LEEWARD COMMUNITY COLLEGE

Catalog

2014–2015

University of Hawai`i
Leeward Community College
96-045 Ala `Ike | Pearl City, Hawai`i, 96782 | 808.455.0011 | www.leeward.hawaii.edu

Important Academic Dates *(subject to change)*

2014 Fall Semester

Application Deadline for Fall 2014 Semester	July 15
First Day of Classes	August 25
Last Day to Late Register, Add or Change Sections*	August 29
Last Day for Textbook Refunds	August 29
Last Day to withdraw without a "W" grade*	September 15
Last Day to Withdraw with a "W" grade*	October 30
Last Day of Instruction*	December 11
Final Exams	December 15–19
Bookstore Buyback	December 15–19

2015 Spring Semester

Application Deadline for Spring 2015 Semester	December 1
First Day of Classes	January 12
Last Day to Late Register, Add or Change Sections*	January 16
Last Day for Textbook Refunds	January 16
Last Day to withdraw without a "W" grade*	February 2
Last Day to withdraw with a "W" grade*	March 31
Spring Graduation Application Deadlines	
Name to appear in printed program	April 17
Participant deadline & Graduation Application Filing deadline (walk in commencement, name will not appear in printed program)	May 6
Last Day of Instruction*	May 6
Final Exams	May 11–15
Bookstore Buyback	May 11–15
Commencement	May 15

2015 Summer Sessions

Summer Session I	May 26–July 2
Summer Session II	July 6–August 14

**Semester-long courses only. For important dates affecting Part-of-Term courses, see the College's website.*

Students who register at more than one UH campus should pay particular attention to deadlines as they may vary from campus to campus. Deadline information is available at each campus website or contact the Admissions and Records Office at the campus offering the course.

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

The University of Hawai`i is an Equal Opportunity/Affirmative Action Employer.

UNIVERSITY *of* HAWAI'I®

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 CC 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.

A note on Catalog Rights
Students have the right to follow the degree and certificate requirements that were in effect at the time of their original enrollment or any year thereafter, provided that they maintain continuous enrollment.

www.leeward.hawaii.edu

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A MESSAGE FROM THE CHANCELLOR

It is my privilege to welcome you to the Leeward Community College ʻohana. Leeward CC is in the midst of an exciting period of record-breaking enrollment, and the College eagerly extends its aloha and kokua to each and every one of our new and returning students. Leeward CC is positioned for expansive growth and opportunity, being in the midst of the fastest growing population sector on Oʻahu and the anticipation of the first transit station to service a University of Hawaiʻi campus. We are here for you now and will be here for you in the future!

We are proud to offer an array of paths to higher education and workforce training. Whether your dream is to become a teacher, an engineer, a biotechnician, an artist, a nurse, a culinary chef, a digital media specialist, a computer scientist, a writer, an accountant, a pharmacologist, an economist, or a process technology technician... Leeward CC provides these and many other opportunities.

I am blessed to have been born and raised in Hawaiʻi and educated at home on Oʻahu and on the mainland. Later, I returned to the islands and was hired as mathematics faculty at Leeward CC in 1980. I have been Chancellor of Leeward CC since 2007, and I am pleased to say that I have never worked with a more dedicated group of faculty and staff who are unselfishly dedicated to the success of our students.

Education is your best strategy to a more complete and rewarding personal and professional life. Mahalo for letting us be part of your plan to define or redefine your life as you embark on the next adventure to academic and professional success.

Manuel J. Cabral
Chancellor

Our commitment to your success is embodied in our motto:

to help people learn

VISION

Leeward Community College is a learning-centered institution committed to student achievement.

MISSION

At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians.

CORE VALUES

These core values shape Leeward Community College's mission:

Community
We value cooperation, collaboration, social responsibility, and concern for others as crucial elements in building a sense of community inside and outside of the institution.

Diversity and respect
We value individual differences and the contributions they bring to the learning process. We believe that our students are enriched through a diverse intellectual and social environment, where learning occurs through exposure to world cultures, and through interaction with peoples of diverse experiences, beliefs, and perspectives.

Integrity
We value personal and institutional integrity by fostering a culture of continuous improvement to open pathways to student success. We hold ourselves accountable for providing a high-quality academic experience.

Open access
We value all students. We seek to meet their needs, as well as those of the community, by offering a diversity of courses, degree and certificate programs, and training opportunities, through traditional and distance education modes of delivery.

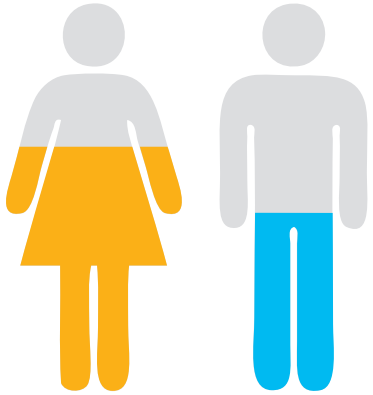
INSTITUTIONAL LEARNING OUTCOMES

Critical Thinking and Problem Solving | Our graduates are able to examine, integrate, and evaluate the quality and appropriateness of ideas and information sources to solve problems and make decisions in real world situations.

Written, Oral Communication and Use of Technology | Our graduates are able to use written and oral communication and technology to discover, develop, and communicate creative and critical ideas, and to respond effectively to the spoken, written, and visual ideas of others in multiple environments.

Values, Citizenship, and Community | Our graduates, having diverse beliefs and cultures, are able to interact responsibly and ethically through their respect for others using collaboration and leadership. Our graduates are able to engage in and take responsibility for their learning to broaden perspectives, deepen understanding, and develop aesthetic appreciation and workforce skills.

A QUICK LOOK AT LEEWARD CC

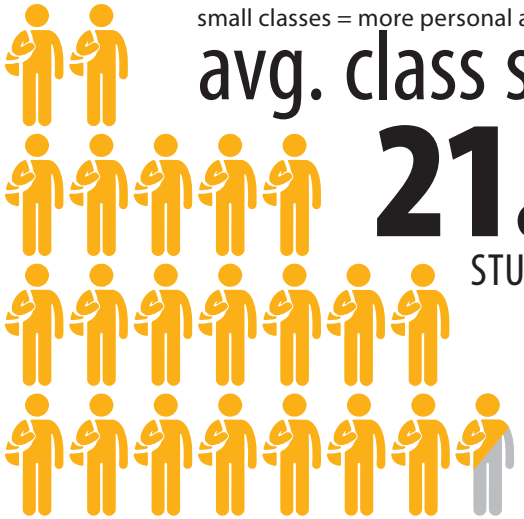


60% Female

40% Male

small classes = more personal attention

avg. class size **21.5** STUDENTS



$12.3 MILLION

in financial assistance awarded to nearly 3,000 students through scholarships, tuition waivers, loans, and on-campus employment.

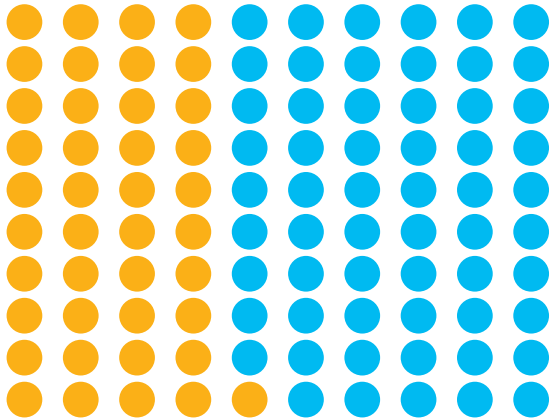
& tv

More than 3,000 students are enrolled in our Distance Education program, conducting their studies at home via the Internet or cable television.

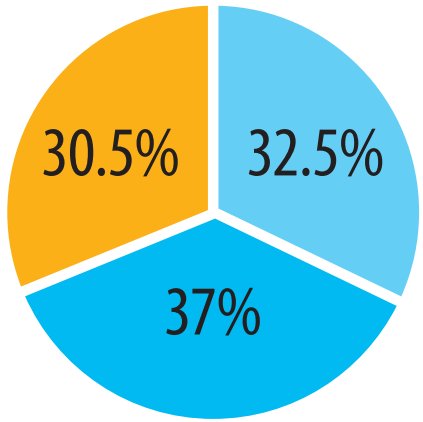
51%	25%	3%	25%
Liberal Arts Majors	Career & Technical Ed Majors	Unclassified	Home-based at other UH Campus

STUDENT ETHNICITY

Hawaiian/Part Hawaiian	26.7%
Filipino	22.0%
Mixed Ethnicity	13.8%
Caucasian	11.2%
Mixed Asian	6.9%
Japanese	6.9%
African American	2.1%
Hispanic	2.0%
All Others	8.4%



41% full time students | **59%** part time students



32.5%	under 20 years old
37%	between 20 and 24
30.5	25 years old and over

ABOUT THE COLLEGE

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 with approximately 8,000 students enrolled each fall semester.

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 robust Distance Education program. The main campus is located between Pearl City and Waipahu. 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.

Accreditation

Leeward Community College 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], a regional accrediting body recognized by the Council for Higher Education and the U.S. Department of Education.

To file a complaint with the Accrediting Commission for Community and Junior Colleges, refer to the Complaint Process and Complaint Policy on the website at www.accjc.org (direct link, http://www.accjc.org/complaint-process).

The programs in Culinary Arts are accredited by the American Culinary Federation, Inc, 180 Center Place Way, St. Augustine, FL 32095, (904) 824-4468. To file a complaint with the American Culinary Federation visit www.acfchefs.org

The programs in Automotive Technology are accredited by the National Automotive Technicians Education Foundation (NATEF), 101 Blue Seal Drive, S.E. Suite 101, Leesburg, VA 20175, (703) 669-6650. To file a complaint with NATEF, email webmaster@natef.org or visit www.natef.org

LEEWARD COMMUNITY COLLEGE, WAI`ANAE

Located on the Wai`anae Coast
next to the Wai`anae Mall
86-088 Farrington Highway
Suite 201
Wai`anae, HI 96792
454-4702
Laurie Lawrence, Coordinator

Hours of Operation
Fall and spring semesters:
Monday–Thursday, 8 am-8 pm
Friday, 8 am-4:30 pm
Saturday, 8 am-3 pm
Summer and during breaks:
Hours subject to change.

Leeward Community College, Waiʻanae (Leeward CC Waiʻanae) is a full-service education center located on the beautiful Waiʻanae coast. Its mission is to provide residents of the Waiʻanae Coast access to a high quality college experience in a supportive and respectful environment within their own community.

The campus offers more than 65 Leeward Community College credit classes in the fall and spring semesters. Classes offered in language arts, mathematics and science, fine arts and humanities, social sciences and education, business and vocational education meet the requirements for a liberal arts degree. Students can complete their entire Associate in Arts degree at Leeward CC Waiʻanae. Classes are offered days, evenings, and Saturdays during the fall and spring semesters, with limited class offerings in the summer session. A complete list of courses offered each semester can be found at http://www.leeward.hawaii.edu/lccw.

Leeward CC Waiʻanae offers several advantages for Waiʻanae Coast residents pursuing higher education. The campus is in the heart of Waiʻanae town, making higher education accessible to all residents of the Waiʻanae Coast without requiring that they travel long distances. The class sizes are small and provide students with more individualized attention from instructors.

The campus offers a math center on the first floor, computer lab and writing center on the second floor, as well as wireless laptops and support for distance learning. It is fully staffed with education support specialists and counselors provide academic and personal support to students as they complete their college classes. Faculty and staff at Leeward CC Waiʻanae work by the following motto: Helping students succeed every step of the way.

Application Assistance

Students may obtain assistance in the completion and submission of the online UH System Application Form at the reception desk on the first floor of the campus building Monday–Friday 8:30 am-5:00 pm. Assistance with completion of financial aid forms and faxing documents to Admissions and Records at the Pearl City campus is also available.

