeward Community College classes. The student will receive a 100% refund of tuition and fees.

   The student may reapply for admission after the dismissal period and will be readmitted on Academic Probation/ Dismissal status. The student will then be subject to section 8 below.

8. ACADEMIC PROBATION following ACADEMIC DISMISSAL

   Students on or readmitted on Academic Probation/Dismissal following Academic Dismissal are required to make an appointment with a designated counselor for appropriate advising and to remove the registration hold which prevents registration.

   If, during the probationary term following an Academic Dismissal, the student **earns or maintains a term and cumulative GPA of 2.0 or higher**, the student shall be restored to good academic standing the following semester.

   If, during the probationary term following an Academic Dismissal, the student **succeeds in earning a term or cumulative GPA of 2.0 or higher**, the student shall remain on Academic Probation for another term.

   Special conditions may be established by the Dean of Student Services. If the student fails to meet those special conditions during the second probationary term following the dismissal, the student shall be permanently dismissed from the College.

   If, during the probationary term following an Academic Dismissal, the student **fails to earn a term and cumulative GPA of at least 2.0**, the student shall be permanently dimissed from the College.

9. The College shall inform, in writing, any student who is not making satisfactory academic progress as soon as practicable after term grades have been reviewed and the appropriate action has been taken.

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

11. A student placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal status 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 date of the written notice.

    The appeal shall include a brief outline of the reasons why the appeal should be granted. The decision of the Dean of Student Services or designee on the appeal shall be final.

12. In computing GPAs for purposes of this policy, the College's grading system shall be observed. Effective academic year 2004-2005, the "N" grade has been abolished by Leeward Community College and will no longer be used in determining a student's academic standing.

13. Students on Academic Suspension or Academic Dismissal are not eligible to graduate.

Educational Rights and Privacy of Students

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 the University of Hawai'i Leeward Community College are hereby notified of the following:

1. It is the policy of name 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 file complaints concerning alleged failure by Leeward Community College to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Dean of Student Services, Leeward Community College.

4. Directory Information
Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the college's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information,(a)Name of studen,(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)Educational level (e.g., freshman, sophomore, etc.),(f)Fact of participation in officially recognized activities and sports,(g)Weight and height of members of athletic teams,(h)Dates of attendance,(i)Degrees and awards received.

   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 Records Office which of the above items are not to be disclosed without prior consent of that student.

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

Academic Rights and Freedoms of Students

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

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

Policy of Nondiscrimination and Affirmative Action

It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to, hiring, firing, upgrading), salaries, benefits, training, and other terms, conditions, and privileges of employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or disability. American citizens or immigrants with limited English proficiency skills will not be denied admission to vocational education programs.

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

As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by Michael Wong, EEO/AA Coordinator, Title IX Coordinator.

Individuals designated to coordinate the University of Hawai'i Community Colleges' nondiscrimination and affirmative action programs are:

Mary Perreira (EEO/AA)
Phone: 956-4650 (V/T)
Community Colleges
2327 Dole Street; Honolulu, HI 96822

Michael C. K. Wong
EEO/AA Coordinator, Title IX Coordinator
Leeward Community College
96-045 Ala Ike; Pearl City, HI 96782
455-0277

Aulii Silva
Counselor
Section 504 Coordinator
Leeward Community College
96-045 Ala Ike; Pearl City, HI 96782
455-0265

Discrimination Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated on the basis of race, sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status, veteran's status or arrest and court record may file a complaint with Michael Wong, EEO/AA Coordinator, Leeward Community College, 96-045 Ala Ike, Pearl City, HI 96782. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office.

The process of addressing allegations of discrimination are described in the CCCM No. 2210 UH Community College Procedure and Guidelines, Relating to Complaints of Discrimination and in campus Section 504/ADA Grievance Procedure.