Leeward CC Wai`anae Counseling Services

A full range of counseling services is offered by two full-time counselors. Appointments are recommended, but every effort is made to accommodate students on a "walk-in" basis whenever possible. Services provided include:

- Academic advising and career counseling
- Class registration assistance
- New student orientation
- Financial aid and scholarship application assistance
- Financial aid workshops
- Requests for transcripts
- Graduation checks
- Transfer assistance
- Assistance obtaining services for students with disabilities
- Personal counseling

LEEWARD COMMUNITY COLLEGE, WAIʻANAE

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Leeward CC Wai`anae Academic Support Services

A full range of learning support services are offered by two full-time support specialists. Services provided include:

- COMPASS placement testing
- COMPASS orientation workshops
- One-to-one and small group tutorial assistance to registered students in several subject areas, including reading, writing, math, and computers
- Workshops or informational handouts on various topics, such as handling test anxiety, taking notes, and study techniques.
- Library materials lending service from Leeward CC Pearl City campus
- Laptop computer loan program, as well as calculators and other resources, to be used at the Leeward CC Waiʻanae campus
- Distance learning and course exam proctoring
- Student ID production at the beginning of each semester

Student Activities and Leadership Development

Leeward CC Waiʻanae has an active student body who are engaged with the campus and the community. Students work closely with instructors and staff to develop, plan, and hold events that will provide a social outlet. Past activities have included movie nights, International Week, outings to UH sports events and the Polynesian Cultural Center, concerts, and holiday gatherings. All students are invited to participate in these events. Student leadership is encouraged and fostered through participation in ASUH-Leeward CC and Leeward CC Waiʻanae Student Enrichment Activities, as well as through leadership training for student employees.

Leeward CC at Wai`anae Community Partnerships

Ka Lama Education Academy

The Ka Lama Education Academy assists community residents interested in becoming teachers to obtain their Associate in Arts or Associate in Arts in Teaching degree and gain admittance to Hawaiʻi state approved teacher education programs. They offer refresher workshops in math and English, Praxis preparation workshops, writing workshops, as well as transfer workshops to other colleges. Call 696-5556 for more information.

Wai`anae Health Academy

The Waiʻanae Health Academy offers outreach, training, referral and counseling service to Waiʻanae Coast residents interested in employment in the health care fields, with programs of study that lead to a certificate and specialized courses that are of interest to the community. Certificate programs may include: Community Health Worker, Substance Abuse Counseling, Pharmacy Technician, and Nurse Aide. Call 697-3215 for more information.

Kauhale

MA'O Organic Farms, Searider Productions and Makaha Studios offer a two-year Youth Leadership Training (YLT) internship to Wai'anae youth (17-24). This internship offers a unique opportunity for students to start their college career by obtaining an Associate in Arts degree from Leeward CC while gaining work and leadership experience. Call 696-5569 for more information.

Wai`anae Coast High Schools and Hawai`i P-20

Leeward CC Waiʻanae also works in partnership with Waiʻanae Coast high schools and Hawaiʻi P-20 to provide early college experience to high school juniors and seniors.

OFFICE OF INTERNATIONAL PROGRAMS

Contact
Office of International Programs
Room **BE 109**
Phone **(808) 455-0570**
lccintl@hawaii.edu

The mission of the Office of International Programs is to support, promote and advance an international dimension on the Leeward campus to facilitate a greater appreciation of cross-cultural relations and international issues in order to prepare students to become global citizens. The Office of International Programs provides Admissions and Services to International Students, both in the English Language Institute and the undergraduate program, offers Study Abroad programs, coordinates Short Term Study Programs for visiting groups, and fosters relationships with foreign partner institutions to further the goals in internationalizing the campus.

International Admission

International students are admitted to Leeward CC through the Office of International Programs. 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 and must apply for an F-1 student visa. The U.S. Department of State requires F-1 visa applicants to have a SEVIS Form I-20, which is issued by the Leeward CC Office of International Programs after the student has applied and been accepted. Please refer to page 103 for the specific admission requirements. Applications are accepted on a rolling basis throughout the year.

Study Abroad

Leeward CC's Study Abroad Programs offer students international travel, the chance to experience another culture first hand and the opportunity to earn college credit. Through our own custom programs or affiliations with study abroad organizations, short-term summer, semester-long and year-long programs are currently available to Europe, Asia, Mexico, and South America. A number of scholarships for Study Abroad are available to University of Hawai'i community college students through the UHCC office and other organizations. Contact the Office of International Programs for more information.

Short Term Study Groups

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 four weeks on the Leeward campus to attend English classes, meet Leeward students and participate in a variety of cultural activities. Contact the Office of International Programs for more information.

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 for international students in order to improve their English for academic, professional or personal purposes.

Students are introduced to American culture through class work and weekly activities while improving their English language skills. The ELI offers 18 hours of non-credit classroom instruction. Optional conversation tutors and access to multi-media lab learning resource center is also available.

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

ELI Mission Statement:

> The central mission of the English Language Institute at Leeward Community College is to provide high quality English as a second language (ESL) instruction and orientation in U.S. culture to international students, professionals and other non-native speakers by means of an intensive English program.

To achieve this mission, the English Language Institute pursues the following goals:

- Improve the English language and study skills of international students in preparation for study at an American college or university, or for personal or professional purposes.
- Provide students with the cultural knowledge and awareness necessary to transition from life and study in their own countries to the U.S.
- Provide student support and administrative services of the highest quality
- Adhere to the highest standards of English language instruction by attracting and developing talented and experienced faculty
- Developing an intellectual atmosphere in which professional development is supported, valued and pursued by all faculty.
- Enrich Leeward Community College and the local community, fostering cross cultural communication and interaction.
- Advance Leeward CC's reputation for excellence and its image as an international, multicultural learning community.

OFFICE OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

Programs in

- **Agriculture**
- **Business & Computer Applications**
- **Health Care**
- **Health Technology**
- **Hospitality & Food**
- **Industry & Trades**
- **Motorcycle Safety**
- **Personal Enrichment**
- **Process Technology**
- **Transportation Industry**

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.

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 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 a 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 Leeward CC to provide citizens and employees with an opportunity to learn new skills and upgrade present skills.

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.

Details on current offerings and programs are posted online
http://www.ocewd.org

DISTANCE EDUCATION

Learn on your own time. 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 classes, you don't have to give up important responsibilities to pursue an online education. Depending upon the course, the instructor may use various media and methods of communication.

Types of DE Courses

Televised courses

Students enrolled in televised courses must be Oceanic Time-Warner Cable subscribers. UHTV programming is not available on satellite systems. Oceanic digital cable subscribers may view programming on Channel 355. Oceanic Standard or Basic subscribers who own HD televisions with a QAM tuner, may view UHTV programming on channel 46.55. Subscribers who do not have an HD television should contact the Oceanic Cable Customer Service Center at (808) 643-2100 to acquire a digital cable box, free of charge, for as long as an analog service subscription is maintained. Students can watch the course at the time of broadcast or record it for a more convenient playback time.

Two-way interactive video courses

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

Internet courses

are interactive courses delivered using the World Wide Web. Online classes allow you to access your class material via the Internet and study at the times and places that fit into your busy lifestyle.

More information
Contact the Educational Media Center,
call 455-0222 or visit the website,
http://www.leeward.hawaii.edu/DistanceEducation

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 Web 2.0 technologies, social networking, threaded discussions, email, web conferencing, audio and video.

Interactive Discussions

Online asynchronous discussions offer you opportunities to, explain, share knowledge and learn from other students in ways not found in the traditional classroom. Online asynchronous discussions give you more time to think and make thoughtful responses. Other interactive discussions occur synchronously using web conferencing tools such as Skype or Blackboard Collaborate.

More Opportunities for In-Depth Understanding

Online course resources are available anytime. You can read and interact with course content as often as you want, and communicate with your instructor when you have questions about the course.

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. Admission and enrollment services can be found at:
http://www.leeward.hawaii.edu/apply

Alternate Technology Access Plan

In registering for a Distance Education course (Cable or Web) the student is responsible for finding immediate alternate access to a computer with Internet connectivity or cable television should that student experience technical difficulties. Technical difficulties can include but are not limited to problems with a student's computer hardware/software; inoperability of a student's VCR or DVR; or lack of service by a student's Internet Service Provider (ISP) or Cable Provider. Technical issues do not justify the extension of an assignment, project, quiz or exam deadline unless agreed upon by the instructor. An Alternate Technology Access Plan will be made by the student prior to the start of the semester and should be implemented immediately upon encountering technical difficulties. The student is required to continue course work as a result of having an alternate plan of access while independently resolving any technical issues with hardware/software, VCR/DVD, ISP, or Cable Provider.

Accredited Delivery Method
Leeward CC is approved by the Accrediting Commission for Community and Junior Colleges (ACCJC) to deliver its degree and certificate programs via Distance Education.

For information on degree and certificate programs offered via DE, see page 15.

DEGREES AND CERTIFICATES AVAILABLE THROUGH DISTANCE EDUCATION

The list below represents the possible degree and certificate programs generally available through Distance Education. Please note that not all courses required for each degree or certificate are offered every semester. It is critical to work with a counselor and the DE faculty and support staff.

Programs that can be earned completely through online classes

Associate in Arts (AA) Degree
Associate in Arts in Teaching Degree
Associate in Science Degree Accounting
Academic Subject Certificate Accounting
Academic Subject Certificate Management
Academic Subject Certificate Business
Academic Subject Certificate Writing Business Track
Certificate of Competence in Small Business Accounting
Certificate of Achievement Accounting
Certificate of Competence Management Foundations
Certificate of Competence Retail Foundations
Certificate of Competence Business Essentials
Certificate of Achievement Retail Management
Certificate of Competence Sales and Marketing
Certificate of Competence Travel Industry
Certificate of Competence Management Essentials

Programs that can be earned online with only one face-to-face (on campus) course required

(course listed is required, but not offered online)
Associate in Science Degree in Management (MGT 200)
Academic Subject Certificate Business (MATH 103 or higher)
Academic Subject Certificate Business Technology (BUSN 164)
Academic Subject Certificate Travel Industry Management (MATH 203)
Certificate of Competence Business Foundations (BUSN 164)
Certificate of Competence Graphic Design (DMED 113)

Programs that are more than 50% online

(courses listed are required, but not offered online)
Academic Subject Certificate Information & Computer Science (need ICS 141, ICS 241)
Associate in Science Degree Business Technology (need BUSN 164, BUSN 170, BUSN 269)
Certificate of Competence Business Technology (need BUSN 164, BUSN 170)
Certificate of Achievement Business Technology (need BUSN 164, BUSN 170)
Certificate of Competence Digital Media Production (need DMED 113, DMED 131, DMED 200)
Certificate of Competence Help Desk (need DMED 120, ICS 125)
Academic Subject Certificate Writing Creative Track (need ENG 205, ENG 208, ENG 217, JOUR 205)

Updated 5/13/2014

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 classes: Business Technology, Information & Computer Science and Culinary Arts. To find out more about the program and to see if you're eligible to participate, contact the program coordinators:

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

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

For Culinary Arts, contact Donald Maruyama at 455-0567, or email donaldkm@hawaii.edu. Cooperative Education is a variable credit course, offered as CULN 293E.

English as a Second Language (ESL)

The ESL program is for permanent residents and immigrants who are non-native speakers of English who need further development of their English language skills to pursue college course work at Leeward CC. 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, peer tutoring in the Writing Center and personal conferences with an ESL instructor are offered in all levels of this program.

The College also offers an Intensive English Program for international students through the English Language Institute. For details, please see page 12.

Hālau `Ike O Pu`uloa

Hālau ʻIke O Puʻuloa, established by the College in 2009 to "inspire excellence, promote growth, and advance opportunities for Native Hawaiians" has become a gathering place for students of all ancestries to grow in their knowledge of Hawaiian culture, language, history, and mālama ʻāina. We also feature on-site counseling services, group study areas, cultural speaker series, wireless laptop computers, cultural resource library, the Kahiau student club, financial aid resources and the Pūpū a o ʻEwa literary magazine. All students are welcome to use our facilities during our hours of operation from 8:00 am to 6:00 pm Monday - Wednesday and 8:00 a.m.- 4:00 p.m. on Thursday and Friday.

Programs, courses, services and events offered by the Hālau staff and its partners support the study of Hawaiian language, culture, and history in ways that honor, perpetuate, strengthen, and sustain their longevity into the future. Current resources include:

- Ke Ala ʻIke Native Hawaiian Excellence Program
- Hoʻoulu Project: Native Hawaiian Career & Technical Education Program
- Associate in Arts in Hawaiian Studies
- Academic Subject Certificate: Hawaiian Studies
- Academic Programs: Hawaiian Studies & Language
- Counseling & Guidance (Personal, Academic & Career)
- Laptop Computer Borrowing
- Financial Aid & Scholarship Assistance
- Distinguished Cultural Speaker Series
- Native Hawaiian S.T.E.M. Success
- ʻIKE: Indigenous Knowledge in Engineering
- Māla ʻŌiwi Native Hawaiian Gardens
- Native Plant Conservation, Ethnobotanical and Polynesican Introduced Gardens
- Ho'oulu 'Aina Plant Propagation Facility
- Native Hawaiian Reference Library
- Career Resource Library

Aulii Silva
Coordinator, Native Hawaiian Student Support Programs
808-455-0555
aulii@hawaii.edu

Ho`oulu: Native Hawaiian Career and Technical Education Program

Hoʻoulu is the Native Hawaiian Career and Technical Education Program at Leeward Community College and is located at Hālau ʻIke o Puʻuloa in the DA building. Our goal is to increase the recruitment, retention, and completion of Native Hawaiian students in all career pathways offered at Leeward CC such as automotive technology, business technology, culinary arts, digital media, substance abuse counseling, television technology, teaching, and STEM.