Students may also file complaints of discrimination with the Office for Civil Rights, 915 Second Avenue, Rm. 3310, Seattle, WA 98174-1099. Phone: (206) 220-7920 FAX: (206) 220-7887

Services for Deaf and Hard of Hearing Students

Deaf and Hard of Hearing individuals desiring information may contact the College by calling the TTY (Text Telephones) number at 1711 or (808) 643-8833. A TTY pay phone is located at on the 'ewa side, ground floor, of the Administration Building.

Information about the programs, services, activities, and facilities which are available to persons with disabilities can be obtained by contacting the Kākoʻo ʻIke Program (455-0421, TTY number at 455-0532 or 643-8833). See details in the next section.

Services to Students with Disabilities

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

Students with documented disabilities, either permanent or temporary, are provided the following services:

- personal, academic and career counseling
- admissions and financial aid application assistance
- campus orientation
- registration assistance
- tutorial, reader, notetaker, interpreter, and/or other academic support services as needed
- campus accessibility map
- specifically designed auxiliary equipment to meet the needs of students with disabilities.

Copies of the College's policies and procedures for Non-Discrimination on the Basis of Disability may be obtained from the Offices of the Dean of Student Services and the appropriate Academic Dean.

For further information about accessing services, call or visit:

Kris Hernandez
Acting Disabilities Specialist
Kākoʻo ʻIke
L-208, Library Building
Leeward Community College
96-045 Ala ʻIke; Pearl City, Hawaiʻi 96782
Phone: 455-0421; TTY: 455-0532

Policy on Sexual Harassment

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements.

Examples of sexual harassment include:

Unwanted, unwelcome sexual advances and other verbal or physical conduct of a sexual nature.

"Hostile environment," wherein, discussion of sexual activities, the telling of off-colored jokes, commenting on physical attributes, displaying sexually suggestive pictures, using demeaning terms, making indecent gestures, and using offensive language is occuring.

For more information, please contact the Office of the Dean of Student Services, the EEO/AA Coordinator or the Sexual Harassment Counselor.

Gwen Williams
Sexual Harassment Counselor
Leeward Community College
96-045 Ala ʻIke; Pearl City, HI 96782
Phone: 455-0365

Sexual Assault Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy which explains the college's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy and the procedure for the Sexual Assault Prevention Program can be obtained at the Office of the Dean of Student Services, AD 224A.

Safe Zone

The UH Safe Zone symbol shown here conveys a positive message to the entire University of Hawai'i community—particularly to lesbian, gay, bisexual, and transgendered (lgbt) faculty, staff and students. The symbol identifies people, lgbt and otherwise, who are non-judgmental and have access to lgbt resources, should you need them. Safe Zone participants are not trained counselors but may direct you to a trained counselor who is also a Safe Zone participant. When you see this symbol, know that—whatever the attitudes toward lgbt people and their allies on campus—here at least is a "Safe zone" or safe place. For more information, contact Camaron Miyamoto, Coordinator of the LGBTQ Office at UH Manoa, at 956-9250.

General Policy Involving Non-students

Anyone who is not officially enrolled for credit or audit in a course or is not an invited guest is not entitled to be in a classroom at any time. This includes any Leeward CC student who has not yet registered for the class. Faculty have the discretion to include or exclude such students if their registration for the class is pending. No one is allowed to "sit" in class for any length of time as an unofficial audit.

Children in the Classroom

Minors

For the purpose of this policy, a minor is anyone under the age of 18 who is a dependent of a student. This policy will not be construed to include as a minor any student under the age of 18 as long as that person is registered for the class.

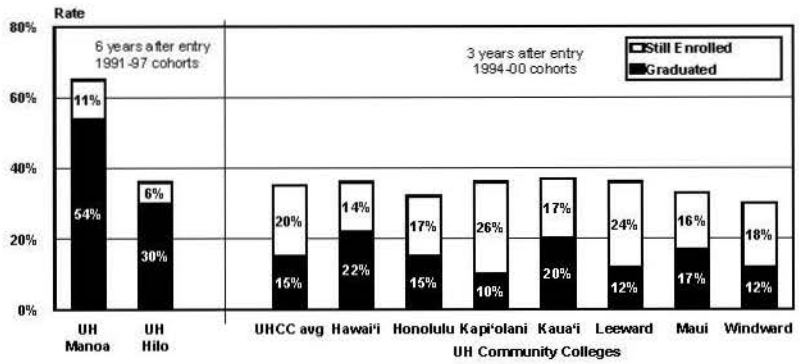
Hazardous Classroom Environments

Any laboratory, studio, shop, or area in which there is equipment or materials which could pose a hazard to minors or which could be endangered by the presence of minors is to be included as one of these environments. The determination of such a hazard will be made by the faculty teaching the class in such areas with consultation from other faculty making use of the area, and the Division Chair.

Exclusion of Minors

In any area where a "hazardous classroom environment" has been determined to exist, signs should be posted warning that minors are not allowed at any time. At the beginning of each semester, faculty should notify students that minors will not be permitted in the area for any reason. This notification should be printed in the course outline and announced orally to the class. If a student asks to bring a minor to the class for any reason, the instructor cannot allow it and should a student bring a minor to a class without asking, the instructor may ask the student to leave the class for that day.