Hoʻoulu provides personal and academic counseling, peer counseling, career and vocational planning, financial and leadership workshops, 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 Hoʻoulu Project receives its funding through a grant from the United States Department of Education to ALU LIKE, Inc. Career and Technical Education Programs.

For more information, contact the Hoʻoulu Project Office at 455-0245.

Ke Ala `Ike Native Hawaiian Excellence Program

"The Path of Knowledge" challenges students to pursue excellence on their academic and cultural journey. Ke Ala ʻIke is open to all students who wish to earn a degree or certificate from Leeward CC. Ke Ala ʻIke scholars who complete the program's academic and cultural activities will:

Be invited to participate in the Hālau's Kīhei Hoʻokomo Ceremony to produce a kīhei that they will wear at Commencement.
Expand understanding and appreciation for Native Hawaiians and their culture.
Increase use of resources and opportunities that lead to attainment of their academic and career goals.

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 Leeward CC. 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 Leeward CC 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 Leeward CC transcript

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

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 Professor Ernest Libarios (Counseling/Self-Development). For more information please contact Ernest Libarios, 455-0242.

The Disney College program is a paid internship that allows you to LIVE with and meet people from all over the globe; LEARN business philosophies from a world-renowned company; EARN real-world experices that will stand out on a resume. Choose from either Los Angeles, California or Orland, Floraida to dorm as a student employee.

Learning Communities

Learning Communities are classes that are linked during an academic term and enroll a common group of students. Students taking the courses together create a learning team with their peers and their instructors.

Learning Communities provide a sense of belonging in a welcoming environment. A student enrolls in all classes in the "community" along with the rest of the class. The courses share common themes, so the work in one class actually helps work in the other courses.

Enrolling in a Learning Community can help a student to:
Make a smooth and easy transition to college life
Get to know people and make friends while working together
Develop a supportive team with other students and professors
Do better in college

For more information, contact a counselor.

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 students' 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; assisting senior citizens; coaching elementary students in sports; teaching computer basics to senior citizens or other age groups; or providing literacy tutoring. Students may earn variable credits for Service-Learning through independent study credits.

For additional information, contact Mimi Nakano, Service-Learning Coordinator, (LA 221), 455-0341, mnakano@hawaii.edu.

Study Abroad

Leeward CC's Study Abroad Programs offer students international travel, the chance to experience another culture first hand and the opportunity to earn college credit. Through our own custom programs or affiliations with study abroad organizations, short-term summer, semester-long, and year-long programs are currently available to Europe, Asia, Mexico, and South America. A number of scholarships for Study Abroad are available to University of Hawai'i community college students through the UHCC office and other organizations. Contact the Office of International Programs for more information or visit the website at www.leeward.hawaii.edu/StudyAbroad.

PROGRAMS OF STUDY

DEGREE AND CERTIFICATES OFFERED

DEGREE AND CERTIFICATE REQUIREMENTS

DEGREE AND CERTIFICATES OFFERED

Associate in Arts Degree
- Academic Subject Certificate
  - Business
  - Community Food Security
  - Global Studies
  - Marine Option Program
  - Philippine Studies
  - Writing
- Applied Forensic Anthropology Certificate (awarded by UH West Oahu)

Accounting
- Associate in Science Degree
- Academic Subject Certificate
  - Accounting
- Certificate of Achievement
- Certificate of Competence
  - Small Business Accounting

Automotive Technology
- Associate in Applied Science Degree
- Certificate of Achievement
- Certificate of Competence

Business Technology
- Associate in Science Degree
- Academic Subject Certificate
  - Business Technology
- Certificate of Achievement
- Certificate of Competence
  - Business Technology
  - Virtual Office Assistant

Culinary Arts
- Associate in Science Degree
- Certificate of Achievement
- Certificate of Competence
  - Baking
  - Dining Room Supervision
  - Preparation Cook

Digital Media
- Associate in Science Degree with emphasis in one of the following:
  - Character Animation
  - Creative Media
  - Digital Video for the Web
  - Internet Publishing
  - Video Games
- Academic Subject Certificate
  - Creative Media
  - Digital Art: Photographic Emphasis
- Certificate of Achievement
  - Digital Media Production
- Certificate of Competence
  - Digital Media Production
  - Digital Photography
  - Digital Video
  - Graphic Design
  - Motion Graphics
  - Web Architecture
  - Web Design

Education
- Associate in Arts Degree
- Certificate of Competence
  - Alternative Certification for CTE Licensure
  - Special/Inclusive Education Certificate (Pending Approval)

Hawaiian Studies
- Associate in Arts Degree
- Academic Subject Certificate
  - Hawaiian Studies

Health Information Technology
- Associate in Science Degree
- Certificate of Achievement
- Certificate of Competence

Human Services
- Certificate of Competence
  - Substance Abuse Counseling

DEGREE AND CERTIFICATES OFFERED

Information and Computer Science

- Associate in Science Degree
  with emphasis in one of the following:
  - Network Support Specialist
  - Database Support Specialist
  - Information Security Specialist
  - Mobile Developer Specialist
  - Software Developer Specialist
- Academic Subject Certificate
  - Information and Computer Science
- Certificate of Achievement
- Certificate of Competence
  - Advanced Programming and Network Troubleshooting
  - Basic Logic and Programming Level 1
  - Basic Logic and Programming Level 2
  - Database Support
  - Help Desk
  - Information Security
  - Mobile Developer
  - Network Support
  - Software Developer
  - Web Programming
  - Web Science

Management

- Associate in Science Degree
- Academic Subject Certificate
  - Management
  - Travel Industry Management
- Certificate of Achievement
  - Retail Management
- Certificate of Competence
  - Business Essentials
  - Business Foundations
  - Management Essentials
  - Management Foundations
  - Retail Foundations
  - Sales and Marketing
  - Travel Industry

Natural Sciences

- Associate in Science Degree
  with emphasis in one of the following:
  - Life Sciences
  - Physical Sciences
  - Pre-Engineering
  - Pre-Computer Science

Plant Biology and Tropical Agriculture

- Associate in Science Degree
- Academic Subject Certificate
  - Plant Biology and Tropical Agriculture
- Certificate of Achievement
- Certificate of Competence

Television Production

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

2014

DEGREES & CERTIFICATES

Associate in Arts (AA) degree

A general and pre-professional education degree, consisting of at least 60 baccalaureate-level semester credits, which provides students with skills and competencies essential for successful completion of a baccalaureate degree. The issuance of an AA degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AA degree requires that the student must earn cumulative 2.0 GPR or better for all courses used to meet the degree requirements. AA degrees may be offered in areas of study (e.g., Liberal Arts, Hawaiian Studies, Teaching).

Associate in Science (AS) degree

A degree designed to prepare students for employment in career and technical fields, and/or transfer to a baccalaureate granting institution in a science, technology, engineering, mathematics or other articulated baccalaureate-level programs of study. The AS degree consists of at least 60 semester credits, which provides students with either skills and competencies for gainful employment, or with courses in the arts and sciences or career and technical education that will prepare students for entry into an articulated baccalaureate program of study. All courses applicable for the AS degree will be at the baccalaureate level. The issuance of an AS degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AS degree requires that the student must earn cumulative 2.0 GPR or better for all courses used to meet degree requirements.

Associate in Applied Sciences (AAS) degree

A career and technical education degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment in a career and/or technical education area. The AAS degree is not intended or designed for transfer directly to a baccalaureate program. AAS programs may, however, include some baccalaureate-level course offerings. Components of General Education included within the AAS must be consistent with levels of quality and rigor appropriate to higher education. The issuance of an AAS degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AAS degree requires that the student must earn a cumulative 2.0 GPR or better for all courses used to meet degree requirements.

Certificate of Achievement

A college credential for students who have successfully completed designated medium-term career and technical 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 51 credit hours (unless external employment requirements exceed this number). Appropriate to the CTE program, this certificate may include General Education courses that meet industry requirements. The issuance of this certificate requires that the student's work has been evaluated and stated outcomes have been met, and requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate.

Certificate of Competence

A college credential for students who have successfully completed a sequence of career-technical education courses within a BOR-approved CTE program that has been identified as fulfilling an employable set of skills recognized by Business and Industry. The issuance of a this certificate requires that the student's work has been evaluated and stated outcomes have been met. The issuance of this certificate requires that the student's work meets or exceeds competencies necessary for employment. Credit course sequences shall be at least four and less than 24 credit hours and may include General Education courses appropriate to industry requirements. In a credit course sequence the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate.

Academic Subject Certificate

A supplemental college credential for students enrolled in an AA program or unclassified students already holding an Associate, Bachelor, or Graduate level credential and who have successfully completed a focused, specific sequence of credit courses from the AA curriculum. The sequence must fit within the structure of the AA degree, may not extend the credits required for the AA degree, and shall be at least 12 credit hours. The issuance of an ASC requires that the student's work has been evaluated and stated outcomes have been met. The issuance of the ASC requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate. Students enrolled solely for the purpose of obtaining an ASC will be identified as unclassified for admission and enrollment purposes.

Application for Degree/Certificate:
To be awarded a diploma from the College, the student must submit an "Application for Degree/Certificate". It is recommended that students schedule a "Grad Check" appointment with a counselor. A non-refundable $15 fee is required for an Associate Degree or Certificate of Achievement.

Additional details can be found on page 121.

Any student is eligible to become a candidate for any degree or certificate offered at Leeward CC. To do so, candidates must first see a counselor, complete an Application for Degree/Certificate and pay the required graduation fee at the Cashier's Window by the appropriate deadline.

GENERAL EDUCATION

Philosophy 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 career 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 outcomes and academic skill standards 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

Make critical judgments and apply critical reasoning to address challenges and solve problems.

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. Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions and assumptions through the use of appropriate evidence.
4. Synthesize information from various sources, drawing appropriate conclusions.
5. Demonstrate fundamental concepts intrinsic to aesthetic appreciation.
6. Demonstrate the understanding of the relationship between cause and effect.

Technology and Information Literacy

Make informed choices about uses of technology and information literacy for specific purposes.

1. Identify and define an information need.
2. Access information effectively and efficiently.
3. Make informed choices about technology.
4. Evaluate information and its sources for accuracy and authenticity.
5. Incorporate information into their knowledge base to accomplish a specific purpose.
6. Collect and present information ethically and legally, with an understanding of socio-economic issues.

Oral Communication

Gather information appropriately and communicate clearly both orally and in writing.

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

Use numerical, symbolic, or graphical reasoning to interpret information, draw valid conclusions, and communicate results.

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

Use writing to discover, develop, and communicate ideas appropriately.

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.

Arts, Humanities, and Sciences

Understand the content and use the methodology of the major areas of knowledge: arts, humanities, natural sciences, and social sciences.

1. Participate in intellectual and aesthetic pursuits which encourage a creative and selffulfilling existence.
2. Understand the humanities as a collection of disciplines that study human nature, culture, attitudes, and accomplishments.
3. Analyze the various attempts to explore the ethical and fundamental questions of life.
4. Understand basic, general scientific laws, theories, concepts, and terminology from the biological and physical sciences, including their origins and universality.
5. Use scientific laws, theories, concepts, mathematics, and data sufficiently well to determine the validity of experimental procedures, devise experiments to test hypotheses, and interpret results of experimentation.
6. Understand the scientific method, and that experimental results used to support theories,concepts, and laws must be repeatable.
7. Possess the knowledge and ability to use the tools of science.
8. Understand the scientific nature of the social sciences.
9. Describe the alternative theoretical frameworks used to explain social phenomena.
10. Analyze select units of the social sciences using various analytical or theoretical models: social interactions, individuals, families, organizations, communities, spatial relations (geography), economies, governments, cultures, or societies.

Cultural Diversity and Civics

Appreciate the values and beliefs of diverse cultures and recognize responsibility for local, national, and global issues.

1. Enhance diversity and promote cross cultural understanding.
2. Examine critically and appreciate the values and attitudes of one's own culture and of other cultures.
3. Evaluate the ethics of select issues in relation to various groups and cultures.
4. Make informed and principled decisions with respect to individual conduct, the community, and the environment.
5. Appreciate common human bonds that encourage a sense of civic purpose and responsible citizenship.
6. Assume responsibility for one's own creations, assertions, decisions, and values.