UNIVERSITY OF HAWAI'I
Average Graduation and Persistence Rates, Fall Cohorts

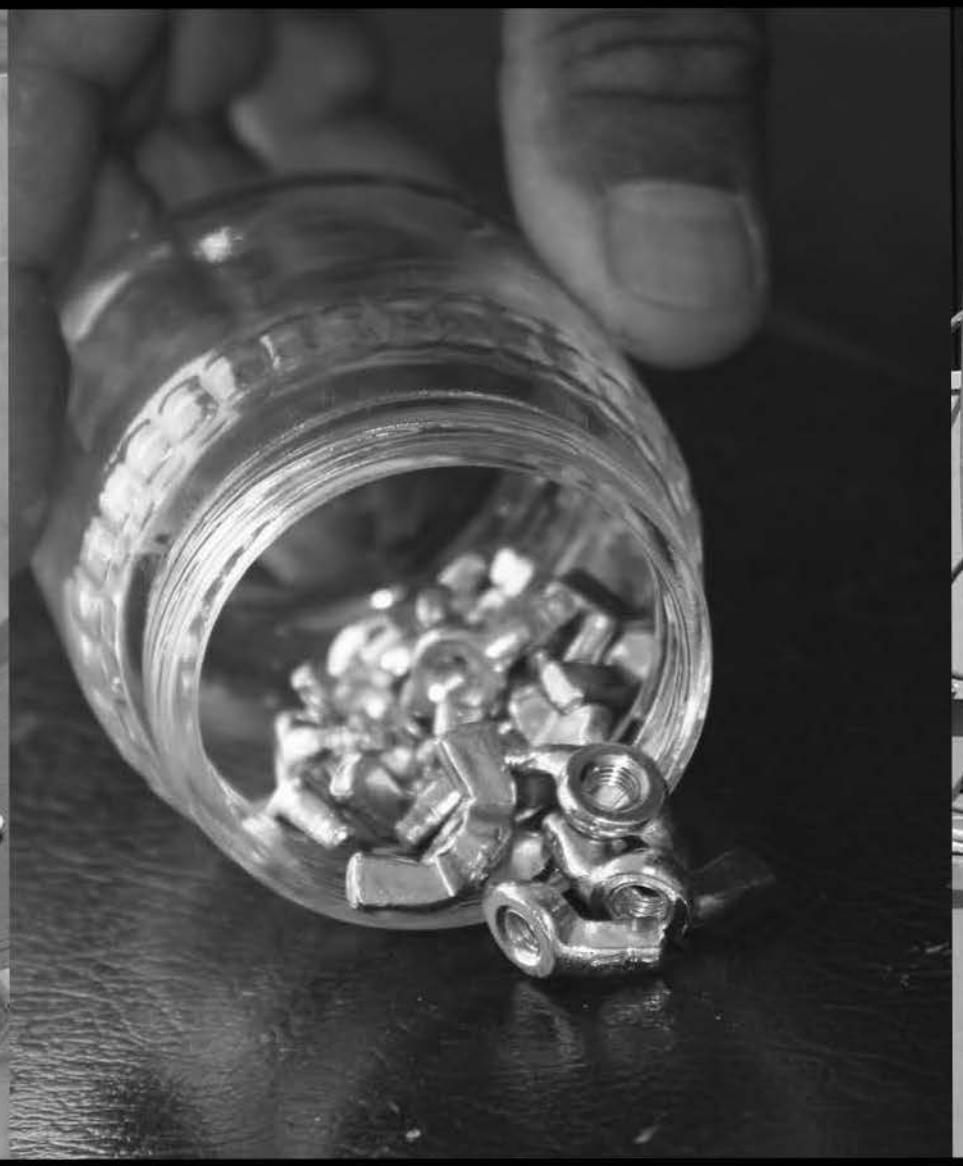


Success rate is the percentage of students who have either graduated or are still enrolled at a campus. **Average success rates** are 65% at UH Manoa, 36% at UH Hilo and 35% at the UH community colleges. **Graduation rates for the most recent cohort** are 54% at UH Manoa and 34% at UH Hilo for the Fall 1997 cohort six years after entry, and at the UH community colleges for the Fall 2000 cohort three years after entry: 15% overall, 17% at Hawai'i CC, 14% at Honolulu CC, 15% at Kapi'olani CC, 15% at Kaua'i CC, 15% at Leeward CC, 14% at Maui CC, and 16% at Windward CC.

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

Institutional Research Office, University of Hawai'i; March 2004.