ASSOCIATE IN ARTS DEGREE

60 credits

1. Minimum cumulative grade-point average: 2.0 GPR or better for all courses used to meet the degree requirements.
2. 60 credits, all in courses numbered 100 or above
3. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree
4. The 60 credits are composed of:
    a. 31 credits in General Education Core requirements (12 credits in Foundation, 19 credits in Diversification)
    b. 26 credits of electives
    c. Graduation Requirements (Focus Requirements and 3 credits Oral Communication)
5. A minimum of 12 credits of courses number 100 or above must be earned at Leeward CC

*Exceptions to the residency requirement may be approved for cause by the Vice Chancellor for Academic Affairs or appropriate Academic Dean. The Vice Chancellor or Dean may also approve use of credit-by-examination to meet residency requirements for the Certificate of Achievement.

ASSOCIATE IN SCIENCE DEGREE

60 to 67 credits depending upon the field of study

1. Minimum cumulative grade-point average: 2.0 GPR or better for all courses used to meet the degree requirements.
2. Minimum Program requirements:
    a. Courses required by major program.
    b. General education or liberal arts courses required by the college or program. Specific requirements are listed in each program section.
    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 course identified by the program.
3. A minimum of 12 credit hours in the major subject area (such as Accounting, Digital Media etc.) must be earned at Leeward CC. This residency requirement may be waived for cause at the option of the Vice Chancellor for Academic Affairs or appropriate Academic Dean. The Vice Chancellor or Dean 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 APPLIED SCIENCE DEGREE

60 to 67 credits depending upon the field of study

1. Minimum cumulative grade-point average: 2.0 GPR or better for all courses used to meet the degree requirements.
2. Minimum Program requirements:
    a. Courses required by major program.
    b. General education or liberal arts courses required by the college or program. Specific requirements are listed in each program section.
    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. A minimum of 12 credit hours in the major subject area (such as Automotive, Culinary Arts, etc.) must be earned at Leeward CC. The residency requirement may be waived for cause at the option of the Vice Chancellor for Academic Affairs or appropriate Academic Dean. The Vice Chancellor or Dean may also (at their discretion) approve use of credit-by-examination to meet residency requirements.

ASSOCIATE IN ARTS DEGREE

Foundations Requirements: 12 credits

3 credits in Written Communication (FW)
3 credits in Symbolic Reasoning (FS)
6 credits in Global Multicultural Perspectives (FG)

Foundations courses are intended to give students skills and perspectives that are fundamental to undertaking higher education. Courses taken to fulfill the Foundations requirement **may not be used** to fulfill Diversification or Focus requirements. Only courses taken after they have an official Foundations designation (FW, FS, or FG) will count as meeting the Foundations requirement. To enroll in a course that meets the Foundations requirement, students must first meet the prerequisites, if any. Approved Courses are listed on pages 29–31.

Written Communication (FW): 3 credits

Written Communication courses introduce students to the rhetorical, conceptual, and stylistic demands of writing at the college level; courses give instruction in composing processes, search strategies, and composing from sources. These courses also provide students with experiences in the library and on the Internet and enhance their skills in accessing and using various types of primary and secondary materials.

Symbolic Reasoning (FS): 3 credits

Symbolic Reasoning courses expose students to the beauty and power of formal systems, as well as to their clarity and precision; courses will not focus solely on computational skills. Students learn the concept of proof as a chain of inferences. They learn to apply formal rules or algorithms; engage in hypothetical reasoning; and traverse a bridge between theory and practice. In addition, students develop the ability to use appropriate symbolic techniques in the context of problem solving and to present and critically evaluate evidence.

Global and Multicultural Perspectives (FG): 6 credits

Global and Multicultural Perspectives courses provide thematic treatments of global processes and cross-cultural interactions from a variety of perspectives. Students will gain a sense of human development from prehistory to modern times through consideration of narratives and artifacts of and from diverse cultures. At least one component of each of these courses will involve the indigenous cultures of Hawai‘i, the Pacific, or Asia. To satisfy this requirement, students must take six credits; the six credits must come from two different groups. See page 29 for groups A, B and C.

Diversification Requirements: 19 credits

6 cr. in Arts, Humanities, and Literatures (DA, DH, DL)
6 cr. in Social Sciences (DS)
7 cr. in Natural Sciences (DB, DP, DY; 2 courses and 1 lab)

The Diversification requirement is intended to assure that every student has a broad exposure to different domains of academic knowledge, while at the same time allowing flexibility for students with different goals and interests. To enroll in a course that meets the Diversification requirement, students must first meet the prerequisites, if any. Some courses that satisfy the Diversification requirement may also simultaneously satisfy Focus requirements. (See a counselor for “Requirements that may be Double-Dipped.”) Approved courses are identified in this Catalog on pages 29–31. They are also indicated by designations after the course description.

Arts, Humanities, and Literatures (DA, DH, DL): 6 credits

To satisfy this requirement, students must take six credits from two separate sub-categories. Each course must be taken from a different discipline. Arts area courses are designated “DA,” Humanities area courses as “DH,” and Literatures area courses as “DL” in the course descriptions of this Catalog.

Social Sciences (DS): 6 credits

To satisfy this requirement, students must take six credits from two different disciplines. Approved courses are identified in this Catalog with the letters “DS” after the course description.

Natural Sciences (DB, DP, DY): 7 credits

To satisfy this requirement, students must take two courses and a lab for a total of seven credits. The three courses must include a biological science (DB), a physical science (DP) and a laboratory (DY) course; one of the courses must have a matching lab class. Course numbers with an “L” are separate lab courses. Some DB and DP courses have a lab embedded. Approved courses are identified in this Catalog with the appropriate letters after the course description. Designations are: “DB” for Biological science courses, “DP” for physical science courses and “DY” for laboratory courses.

Graduation Requirements on following page (page 28)

ASSOCIATE IN ARTS DEGREE

Graduation Requirements

Focus Requirements (3 courses)
1 course: Hawaiian, Asian, & Pacific Issues (HAP)
2 courses: Writing Intensive (WI)

Oral Communication (3 credits)

Focus Requirements

The Focus requirements identify important additional skills and discourses necessary for living and working in diverse communities. Only Focus courses taken after they have received official designation can count as meeting the Focus requirement. Focus courses are not shown in this Catalog but appear in each semester's Class Availability listing. Because the approved Focus courses may change each semester, students should consult the College's up-to-date online course listing before they register.

Hawaiian, Asian, and Pacific Issues (HAP): 1 course

These courses focus on issues in Hawaiian and Asian or Pacific cultures and history; they promote cross-cultural understanding between nations and cultures. Courses fulfilling this requirement are offered in departments across the curriculum. Approved sections are identified in the College's Class Availability with an "HAP"; offerings vary each semester.

Writing Intensive (WI): 2 courses

Because writing helps students both to learn and to communicate, Leeward Community College requires students to take two writing intensive courses. Small writing intensive classes, in which instructors work with students on writing related to course topics, are offered in various disciplines. Students need to satisfy the Written Communication "FW" requirement with a grade of C or better before they enroll in writing intensive courses. Approved sections are identified in the College's Class Availability with a "WI"; offerings vary each semester.

Oral Communication (OR): 3 credits

Students receive training in oral delivery and give individual and group oral reports. Courses fulfilling this requirement are offered in disciplines across the curriculum. Oral Communication is a Leeward Community College requirement. It is not the same as UH Mānoa's "O" requirement.

Approved Courses include:
COM 210HON 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

NOTES

See pages 29–31 for listing of courses that meet AA degree General Education Foundation and Diversification Requirements.

The requirements for the AA degree were revised in the Fall of 1992, 2003, 2006 and 2011. Students may follow the degree requirements that were in effect at the time of their original enrollment or any year thereafter, provided that they have maintained continuous enrollment. Such students, however, should see a counselor for academic advising.

AA DEGREE GENERAL EDUCATION COURSE LISTING

Foundation Requirements
AA degree: 12 credits

Written Communication (FW) 3 cr.
ENG 100 Composition I
ENG 100E Composition I
(for non-native speakers of English)

Symbolic Reasoning (FS) 3 cr.
ICS 141 Discrete Mathematics for Computer Sci
ICS 241Discrete Mathematics for Computer Sci II
MATH 100 Survey of Mathematics
MATH 100C Survey of Math Culinary Arts
MATH 103 College Algebra
MATH 112 Math for Elem. Teachers II
MATH 135 Pre-Calculus: Elem. Functions
MATH 140 Pre-Calc: Trig & Anal Geometry
MATH 140X Accelerated Pre-Calculus
MATH 203 Calculus for Bus. & Soc Sciences
MATH 205 Calculus I
PHIL 110 Intro to Logic

Global Multicultural Perspectives (FG) 6 cr.
Select two courses, each from a different group.
Group A:
ANTH 151 Emerging Humanity
ART 175 Survey of Global Art I
HIST 151 World History I

Group B:
ANTH 152 Culture and Humanity
ART 176 Survey of Global Art II
BUSN 277 International Business Protocol
GEOG 102 World Regional Geography
HIST 152 World History II

Group C:
GEOG 151 Geography & Contemporary Society
MUS 107 Music in World Cultures
REL 150 Intro to the World's Major Religions
THEA 101 Intro to Drama & Theatre

Diversification Requirements
AA degree: 19 credits

Arts, Humanities, and Literature 6 cr.
6 total credits required, one course from two separate sub-categories. Each course must be taken from a different discipline.

Diversification Arts (DA)
(Mainly Theory)
ART 101 Intro to the Visual Arts
MUS 108 Music Fundamentals
MUS 253 Music For Classroom Teachers
MUS 281 Music Theory I
MUS 282 Music Theory II
MUS 283 Aural Training I
MUS 284 Aural Training II

(Mainly Practice)
ART 104 Intro to Printmaking
ART 104D Intro to Printmaking Screenprinting
ART 107 Intro to Photography
ART 107D Intro to Digital Photography
ART 112 Digital Art
ART 113 Basic Drawing
ART 113D Intro to Computer Drawing
ART 115 Intro to Design - 2D
ART 116 Introduction to Three-Dimensional Composition
ART 123 Intro to Painting
ART 202 Digital Imaging
ART 213 Inter. Drawing
ART 243 Intermediate Ceramics, Handbuilding
ART 244 Intermediate Ceramics, Wheel Throwing 2
DNCE 121 Beginning Ballet
DNCE 132 Modern Dance II
DMED 150 Film Analysis and Storytelling
HWST 160 Hula Nei I
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 121B Beginning Voice
MUS 121C Beginning Piano I
MUS 121D Classic Guitar I
MUS 121E Folk Guitar I
MUS 121Z 'Ukulele
MUS 122B Intermediate Voice
MUS 122C Beginning Piano II
MUS 122D Classic Guitar II
MUS 122E Pop/Folk Guitar II
MUS 122F Slack Key Guitar
MUS 122Z 'Ukulele II
MUS 201 Vocal Ensemble
MUS 203G Guitar Ensemble
MUS 221B Advanced Voice
MUS 221C Intermediate Piano Class I
MUS 221D Woodwind, Brass or Percussion
MUS 221G Contemporary Guitar
MUS 221H Classic Guitar III
MUS 222C Intermediate Piano Class II
MUS 232 Applied Music
MUS 232G Applied Music: Classical Guitar
THEA 170 Introduction to Children's Theatre
THEA 220 Beginning Voice and Movement
THEA 221 Beginning Acting I
THEA 222 Beginning Acting II
THEA 240 Stagecraft
THEA 262 Local Style Theatre
THEA 260 Dramatic Production
THEA 280 Beginning Playwriting

Diversification Literature (DL)
ENG 250 Major Works of American Lit
ENG 251 British Lit I (Middle Ages-1789)
ENG 252 British Lit II (1789 to Present Day)
ENG 253 World Lit I (Beginnings-1650)
ENG 254 World Lit II (1650 to Present)
ENG 255 Types of Literature I
ENG 256 Types of Literature II
ENG 257N Themes In Lit.: Literature and Film
ENG 270 Introduction to Literature: Literary History
ENG 271 Introduction to Literature: Genre
ENG 272 Introduction to Literature: Literature and Culture
HWST 261 Hawaiian Literature
(Formerly HUM 261)

AA DEGREE GENERAL EDUCATION COURSE LISTING

Diversification Humanities (DH)

AMST 201 The American Experience: Institutions and Movements
AMST 202 The American Experience: Culture and the Arts
ASAN 203 Philippine Cultural History
ASAN 204 History of Filipinos in the US
HWST 107 Hawai'i: Center of the Pacific
HWST 270 Hawaiian Mythology
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 251 Islamic Civilization
HIST 260 20th Century World History
HIST 281 Intro to American History I
HIST 282 Intro to American History II
HIST 284 History of the Hawaiian Islands
ICS 170: Ethics for the Digital World
IS 250H Leadership Development
LING 102 Intro to the Study of Language
MUS 106 Intro to Music Literature
PHIL 100 Intro to Phil: Survey of Problems
PHIL 101 Intro to Phil: Morals & Society
PHIL 102 Intro to Philosophy: Asian Traditions
REL 151 Religion & the Meaning of Existence
REL 200 Understanding the Old Testament
REL 201 Understanding the New Testament
REL 202 Understanding Indian Religions
REL 204 Understanding Japanese Religions
REL 205 Understanding Hawaiian Religion
REL 207 Understanding Buddhism
REL 210 Understanding Christianity

Diversification Social Sciences (DS)

6 total credits required from two different disciplines.
AMST 211 Contemporary American Domestic Issues
AMST 212 Contemporary American Global Issues
ANTH 150 Human Adaptations
ANTH 200 Cultural Anthropology
ANTH 210 Archaeology
ECON 120 Intro to Economics
ECON 130 Microeconomics
ECON 131 Macroeconomics
FAMR 230 Human Development
PACS 108 Pacific Worlds: An Introduction to Pacific Islands Studies
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
PSY 240 Developmental Psychology
PSY 260 Psychology of Personality
SOC 100 Survey of General Sociology
SOC 151 Intro to the Sociology of Food
SOC 214 Intro to Race & Ethnic Relations
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
WS 202 Psychology of Gender
WS 290 Topics in Women's Studies
(PSY 202 and WS 202 are cross-listed. Students cannot earn credit for both courses toward a degree.)