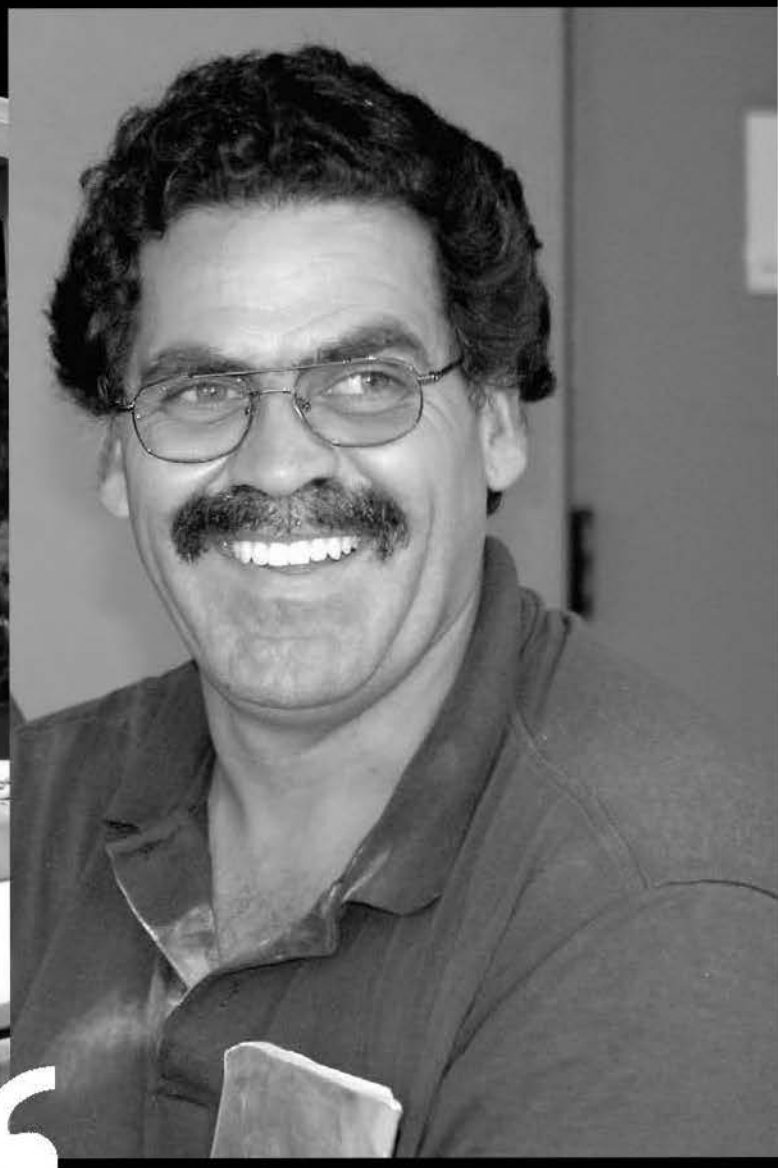
FACULTY, STAFF & ADMINISTRATION



"It's the people that make Leeward such a great place to work."

Randy Kaai

LCC Maintenance



"I love my job. It makes me feel good when others appreciate what we do."

John Torres

LCC Maintenance

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Clerk-Steno: **Elizabeth Mano**

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Therese Nakakomari, B.S., University of Hawai'i
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Jackson Tsujimura, San Francisco Technical College

Lab Managers:
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Telephone: 455-0483

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Office: Library Building L-101
Telephone: 455-0412

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Libarary Technician:
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Karen Mitsui
Christy Nathan
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GLOSSARY OF TERMS

Academic Freedom: refers to the right of the student to learn and the right of the teacher to use teaching methods that are effective in pursuing course objectives.

Academic Subject Certificate: A college credential for students who have successfully completed a specific sequence of credit courses from the A.A. curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours.

Academic Year: Starts at the beginning of the fall semester, ends at the close of the spring semester; does not include summer sessions.

Accreditation: Official certification by an external academic organization that a college meets all requirements for academic achievement, curriculum, facilities, and educational integrity.

Add Period: Time at the beginning of each semester during which registered students may enroll in additional courses.

Articulated General Education Courses: UH system courses reviewed by the System-wide Articulation Standing Committees and accepted by campus core/curriculum committees as meeting undergraduate requirements at one or more system campuses.

Articulation Agreements: Formal arrangements between the College and other educational institutions ensuring that credits from Leeward are accepted at specific four year institutions.

Associate in Arts (A.A.) degree: A two–year liberal arts degree, consisting of at least 60 semester credits, entirely at the baccalaureate level, which provides students with skills and competencies essential for successful completion of a baccalaureate degree.

Associate in Science (A.S.) degree: A two-year technical-occupational-professional degree, consisting of at least 60 semester credits, entirely at the baccalaureate level, which provides students with skills and competencies for gainful employment.

Associate in Applied Sciences (A.A.S.) degree: A two-year technical-occupational professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program.

Auditors: Regularly admitted students who register, with the consent of the instructor, for informational instruction only and who receive no credit. They do not take course examinations and the extent of their classroom participation is at the instructor's discretion. Audit courses are entered on the student's transcripts with a grade of AU and are subject to regular tuition and fee charges.

Certificate of Achievement: A college credential for students who have successfully completed designated medium-term technical-occupational-professional education credit course sequences, which provide them with entry-level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 45 credit hours (unless external employment requirement exceeds this number).

Certificate of Competence: A college credential for students who have successfully completed designated short-term credit or non-credit courses, which provide them with job upgrading or entry-level skills. Credit course sequences shall exceed 9 credit hours.

Certificate of Completion: A college credential for students who have successfully completed designated short-term technical-occupational-professional education credits course sequences, which provide them with entry-level skills, job upgrading. These course sequences shall be at least 10 credit hours, but may not exceed 23 credit hours.

Classified Students: Students who intend to earn a degree or certificate.

Community Colleges: Campuses within the University of Hawai'i system that usually offer lower division courses and grant two-year degrees and certificates.

Continuing Students: For registration purposes, those who were registered for the previous semester (fall or spring), are in good standing, have not completely withdrawn, have not graduated in their current classification, and intend to register for the upcoming semester.

Co-requisite: A course that must be taken in conjunction with and at the same time as another course. Co-requisites are indicated in the course descriptions.

Core Requirements: See General Education Core.

Counselor: A professional who helps students with academic advising, career information and life-planning.

Credit Overload: Registration for more than 17 credit hours in any one semester. Permission from the Dean of Student Services is required.

Credits (or Semester Credit Hours): Earned after successful completion (pass) of a course. If students fail a course, they have only attempted (but not earned) the credits for the course. Three semester credits are approximately equivalent to three 50-minute meeting periods per week in a 16-week semester.

Curriculum: All the courses of study offered by the College. May also refer to a particular course of study and the courses in that area.

Discipline: A branch of knowledge or teaching. Typically refers to an area of study or a major field. For example, drama is a discipline within the Arts and Humanities Division.

Drop Period: Time at the beginning of each semester during which registered students may drop unwanted courses and not have them appear on their transcripts.

Early-Admits: Academically superior and accomplished youths under 18 years of age who are continuing high school students admitted to the College to take specific courses for which they are qualified.

Electives: Courses not designated as part of the General Education Core, degree or certificate requirements. Students should consult their program or academic advisors to discuss the selection of electives.

Emeritus Faculty: Recognition, designation, and privileges given by the UH Board of Regents to faculty members who have retired but still retain ties to the College.

Enroll: To sign up for classes for inclusion on the official class list.

Erase Period: The first three weeks of the semester (or its equivalent as determined by the appropriate academic Dean for shorter courses) is called the "erase period". Students who officially withdraw from a course during this period will have no grade or record of the course on their grade report or permanent academic record.

Fees: Charges in addition to tuition.

Financial Aid: Money received from various sources to help students with college costs.

Full-Time Students: For academic purposes, students carrying 12 or more credits per semester.

General Education Core: Specified courses in liberal arts and related areas required for the associate degrees.

Grade Point Average (GPA): Determined by first multiplying the number of credits for each course taken for a letter grade by the points earned for that course (i.e., A is 4 points, B is 3, C is 2, D is 1, and F is 0), then by adding all the points, and finally by dividing total grade points by the total number of credits attempted for courses in which letter grades were given.

Incomplete Grades: With the instructor's approval, students may receive a grade of I if they are unable to complete a small, but important part of a course's requirements by semester's end but are committed to doing so by the tenth week of the following semester.

Liberal Arts: Academic disciplines such as language, history, or humanities that help develop general intellectual ability and provide information of general cultural concern.

Orientation: Scheduled time for a student to become familiar with the College, its programs, policies and expectations.

OTAR: Orientation, Testing, Advising and Registration; OTAR (Orientation, Testing Advising and Registration). During OTAR, a student receives general information about the College and its programs and services, takes the appropriate Placement Testing, and begins selecting and registering for classes.

Part-Time Students: For academic purposes, students carrying fewer than 12 credits per semester.

Placement Tests: Standardized tests used to measure a student's proficiency in a specific subject area in order to determine the appropriate level of courses in which to enroll. The College currently requires most incoming students to complete COMPASS placement tests in English and mathematics.

Prerequisite: A necessary condition for enrollment in a course. Prerequisites for courses usually consist of a previous course or courses in a related subject, a passing score on the COMPASS test, and/or the instructor's consent. Prerequisites are specified in the course descriptions.

Registrar: Professional who is responsible for student records, transcripts, and registration procedures.

Registration: Process of selecting and enrolling in classes.

Returning Students: Students resuming studies after staying out of school for one semester or longer.

Test of English as a Foreign Language (TOEFL): Test required of students whose first language is not English.

Transcript: Official record of courses and grades earned at a secondary or postsecondary institution.

Transfer Students: Students admitted to the College who have previously attended another college or university.

Tuition: Amount of money charged for classes.

Tuition Waiver: An exemption from the requirement to pay college tuition. Waivers awarded by the College can range from partial to full waivers and do not include student fees.

UH System: The state of Hawai'i's postsecondary education system, comprised of 10 campuses and other research and learning facilities throughout the islands. In addition to the seven UH Community Colleges, it includes UH at Mānoa, UH at Hilo, UH at West O'ahu.