Natural Sciences 7 cr.

Two courses and a lab required for a total of 7 credits. The 2 courses must include a biological science (DB for 3 cr.) and a physical science (DP for 3 cr.). One of the 2 courses must include a lab (DY for 1 cr.).

Diversification Biological (DB)

ANTH 215 Physical Anthropology
BIOL 100 Human Biology
BIOL 124 Environment and Ecology
BIOL 130 Anatomy and Physiology
BIOL 171 Intro to Biology I
BIOL 172 Intro to Biology II
BIOL 201 Biotechnology and Society
BIOL 265 Ecology and Evolutionary Biology
BIOL 275 Cell and Molecular Biology
BOT 101 Botany
FSHN 185 Science of Human Nutrition (formerly FSHN 285)
MICR 130 General Microbiology
PBT 141 Integrated Pest Management
PBT 200 Intro to Plant Science

Diversification Biological + Lab (DB+DY)

BIOL 101 Biology for Non-Majors (lect/lab)
BIOL 200 Coral Reefs (lect/lab)
BOT 130 Plants in the Hawaiian Environment (lect/lab)
HORT 110 Hawaiian Horticulture & Nutrition (lect/lab)
PBT 264 Intro to Horticulture and Plant Propagation (lect/lab)
ZOOL 101 Principles of Zoology (lect/lab)
ZOOL 200 Marine Biology (lect/lab)
ZOOL 240 Human Anatomy and Physiology I (lect/lab)
ZOOL 241 Human Anatomy and Physiology II (lect/lab)

AA DEGREE GENERAL EDUCATION COURSE LISTING

Diversification Physical (DP)
ASTR 110 Survey of Astronomy
BIOC 141 Fundamentals of Biochemistry
BIOC 251 Elements of Biochemistry
GG 101 Intro to Geology
GG 103 Geology of the Hawaiian Islands
GEOG 101 Natural Environment
OCN 201 Science of the Sea
PHYS 151 College Physics I
PHYS 152 College Physics II
PHYS 170 General Physics I
PHYS 272 General Physics II

Diversification Physical + Lab (DP+DY)
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 272B Organic Chemistry I (lect/lab)
CHEM 273B Organic Chemistry II (lect/lab)
PHYS 100B Survey of Physics (lect/lab)
SCI 122 Intro to Science-Physical (lect/lab)

Diversification Laboratory (DY)
ANTH 215L Physical Anthropology Lab
BIOL 124L Environment and Ecology Lab
BIOL 130L Anatomy and Physiology Lab
BIOL 171L Intro to Biology I Lab
BIOL 172L Introduction to Biology Lab II
BIOL 265L Ecology and Evolutionary Bio Lab
BIOL 275L Cell and Molecular Biology Lab
BOT 101L Botany Lab
MICR 140 General Microbiology Lab
GG 101L Intro to Geology Lab
GEOG 101L Natural Environment Lab
OCN 201L Science of the Sea Laboratory
PBT 200L Intro to Plant Science Lab
PHYS 151L College Physics I Lab
PHYS 152L College Physics II Lab
PHYS 170L General Physics I Lab
PHYS 272L General Physics II Lab

For AAT Degree only
Diversification Other (DO)
ICS 100 Computing Literacy & Applications
ICS 111 Intro to Computer Science I
ICS 110 Intro to Programming
ICS 151 Structured Database Programming

Important Note:
Appropriate course substitutions for the AA degree may be made with the prior written approval of both the appropriate Division Chair and the Dean of Arts and Sciences.

GENERAL EDUCATION ELECTIVES FOR CAREER & TECHNICAL EDUCATION PROGRAMS

Arts and Humanities

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

Business

Accounting **
Business Law 200 (formerly Law)
Business
Business Technology
Finance
Health Information Technology
Management
Marketing
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

GENERAL EDUCATION ELECTIVES FOR CAREER & TECHNICAL EDUCATION PROGRAMS

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

Professional Arts & Technology

Automotive Technology
Culinary Arts
Digital Media
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 202 is equivalent to the sequence of ACC 201 and ACC 202 and vice versa. Therefore, a student who has completed ACC 124 and ACC 125 may not count or use ACC 201 as an elective for any AS, AAS., or the AA degree. Similarly, a student who has completed ACC 201 and ACC 202 may not count or use ACC 124 and/or ACC 125 as an elective for any AS, AAS or the AA degree.

NOTES

The general education requirements for the AS and AAS degrees vary depending on the demands of the specific degree. A list of specific requirements for each degree program is included in the Program Section, pages 60-97. 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 Associate in Arts degree except for electives.

ΦΘΚ

Academic Subject Certificate
Business
24 or 27 credits

The Certificate in 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 (AA) degree. With proper planning, the Certificate may be completed within the total credit requirements for the AA 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.

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

Requirements

Course Alpha	Course Title	Credits
ENG 100	Composition I	3
SP 151 or SP 251	Personal and Public Speech (3) Principles of Effective Public Speaking (3)	3
Accounting Series*		6 or 9
ACC 201 and ACC 202 (6)		
	ACC 201 Intro to Financial Accounting (3)	
	ACC 202 Intro to Managerial Accounting (3)	
or ACC 124, ACC 125 and ACC 202 (9)		
	ACC 124 College Accounting I (3)	
	ACC 125 College Accounting II (3)	
	ACC 202 Intro to Managerial Accounting (3)	
ECON 130	Principles of Microeconomics	3
ECON 131	Principles of Macroeconomics	3
BUS 101 or BUS 201 or ICS 101	Business Computer Systems (3) Advanced Business Computer Systems (3) Digital Tools for the Information World (3)	3
MATH 103 or higher **		3
	Total Credits: 24 or 27	

Academic Subject Certificate in Business
Program Learning Outcomes

Upon completion of the certificate, students will be able to:

- Perform fundamental accounting tasks and maintain basic accounting systems
- Access, analyze, and interpret information to make judgments and to solve basic business problems
- Demonstrate basic competencies in oral and written communication
- Demonstrate basic quantitative reasoning and problem solving skills
- Analyze economic conditions that are internal and external to an organization
- Use basic computer applications skills to create documents and produce information to help solve business problems

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

NOTE

For 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 Mānoa CBA requires or MATH 203 or MATH 205.
2. UH West O'ahu prefers completion of MATH 103 or MATH 135.

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

Academic Subject Certificate
Community Food Security
16 credits

The Academic Subject Certificate in Community Food Security is intended to provide the student with knowledge of the Community Food Security movement through course work and skills and knowledge about the operation of a certified organic farm and the sale of products grown on the farm. The courses will introduce them to the Community Food Security movement both nationally and internationally, provide them the skills for growing foods organically, preparing farm products for sale to restaurants and markets, providing educational activities to elementary, middle and high school students; knowledge about Hawaiian culture; knowledge related to plants, nutrition, the environment and agriculture. With this foundation, it is anticipated that students will be able to pursue degrees in a variety of areas, including environmental resources, education, nutrition, culinary arts, and business.

Program Coordinator **Summer Miles**
Office **Leeward CC, Wai`anae**
Phone **696-5569**
summer@maoorganicfarms.org

Requirements

Course Alpha	Course Title	Credits
SOC 151	Intro to Sociology of Food	3
AG 112	Introduction to Organic Agriculture	4
MGT 135 or FSHN 100	Agriculture Entrepreneurship (3) Concepts in Nutritional Science (3)	3
HWST 291	Contemporary Hawaiian Issues	3
HWST 107	Hawai'i: Center of the Pacific	3
	Total Credits: 16	

Academic Subject Certificate in Community Food Security Program Learning Outcomes

Upon completion of the certificate, students will be able to:

Make connections between current food production systems, diet, the environment and public health.

Evaluate factors such as economics, population and social equity within the national and local perspective.

Demonstrate how to grow produce organically.

Demonstrate ability to market the produce.

Explain nutritional concepts related to agriculture.

Describe the Hawaiian "sense of place" and the value of caring for the "`āina."

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

LIBERAL ARTS

Academic Subject Certificate
Global Studies
18-20 credits

The Academic Subject Certificate in Global Studies is designed to promote cultural sensitivities and international engagement by students at Leeward Community College. It builds upon the strengths of our Hawaiian and multiethnic communities in the Pacific. This program correlates with the system-wide efforts to position the University of Hawaii as a preeminent center of international learning. The purpose of this certificate is to prepare students to meet the challenges of an interconnected and interdependent world as globally conscious and internationally engaged citizens.

Electives 3-4 credits (mandatory one course or equivalent).
Any of the core courses not previously selected as one of the core requirements may be taken as an elective or any course from the following list:

- AMST 212 Contemporary American Global Issues (3)
- ART 172 Introduction to Western Art II (3)
- ART 180 Introduction to Eastern Art (3)
- ASAN 203 Philippine Culture: Survey of Philippine Cul'l History (3)
- ASAN 205 Contemporary Philippine Issues (3)
- BIOL 124 Environment and Ecology (3)
- ECON 131 Principles of Macroeconomics (3)
- ENG 252 British Literature (1800-Present Day) (3)
- HWST 107 Hawaii: Center of the Pacific (3)
- HWST 261 Hawaiian Literature (3)
- HWST 270 Hawaiian Mythology (3)
- HWST 291 Contemporary Hawaiian Issues (3)
- HIST 231 Modern European Civilizations I (3)
- HIST 232 Modern European Civilizations II (3)
- HIST 242 Civilizations of Asia II (3)
- HIST 244 Introduction to Japanese History (3)
- HIST 251 Islamic Civilization (3)
- HIST 284 History of the Hawaiian Islands (3)
- HUM 220 Introduction to Japanese Culture (3)
- HUM 225 Japanese Culture: Man & Nature (3)
- HUM 262 Literature of Oceania (3)
- LING 102 Introduction to the Study of Language (3)
- MUS 266 History of Western Music after 1750 (3)
- PACS 108 Pacific Worlds: An Intro to Pacific Islands Studies (3)
- PHIL 102 Introduction to Philosophy: Asian Traditions (3)
- PHIL 212 History of Western Philosophy II (3)
- PHIL 213 History of Western Philosophy III (3)
- REL 202 Understanding Indian Religions (3)
- REL 203 Understanding Chinese Religions (3)
- REL 204 Understanding Japanese Religions (3)
- REL 207 Understanding Buddhism (3)
- Study Abroad (3-4)

Core Requirements: 15-16 credits; Electives: 3-4 credits

Core Requirements

Choose one course from each of the five groups (15-16 credits):

Course Alpha	Course Title	Credits
GROUP 1–Culture, Society and Globalization (mandatory one course)		3
ANTH 152	Culture and Humanity (3)	
ANTH 200	Cultural Anthropology (3)	
GEOG 102	World Regional Geography (3)	
GEOG 151	Geography and Contemporary Society (3)	
GROUP 2–Global Business and Economics (mandatory one course)		3
BUSN 277	International Business Protocol (3)	
BUSN 279	International Business Analysis (3)	
ECON 120	Introduction to Economics (3)	
GROUP 3–Global History, Politics and Religion (mandatory one course)		3
HIST 152	World History II (3)	
HIST 260	Twentieth Century World History (3)	
POLS 120	Introduction to World Politics (3)	
REL 150	Intro to the World's Major Religions (3)	
GROUP 4–Global Arts (mandatory one course)		3
ART 176	Survey of Global Art II (3)	
COM 210	Intercultural Communications (3)	
ENG 254	World Literature II (3)	
MUS 107	Music in World Cultures (3)	