Unclassified Students: Students who are not pursuing a degree or certificate.

Withdrawal Grades: Grades of W are given for courses from which the student has officially withdrawn with the approval of the instructor. Formal withdrawals are only approved after the first three weeks of the semester, or its equivalent in a shorter-term course.

Writing-Intensive Courses: Courses that emphasize written work as part of the regular course of study and are officially designed as "WI" sections. WI sections are identified in each semester's Schedule of Classes and fulfill the Writing Intensive requirement for Associate in Arts degree.

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Registration Worksheet

	CRN					COURSE ALPHA	NUMBER			TITLE	CR	TIME Start	End	DAYS	Grade Option Grade, Cr/Nc, Au
1															
2															
3															
4															
5															
6															
7															
8															
						Total Credit hrs									

ALTERNATE COURSES

	CRN					COURSE ALPHA	NUMBER				CR	TIME Start	End	DAYS	Grade Option Grade, Cr/Nc, Au
1A															
2A															
3A															
4A															
5A															
6A															
7A															
8A															

Registration Worksheet

	CRN					COURSE ALPHA		NUMBER		TITLE	CR	TIME Start	End	DAYS	Grade Option Grade, Cr/Nc, Au
1															
2															
3															
4															
5															
6															
7															
8															
						Total Credit hrs									

ALTERNATE COURSES

	CRN					COURSE ALPHA		NUMBER			CR	TIME Start	End	DAYS	Grade Option Grade, Cr/Nc, Au
1A															
2A															
3A															
4A															
5A															
6A															
7A															
8A															

NOTES

NOTES

QUICK DIRECTORY

Leeward Community College
96-045 Ala ʻIke
Pearl City, HI 96782

LCC at Waiʻanae
86-088 Farrington Highway, Suite 201
Waiʻanae, HI 96792
696-6378

Admissions and Records	AD 220	455-0642
Arts & Humanities Division Office	FA 109	455-0350
Bookstore	CC 1st Fl	455-0205
Business Technology Division Office	BE 213	455-0344
Business Office	AD 113	455-0492
Cafeteria	CC	455-0630
Campus Directory Assistance		455-0011
Career Development Center	AD 221	455-0237
Chancellor	L 205B	455-0215
Chemistry Lab	PS 213	455-0263
Children's Center (Child Care)	DA 107	455-0488
Computer Lab (CCL) Help Desk	BS 109	455-0271
Counseling & Academic Advising	AD 208	455-0233
Deans of Instruction & Academic Services	AD 108	455-0228
Dean of Student Services	AD 224	455-0260
Dean of Continuing Education & Workforce Development	CE 101	455-0477
Director of Administrative Services	AD 111	455-0213
Educational Media Center	L 112	455-0222
ʻŌlelo Satellite Center	L 116	455-0000
English Language Institute	LA 224	455-0510
Emergency		455-0611
Financial Aid	AD 210	455-0606
Health Center	AD 122	455-0216
Hoʻoulu, Native Hawaiian Vocational Program	DA 111	455-0474
Human Resources Office	AD 121	455-0326
Language Arts Division Office	LA 201	455-0330
Learning Resource Center	L 101	455-0412
LCC at Wai'anae		696-6378
LCC Theatre Box Office		455-0385
LCC Theatre Manager	TH 207	455-0380
Lost and Found	LA 238	455-0610
Library Circulation Desk	Library	455-0209
Mathematics & Sciences Division Office	BS 106A	455-0251
Math Lab	MS 204	455-0400
Non Credit Programs	CE 101	455-0477
The Pearl	CC 220	455-0475
Campus Security	LA 238	455-0611
Social Sciences Division Office	FA 220	455-0360
Student Activities Office	AD 222	455-0208
Student Government Office	CC	455-0489
Services to Students with Disabilities Kākoʻo ʻIke	L 208	455-0421
Vocational-Tech Education Division Office	GT 116	455-0300
Vice Chancellor	AD 102	455-0440