Program Coordinator **Abdul-Karim Khan, PhD**
Office **FA 213**
Phone **455-0358**
khana@hawaii.edu

GROUP 5–Hawaiian and Foreign Language 3-4
(mandatory one course or equivalent)

Course Alpha Course Title (credits)	Course Alpha Course Title (credits)
CHN 101 Elem. Chinese I (4)	KOR 101 Elem. Korean I (4)
CHN 102 Elem. Chinese II (4)	KOR 102 Elem. Korean II (4)
CHN 201 Inter. Chinese I (4)	KOR 201 Inter.Korean I (4)
CHN 202 Inter. Chinese II (4)	KOR 202 Inter. Korean I (4)
HAW 101 Elem. Hawaiian I (4)	SPAN 101 Elem. Spanish I (3)
HAW 102 Elem. Hawaiian II (4)	SPAN 102 Elem. Spanish II (3)
HAW 201 Inter. Hawaiian I (4)	SPAN 201 Inter. Spanish I (3)
HAW 202 Inter. Hawaiian II (4)	SPAN 202 Inter. Spanish II (3)
JPNS 101 Elem. Japanese I (4)	TAG 101 Elem. Tagalog/ Filipino I (4)
JPNS 102 Elem. Japanese II (4)	TAG 102 Elem. Tagalog/ Filipino II (4)
JPNS 111 Elem. Japanese for Communication I (3)	TAG 201 Inter. Tagalog/ Filipino (4)
JPNS 112 Elementary. II (3)	TAG 202 Inter. Tagalog/ Filipino (4)
JPNS 201 Inter. Japanese I (4)	
JPNS 202 Inter. Japanese II (4)	
JPNS 211 Inter.Japanese for Communication I (3)	
JPNS 212 Inter. Japanese for Communication II (3)	

Academic Subject Certificate in Global Studies
Program Learning Outcomes

- Evaluate the growing interconnectedness of people and places through expanding economic, political and cultural activities.
- Analyze the factors that promote and shape the international exchange of goods and services.
- Critique the unique historical trajectories of different world regions and the complex political and cultural contexts of contemporary global issues.
- Recognize the diversity of the arts and their role in advancing universal understanding.
- Use second language skills to demonstrate cross-cultural knowledge and appreciation.

Academic Subject Certificate
Marine Option Program (MOP)
12 credits

The Marine Option Program (MOP) is designed to assist students interested in relating the ocean to their educational aspirations while earning their AA degree.

The Marine Options Program Academic Subject Certificate emphasizes an 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 project. Students develop their own customized "skill project" as part of the Certificate.

MOP sponsors numerous field trips, a newsletter, and many opportunities for networking with other interested students and professionals.

Program Coordinator **Frank Stanton**
Office **BS 207**
Phone **455-0286**
fstanton@hawaii.edu

Requirements

GROUP 1
8-9 cr.

A total of 8-9 credits from the following list of courses in Subgroups A and B.

Subgroup A

Minimum of one of the following two marine survey courses:

Course Alpha	Course Title	Credits
OCN 201	Intro to Ocean Science (3)	
ZOO 200	Intro to Marine Biology (4)	

Subgroup B

Four to six (4-6) additional credits of ocean-related elective courses from this list:

BIOL 124	Environment & Ecology (3)	
BIOL 124L	Environment and Ecology Lab (1)	
BIOL 200	Coral Reefs (includes lab) (4)	
BOT 130	Plants in the Hawaiian Environment *(includes lab)* (4)	
GG 103	Geology of the Hawaiian Islands (3)	
GEOG 122	Geography of Hawaii (3)	
HIST 284	History of the Hawaiian Islands (3)	
HUM 262	Pacific Literature (3)	
OCN 201L	Intro to Ocean Science Lab (1)	
OCN 201	Intro to Ocean Science (3) *(if not counted as the Subgroup A course)*	
ZOOL 200	Intro to Marine Biology (4) *(if not counted as the Subgroup A course)*	
	Any marine related course accepted for a MOP certificate at other UH campuses	

GROUP 2
3-4 cr.

Both these courses muct be taken.

Course Alpha	Course Title	Credits
OCN 101	MOP Seminar (must be taken once)	1
OCN 199V	Directed Studies	1-6
	Total Credits minimum of 12	

Academic Subject Certificate in Marine Option Program
Program Learning Outcomes

After successful completion of this program, students will be able to:

Demonstrate an awareness of how the ocean relates to Hawai'i's economy, society, and life style.

Evaluate how their career and educational opportunities can be influenced by the surrounding marine environment.

Demonstrate basic knowledge about the ocean and its impacts on Hawai'i.

Create and execute an experiential learning project (Skill Project) to further their education.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

Academic Subject Certificate
Philippine Studies

17 credits

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.

Program Coordinator **Raymund Liongson**
Office **GT 214**
Phone **455-0557**
liongson@hawaii.edu

Requirements

Course Alpha	Course Title	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
	Total Credits: 17	
Recommended Electives (beyond the 17 credits required for the Certificate		
SSCI 101	Self Development (Project Malaya)	3
TAG 201	Inter Tagalog/Pilipino I	4
TAG 202	Inter Tagalog/Pilipino II	4

**Any one of these three courses will fulfill the Diversification Humanities requirement (DH) for the AA degree.*

Academic Subject Certificate in Philippine Studies
Program Learning Outcomes

A. Student Objectives

Provide students the opportunity to learn and understand the history, language, arts and culture of the fastest growing and second largest ethic group in Hawaii (Filipinos);

Provide students of Filipino ancestry the opportunity to learn about their heritage, and develop a sense of identity and confidence.

Assist students transferring to four-year institutions majoring in Philippine Language and Literature, Asian Studies, Ethnic Studies, and other humanities or social science disciplines such as history, political science, sociology, geography, education and other fields of study.

B. Community Objectives

Provide a vehicle for the community to understand the culture of the fastest growing and second largest ethic group in Hawaii (Filipinos); and

Provide education for mutually respectful and productive employment environment in Hawai'i in areas that involve Filipino culture, e.g., health care, tourism and service industry, education, government, entrepreneurship.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

Academic Subject Certificate
Writing
18-19 credits

The Academic Subject Certificate in Writing provides a structured course of study for students interested in further developing their facilities with written language, critical thinking, and creativity.

This Certificate will greatly enhance students' educational and career opportunities. As research has clearly demonstrated, writing offers an unparalleled opportunity for intellectual and creative development.

Students who are extensively trained in writing have enhanced skills that will promote their educational and career success. At the same time, writing is also one of the best vehicles there is for intellectual and creative growth and development.

Program Coordinator **Stephen Herr**
Office **LA 218**
Phone **455-0428**
sherr@hawaii.edu

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

Creative Track
Requirements

Course Alpha	Course Title	Credits
ENG 100	Composition I	3
ENG 200	Composition II	3
ENG 204	Introduction to Creative Writing	3
One Writing Intensive 200-level course in Literature		3
Two of the following courses:		6-7
ENG 205	Magazine Editing & Production (4)	
ENG 207	Fiction Workshop (3)	
ENG 208	The Creative Poetry Workshop (3)	
ENG 211	Autobiographical Writing (3)	
ENG 217	Writing about O'ahu (3)	
JOUR 205	Newswriting (3)	
	Total Credits: 18-19	

Business Track

Course Alpha	Course Title	Credits
ENG 100	Composition I	3
ENG 200	Composition II	3
ENG 209	Business Writing	3
ENG 225	Technical Writing	3
Two of the following courses:		6-7
ENG 204	Introduction to Creative Writing (3)	
ENG 205	Magazine Editing & Production (4)	
ENG 211	Autobiographical Writing (3)	
ENG 217	Writing about O'ahu (3)	
JOUR 205	Newswriting (3)	
WI BUSN 269	WI Supervision (3)	
WI BUSN 277	WI International Business Protocol (3)	
WI BUSN 279	WI International Business Analysis (3)	
	Total Credits: 18-19	

Academic Subject Certificate in Writing
Program Learning Outcomes

Upon completion of the program, students will be able to:

Demonstrate advanced writing skills appropriate for college-level courses.

Use writing to communicate clearly and effectively.

Applied Forensic Anthropology Certificate
7-8 credits at Leeward CC and 22 credits at UHWO
Awarded by UH-West O'ahu

The Certificate in Forensic Anthropology (CAFA) is a joint program offered by Leeward Community College and University of Hawai'i - West O'ahu. The Certificate is awarded by UH-WO upon the completion of all requirements. The CAFA program is designed to provide a strong background in forensic anthropology, which uses standard scientific techniques to identify human remains and assist in the detection of crime. This certificate, in combination with appropriate Associate and Bachelor's degrees, will help make students competitive for a variety of job opportunities, including crime scene analyst, forensic anthropologist, forensic scientist, and crime lab technician.

Program Coordinator **Suzanne Falgout**
Phone **689-2367**
falgout@hawaii.edu

Leeward CC Contact **Weirong Cai**
Phone **455-0306**
weirong@hawaii.edu

Requirements

Course Alpha	Course Title	Credits
Leeward Community College		
BIOL 100 or BIOL 101 or BIOL 171 and BIOL 171L	Human Biology (3) Biology for Non-Majors (4) Intro to Biology (3) Intro to Biology Lab (1)	3-4
ANTH 215 ANTHR 215L	Physical Anthropology (3) Physical Anthropology Lab (1)	4
University of Hawai'i West O'ahu		
ANTH 384	Human Skeletal Biology Human Skeletal Biology Lab	4
ANTH 381	Archaeological Field Techniques	3
ANTH 415	Human Ecological Adaptation	3
ANTH 459	Forensic Investigations	3
ANTH 460	Advanced Techniques in Forensic Anthropology	3
PUBA 309	Criminal Law and Procedures	3
SSCI/PUBA 490	Practicum	3
	Total Credits: 29-30	

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

ACCOUNTING

Associate in Science Degree
Academic Subject Certificate
  Accounting
Certificate of Achievement
Certificate of Competence
  Small Business Accounting

Program Coordinator **Tina Lee**
Office **BE 209**
Phone **455-0348**
tinaplee@hawaii.edu

Business Program Counselor **Joy Lane**
Office **BE 210**
Phone **455-0220**
joylane@hawaii.edu

The Certificate of Competence 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.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

ACCOUNTING

Associate in Science Degree in Accounting

60 Credits

The Associate in Science degree is designed to prepare the student for entry-level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other related fields.

NOTES

*Combinations of Introductory Accounting Courses
For Certificate of Achievement:
ACC 124 and ACC 125
ACC 201 and ACC 202

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

* The sequence of ACC 124, 125 and 202 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 may not use ACC 201 as an elective for any AS or AAS degree. Similarly, a student who has completed ACC 201 may not use ACC 124 and ACC 125 as an elective for any AA degree.

** Not recommended for transfer to a four year program.
***MATH 103 is articulated with UH West O`ahu as a General Education Foundations Symbolic Reasoning (FS) course and will satisfy the lower division math requirement for the Bachelor of Arts in Business Administration, Accounting degree.

First Semester Requirements

Course Alpha	Course Title	Credits
ACC 124*	College Accounting I (3)	3
or ACC 201*	Intro to Financial Accounting (3)	
BUSN 188 or	Business Calculations (3)	3
MATH 103***	College Algebra (3)	
MGT 121	Customer Service	3
SP 151	Personal and Public Speech	3
BUS 101	Business Computer Systems	3
	Total Semester Credits	15

Second Semester Requirements

Course Alpha	Course Title	Credits
ACC 125*	College Accounting II (3)	3
or ACC 202*	Intro to Managerial Accounting (3)	
ENG 100	Composition I or equivalent	3
ACC 150	Using QuickBooks® in Accounting	3
ACC 132	Payroll & Hawai'i GE Tax	3
BUS 120	Principles of Business	3
BUSN 166	Professional Employment Preparation *(AS students may take this in their fourth semester)*	1
	Total Semester Credits	16

Third Semester Requirements

Course Alpha	Course Title	Credits
BUSINESS	Elective for those who completed ACC 201 and ACC 202 *(For students who completed ACC 124 and ACC 125, see recommended list in fourth semester)*	3
ACC 134	Income Tax Preparation	3
ECON 131	Principles of Macroeconomics (3)	3
or ECON 130	Priciples of Microeconomics (3)	
or ECON 120	Introduction to Economics**(3)	
ENG 209	Business Writing	3
Nat Science	Natural Science Elective (DB or DP)	3
	Total Semester Credits	15

Fourth Semester Requirements

Course Alpha	Course Title	Credits
ACC 255	Using Spreadsheets in Accounting	3
BLAW 200	Legal Environment of Business	3
BUSN 193V	Cooperative Education	1
A & H	Arts and Humanities Elective (DA or DH)	3
BUSINESS	Business Elective *Highly Recommended* ACC 137 Business Income Tax (3)	4
	Total Semester Credits	14
	Total Degree Credits	60

Associate in Science Accounting Program Outcomes

In addition to acquiring the competencies required for Associate in Science degrees, upon successful completion of this program graduates will be able to:

- Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.
- Use appropriate software to complete accounting/ bookkeeping tasks.
- Access, analyze, and interpret information to make judgments and to solve business problems.
- Practice within the legal and ethical parameters of the profession.
- Interact with customers, vendors, and co-workers in ways that effectively support the work to be accomplished and customer satisfaction.
- Organize, prioritize, and perform work tasks to meet deadlines and schedules.
- Compose clear and accurate business documents.
- Demonstrate knowledge of wage/hour, payroll taxes and Hawai`i General Excise Tax laws.
- Demonstrate knowledge of income tax laws and prepare income tax returns.
- Utilize resources needed to find a job.
- Perform duties at a worksite according to industry standards.

ACCOUNTING

Academic Subject Certificate

15 credits

Designed to provide workforce skills to Liberal Arts students while earning their AA degree. Students taking these courses will also be able to enter the workforce after receiving their AA and can continue to work while pursuing a bachelor's degree.

The Academic Subject Certificate in Accounting will provide students with an opportunity to focus their elective studies on acquiring accounting skills. Students interested in exploring accounting as a possible major at a four-year institution can take these courses while earning their AA degree. Students also will have the opportunity to show potential employers they have accounting skills improving their chances of getting an accounting clerk position. Students holding this certificate will also be able to present themselves as receiving specialized training in accounting, which will greatly enhance their employment potential and admission into four-year business programs.

Academic Subject Certificate in Accounting
Program Learning Outcomes

Upon completion of the program, students will be able to:

- Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements
- Access, analyze, and interpret information to make judgments and to solve basic business problems
- Use appropriate software to complete accounting/ bookkeeping tasks
- Interact with customers, vendors, and co-workers in ways that effectively support the work to be accomplished and customer satisfaction

Requirements

Course Alpha	Course Title	Credits
Core Courses		
MGT 121	Customer Service	3
ACC 201*	Introduction to Financial Accouting	3
ACC 202	Introduction to Managerial Accounting	3
Accounting Electives, select two		6
ACC 132	Payroll and Hawai'i GE Tax (3)	
ACC 134	Income Tax Preparation (3)	
ACC 150 or ACC 255	Using QuickBooks® in Accounting (3) Using Spreadsheets in Accounting (3)	
	Total Semester Credits	15

NOTES

*ACC 124 and ACC 125 can be taken to meet the ACC 201 requirement.

It is recommended that students take ECON 130 or ECON 131 as one of their Social Science courses in the AA liberal arts degree as both ECON 130 and ECON 131 are needed for students transferring to four-year business programs.

Such students are also recommended to take BUS 101 or ICS 101 as the technology prerequisite for the Shidler College of Business and UH-West O`ahu.

It is also recommended that students planning to transfer to UH–West O`ahu or UH–Mānoa review admission requirements for math and take the appropriate math course. Additional recommendations are that students take ENG 100 for written communication and SP 151 for oral communication.

ACCOUNTING

The Certificate of Competence 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.

NOTES

*Combination of Introductory Accounting Courses

For Certificate of Achievement

ACC 124 and ACC 125

ACC 201 and ACC 202

For Associate in Science

ACC 201 and ACC 202

ACC 124, ACC 125 and ACC 202

The sequence of ACC 124, 125 and 202 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 may not use ACC 201 as an elective for any AS or AAS degree. Similarly, a student who has completed ACC 201 may not use ACC 124 and ACC 125 as an elective for any AA degree.

**MATH 103 is articulated with UH West O`ahu as a General Education Foundations Symbolic Reasoning (FS) course and will satisfy the lower division math requirement for the Bachelor of Arts in Business Administration, Accounting degree.

Certificate of Achievement Accounting

31 Credits

First Semester Requirements

Course Alpha	Course Title	Credits
ACC 124*	College Accounting I (3)	3
or ACC 201*	Intro to Financial Accounting (3)	
BUSN 188	Business Calculations (3) or	3
	MATH 103** College Algebra (3)	
MGT 121	Customer Service	3
SP 151	Personal and Public Speech	3
BUS 101	Business Computer Systems (3)	3
	Total Semester Credits	15

Second Semester Requirements

Course Alpha	Course Title	Credits
ACC 125*	College Accounting II (3)	3
or ACC 202*	Intro to Managerial Accounting (3)	
ENG 100	Composition I or equivalent	3
ACC 150	Using Quickbooks in Accounting	3
ACC 132	Payroll & Hawai'i GE Tax	3
BUS 120	Principles of Business	3
BUSN 166	Professional Employment Preparation *(AS students may take this in their fourth semester)*	1
	Total Semester Credits	16
	Total Credits	31

Certificate of Achievement in Accounting Program Learning Outcomes

Upon completion of the program, students will be able to:

Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.

Access, analyze, and interpret information to make judgments and to solve basic business problems.

Interact with customers, vendors, and co-workers in ways that effectively support the work to be accomplished and customer satisfaction.

Organize, prioritize, and perform work tasks to meet deadlines and schedules.

Demonstrate knowledge of wage/hour, payroll taxes and Hawai`i General Excise Tax laws.

Use appropriate software to complete accounting/ bookkeeping tasks.

Utilize resources needed to find a job.

Certificate of Competence Small Business Accounting

12 or 15 Credits

First Semester Requirements

Course Alpha	Course Title	Credits
ACC 201	Intro to Financial Accounting (3)	3 or 6
or ACC 124	College Accounting I (3)	
and ACC 125	College Accounting II (3)	
BUS 101	Business Computer Systems	3
	Total Semester Credits	6 or 9

Second Semester Requirements

Course Alpha	Course Title	Credits
ACC 150	Using QuickBooks® in Accounting	3
ACC 132	Payroll & Hawai'i GE Tax	3
	Total Semester Credits	6
	Total Credits	12 or 15

Certificate of Competence in Small Business Accounting Student Learning Outcomes

Upon completion of the program, students will be able to:

Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.

Use appropriate software to complete accounting/ bookkeeping tasks.

Access, analyze, and interpret information to make judgments and to solve business problems.

Program employment data:
http://www.leeward.hawaii.edu/acct-ge-info

AUTOMOTIVE TECHNOLOGY

Associate in Applied Science Degree
Certificate of Achievement
Certificate of Competence

Program Coordinator **Eric Pang**
Office **ET 104D**
Phone **455-0435**
pange@hawaii.edu

CTE Counselor **Ann Dorado**
Office **GT 111**
Phone **455-0652**
adorado@hawaii.edu

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. In order to promote a student's readiness and success, prerequisites have been established for each AMT certificate and degree and for AMT courses. 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.

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

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

Ford ASSET Option

Automotive Student Service Educational Training (ASSET) is a Statewide program sponsored by Ford Motor Company, Ford and Lincoln/Mercury Dealers and Leeward CC. 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.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

AUTOMOTIVE TECHNOLOGY

Associate in Applied Science in Automotive Technology

63-64 Credits

The Associate in Applied Science Degree is awarded to students who successfully complete both the required AMT and general education courses. The AAS degree enables students to enter the workforce. Graduates are able to seek employment in multiple areas in the automotive industry or related technical fields.

First Semester Requirements

Course Alpha	Course Title	Hours	Credits
AMT 20	Introduction to Auto Mechanics	70	2
AMT 53	Brakes	140	4
AMT 55	Suspension & Steering	150	5
MATH 100 (or equivalent or higher)	Survey of Math	45	3
	Total Semester Credits		14

Second Semester Requirements

Course Alpha	Course Title	Hours	Credits
ENG 100	or equivalent	45	3
AMT 30	Engines	210	7
AMT 40	Electrical System I	150	6
	Total Semester Credits		16

Third Semester Requirements

Course Alpha	Course Title	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
Natural Science Course (100 level or above)			3-4
	Total Semester Credits		15-16

Fourth Semester Requirements

Course Alpha	Course Title	Hours	Credits
AMT 40D	Engine Performance	150	9
AMT 43	Heat A/C Vent. (HACV)	105	3
Social Sciences (100 and above)		45	3
Arts/Humanities (100 and above)		45	3
	Total Semester Credits		18
	Total Degree Credits		63-64

Associate in Applied Science Automotive Technology Program Outcomes

Upon successful completion of the Associate in Applied Science Degree in Automotive Technology graduates will be able to:

Demonstrate the knowledge and skills required to enter the automotive industry.

Demonstrate the skills required to communicate with and understand customers' concerns.

Demonstrate the writing skills required to communicate effectively.

AUTOMOTIVE TECHNOLOGY

Certificate of Achievement
Automotive Technology

30 Credits

The Certificate of Achievement is awarded to students who successfully complete the first two semesters of Leeward CC's Automotive Technology (AMT) program. Students earning this certificate have demonstrated the knowledge and skills required to enter the automotive industry with the goal of becoming an automotive technician.

First Semester Requirements

Course Alpha	Course Title	Credits
AMT 20	Introduction to Automotive Mechanics	2
AMT 53	Brakes	4
AMT 55	Suspension and Steering	5
MATH 100	Survey of Math (or equivalent or higher)	3
	Total Semester Credits	14

Second Semester Requirements

Course Alpha	Course Title	Credits
AMT 30	Engines	7
AMT 40	Electrical/Electronic Systems	6
ENG 22	Introduction to Composition (or equivalent or higher)	3
	Total Semester Credits	16
	Total Credits	30

Certificate of Achievement in Automotive Technology
Program Learning Outcomes

Upon completion of the program, students will be able to:

Demonstrate the knowledge and skills required to enter the automotive industry with the goal of becoming a service technician.

Demonstrate skills required to communicate with and understand customer's requests.

Demonstrate writing skills required to communicate effectively with automotive technicians.

Program employment data:
http://www.leeward.hawaii.edu/auto-ge-info

Certificate of Competence
Automotive Technology

14 Credits

The Certificate of Competence is awarded to students who successfully complete the first semester of Leeward CC's Automotive Technology (AMT) program. Students earning this certificate will be able to obtain an entry-level position in the automotive repair industry.

Requirements

Course Alpha	Course Title	Credits
AMT 20	Introduction to Automotive Mechanics	2
AMT 53	Brakes	4
AMT 55	Suspension & Steering	5
MATH 100	Survey of Math (or equivalent or higher)	3
	Total Credits	14

Certificate of Competence in Automotive Technology
Program Learning Outcomes

Demonstrate the professional skills and knowledge required in the automotive industry.

Apply safety procedures required in shop practices.

Apply math and science theories to practical applications within the automotive industry.

Program employment data:
http://www.leeward.hawaii.edu/auto-ge-info

AUTOMOTIVE

BUSINESS TECHNOLOGY

Associate in Science Degree
Academic Subject Certificate
  Business Technology
Certificate of Achievement
Certificate of Competence
  Business Technology
  Virtual Office Assistant

Program Coordinator **Warren Kawano**
Office **BE 219**
Phone **455-0224**
warrenk@hawaii.edu

CTE Counselor **Joy Lane**
Office **BE 210**
Phone **455-0220**
joylane@hawaii.edu

The overall objective of the Business Technology 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. Articulation agreements have been established with both the University of Hawai'i-West O'ahu and Hawai'i Pacific University. In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

BUSINESS TECHNOLOGY

Associate in Science Degree in Business Technology

60–61 Credits

First Semester Courses

Course Alpha	Course Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records & Information Management	3
BUS 101	Business Computer Systems	3
MGT 121	Customer Service	3
Elective from approved 100-level list		3
BUSN 120 Principles of Business (3)		
HIT 102 Introduction to Health Information Technology (3)		
TIM 101 Introduction to Travel Industry Management (3)		
ACC 150 Using QuickBooks in Accounting (3)		
ACC 124 College Accounting I (3)		
BUSN 158 Social Media & Collaboration Tools for Business (3)		
Any Leeward CC Business Division course with the approval of the Business Technology Program Coordinator (3)		
	Total Credits	18

Second Semester Courses

Course Alpha	Course Title	Credits
BUSN 166	Professional Employment Preparation	3
BUSN 188	Business Calculations	3
BUSN 193C	Cooperative Education	2
BUS 201	Microsoft® Office Advanced	3
ENG 100	Composition I (or equivalent)	3
SP 151	Personal and Public Speech	3
	Total Semester Credits	15

Third & Fourth Semester Courses

Course Alpha	Course Title	Credits
ACC 124 or ACC 201	College Accounting I (3) or Financial Accounting I (3)	3
BUSN 269	Supervision	3
	Total Credits	27-28

BTEC Specialization Select 9 credits from the following

Course Alpha	Course Title (Credits)
BUSN 242	Business Presentations (3)
BUSN 250	Expert Business Computing (3)
BUSN 270	Advanced Records & Info Mgt (3)
BUSN 277	International Business Protocol (3)
BUSN 279	International Business Analysis (3)
BUSN 284	Medical Terminology & Procedures (3)
BUSN 286	Legal Terminology & Procedures (3)
BLAW 200	Legal Environment of Business (3)

Business (200-level) Elective (3)

Any 200-level Business Elective

(BUSN, BUS, ACC, MGT, MKT, BLAW, FIN)

General Education Requirements

Course Alpha	Course Title	Credits
Arts & Humanities Elective		3
HIST 151 or HIST 152	World History to 1500 (3) or World History since 1500 (3)	
See Arts & Humanities list on pagez 29–30		
Natural Sciences Elective		3-4
See Natural Sciences list on pages 30–31		
Social Science — Economics		3
	ECON 130 Principles of Microeconomics (3) ECON 131 Principles of Macroeconomics (3) (recommended)	
	Total Gen Ed Credits	9-10

Business Technology Program Outcomes:
Associate in Science and Certificate of Competence

- Work as a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
- Use research and decision-making skills to make informed choices consistent with personal and organizational goals.
- Apply appropriate strategies to secure employment, retain a job, and advance in a career.

BUSINESS TECHNOLOGY

Academic Subject Certificate

19 credits

Designed to enhance the marketability and increase earning potential of the Liberal Arts students who will enter the workforce upon graduation, work while earning their associate's degree, or continue working while pursuing a bachelor's degree.

The Academic Subject Certificate in Business Technology will provide Associate in Arts students with an opportunity to focus their elective studies on acquiring business technology skills. Students interested in exploring business or business education as possible majors at four-year institutions can take these courses while earning their AA degree. Students also will have the opportunity to show potential employers they have business technology skills improving their chances of getting a job. Students holding this certificate will also be able to present themselves as receiving specialized training in business technology, which will greatly enhance their employment potential and admission into four-year business programs.

Requirements

Course Alpha	Course Title	Credits
BUS 101	Business Computer Systems	3
BUSN 121 or BUSN 123	Introduction to Word Processing (3) Word Processing for Business (3)	3
BUSN 164	Career Success	3
BUSN 166	Professional Employment Preparation	1
BUSN 188	Business Calculations	3
ACC 124 or ACC 201	College Accounting I (3) or Intro to Financial Accounting (3)	3
MGT 121	Customer Service	3
	Total Credits	19

Academic Subject Certificate in Business Technology Program Learning Outcomes

Upon completion of the certificate, students will be able to:

Provide students with skills and competencies essential for successful completion of a baccalaureate degree.

Identify and respond to customer needs by applying professional behaviors and ethical standards in the workplace.

Use appropriate technological tools to research, prepare, process, and communicate information and data to solve problems.

Manage and maintain an effective office environment.

Use business mathematics/accounting procedures to process basic financial transactions.

Work in a business environment recognizing one's role in world community issues with a respect for diverse cultures and differing worldviews while embracing a sense of pride in one's own regional values and historical heritage.

Explore various career opportunities in the business community.

Maintain proficiency in business technology by participating in on-going professional development in the business community.

NOTES

It is recommended that students take ECON 130 or ECON 131 as one of their Social Science courses in the AS degree as both ECON 130 and ECON 131 are needed for students transferring to four-year business programs. Additional recommendations are that students take ENG 100 for written communication and SP 151 for oral communication.

By selecting BUSN 123, Word Processing for Business, and completing one additional course, BUSN 170, Records and Information Management, you will earn the Certificate of Competence in Business Technology.

BUSINESS TECHNOLOGY

Certificate of Achievement
Business Technology
33 Credits

Requirements

Course Alpha	Course Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records & Information Management	3
BUS 101	Business Computer Systems	3
MGT 121	Customer Service	3
BUS 166	Professional Employment Preparation	1
BUSN 188	Business Calculations	3
BUSN 193C	Cooperative Education	2
BUS 201	Microsoft® Office Advanced	3
ENG 100	Composition I (or equivalent)	3
SP 151	Personal and Public Speech	3
Elective from approved 100-level list		3
BUS 120 Principles of Business (3)		
HIT 102 Introduction to Health Information Technology (3)		
TIM 101 Introduction to Travel Industry Management (3)		
ACC 150 Using QuickBooks in Accounting (3)		
ACC 124 College Accounting I (3)		
BUSN 158 Social Media and Collaboration Tools for Business (3)		
Any Leeward CC Business Division course with the approval of the Business Technology Program Coordinator.		
	Total Credits	33

Program employment data:
http://www.leeward.hawaii.edu/bt-ge-info

Certificate of Competence
Business Technology
18 Credits

Requirements

Course Alpha	Course Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records & Information Management	3
BUS 101	Business Computer Systems	3
MGT 121	Customer Service	3
Elective from approved 100-level list		3
BUS 120 Principles of Business (3)		
HIT 102 Introduction to Health Information Technology (3)		
TIM 101 Introduction to Travel Industry Management (3)		
ACC 150 Using QuickBooks in Accounting (3)		
ACC 124 College Accounting I (3)		
BUSN 158 Social Media and Collaboration Tools for Business (3)		
Any Leeward CC Business Division course with the approval of the Business Technology Program Coordinator.		
	Total Credits	18

Program employment data:
http://www.leeward.hawaii.edu/bt-ge-info

Certificate of Competence
Virtual Office Assistant
23 Credits

Requirements

Course Alpha	Course Title	Credits
First Semester		
BUSN 121 or BUSN 123	Introduction to Word Processing (3) or Word Processing for Business (3)	3
BUSN 158	Social Media and Collaboration Tools for Business	3
BUSN 164	Career Succeess	3
BUS 101	Business Computer Systems	3
	First Semester Credits: 12	
Second Semester		
ACC 124 or ACC 201	Accounting I (3) or Introduction to Financial Accounting (3)	3
BUSN 159	Creating and Managing the Virtual Office	3
BUSN 193V	Cooperative Education	2
BUS 201	Advanced Microsoft Office	3
	Second Semester Credits: 11	
	Total Credits	23

Certificate of Competence in Virtual Office Assistant
Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Use computer and technology tools effectively to support the business needs of the Virtual Assistant's (VA) clientele by using current and emerging technologies to create and manage documents, spreadsheets, databases, and presentations.

Use basic accounting methods to support recordkeeping needs.

Demonstrate proficiency using and maintaining social media tools, creating business and marketing plans, and sustaining a competitive advantage in the Virtual Assistant industry.

Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment by completing an administrative or Virtual Assistant internship.

CULINARY ARTS

Associate in Science Degree
Certificate of Achievement
Certificate of Competence
- Preparation Cook
- Baking
- Dining Room Supervision

Fall 2014
Program Coordinator **Don Maruyama**
Office **CC Makai**
Phone **455-0567**
donaldkm@hawaii.edu

Spring 2015
Program Coordinator **Tommylynn Benavente**
Office **GT 112**
Phone **455-0298**
tlbenave@hawaii.edu

CTE Counselor **Ann Dorado**
Office **GT 111**
Phone **455-0652**
adorado@hawaii.edu

The student who successfully completes the prescribed courses in the Culinary Arts curriculum will be awarded an Associate in Science Degree, a Certificate of Achievement or a Certificate of Competence. 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. In order to obtain a culinary arts certificate or degree, students must pass all required culinary arts (CULN) courses with a grade of "C" or better.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

CULINARY ARTS

Associate in Science Degree
Culinary Arts

64 credits

Requires four semesters to complete.

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.

Core Requirements

Course Alpha	Course Title	Credits
CULN 111	Intro. to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	5
CULN 125	Fundamentals of Cookery II	5
MATH 100	Survey of Mathematics (or equivalent)	3
CULN 224	Asian/Continental Cuisine	5
CULN 150	Fundamentals of Baking	5
ENG 100	Composition I (or equivalent)	3
CULN 271	Purchasing and Cost Control	4
CULN 160	Dining Room Operations	5
CULN 223	Contemporary Cuisines	5
FSHN 100	Concepts in Nutritional Science *(formerly FSHN 185 prior to Fall 2010)*	3
CULN 275	HR Management & Supervision	2
CULN 240	Garde Manger II	3
CULN 269	Culinary Special Events	3
CULN 293E	Culinary Externship	2
CULN 115	Menu Planning and Merchandising	1

Electives

Course Alpha	Course Title	Credits
Arts & Humanties Elective		3
Social Science Elective		3
	Total Degree Credits	64

2 Year Plan for Degree Completion

Suggested Sequence for 2 year plan

First Semester 17 credits

- CULN 111
- CULN 112
- CULN 120
- CULN 125
- MATH 100

At this point Certificate of Competence in Preparation Cook earned

Second Semester 16 credits

- CULN 150
- CULN 224
- ENG 100
- SP 151 or COMM 145

At this point Certificate of Competence in Baking and Certificate of Achievement earned

Third Semester 18 credits

- CULN 115
- CULN 160
- CULN 224
- CULN 271
- FSHN 100

Fourth Semester 16 credits

- CULN 240
- CULN 269
- CULN 293E
- CULN 275
- A&H Elective
- SS Elective

At this point Certificate of Competence in Dining Room Supervision earned and Associate in Science Degree completed

Associate in Science Culinary Arts Program Outcomes

Culinary Institute of the Pacific at Leeward Community College

Upon successful completion of this program graduates will be able to:

- Demonstrate professionalism in dress and grooming, attitude, and workplace behavior that reflect standards expected of food service industry professionals.
- Demonstrate basic principles of sanitation and safety in a foodservice operation for safe food handling and to protect the health of the consumer.
- Apply mathematical functions related to foodservice operations.
- Use knives, tools and equipment following established safety and sanitation practices and principles of food preparation to prepare a variety of food items, recipes, and/or products.
- Demonstrate a variety of culinary cooking methods and techniques following established procedures to produce classical, regional and contemporary cuisines.
- Demonstrate fundamental principles, methods, and techniques of baking to prepare a variety of baked goods.
- Demonstrate professional hospitality and service standards to insure quality guest service.
- Examine a variety of sustainable practices in the culinary industry as a means for controlling operating costs and for being good environmental stewards.
- Explore various management topics as related to foodservice operations.

CULINARY ARTS

Certificate of Achievement
Culinary Arts

30 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.

Requirements

Course Alpha	Course Title	Credits
CULN 111	Intro. to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	5
CULN 125	Fundamentals of Cookery II	5
CULN 224	Asian/Continental Cuisine	5
CULN 150	Fundamentals of Baking	5
ENG 22	Introduction to Composition	3
MATH 50H	Technical Math, Food Service	3
	Total Credits	30

Certificate of Achievement in Culinary Arts
Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

Demonstrate professionalism in dress, grooming, attitude, and workplace behavior that reflect standards expected of culinary and hospitality employees

Demonstrate principles of sanitation and safety in a food service operation for safe food handling and to protect the health of the consumer

Apply mathematical functions related to food service operations

Use knives, tools and equipment following established safety and sanitation practices and principles of food preparation to prepare a variety of food items, recipes, and/or products

Demonstrate a variety of culinary cooking methods and techniques following established procedures to produce classic, regional and contemporary cuisines

Demonstrate fundamental principles, methods, and techniques of baking to prepare a variety of baked goods

Demonstrate professional hospitality and service standards to insure quality guest service

Program employment data:
http://www.leeward.hawaii.edu/culn-ge-info

CULINARY ARTS

Certificate of Competence

Preparation Cook

12 Credits

Requires one or two semesters to complete. The objective of the Certificate program is to give students basic skills in a specific entry-level job.

Requirements

Course Alpha	Course Title	Credits
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	5
CULN 125	Fundamentals of Cookery II	5
	Total Credits	12

Certificate of Competence Preparation Cook
Student Learning Outcomes

- Apply basic principles of sanitation and safety in foodservice operations.
- Apply personal hygiene habits and food handling practices that protect the health of the consumer.
- Perform basic skills in knife, tool, and equipment handling.
- Apply the principles of food preparation to produce a variety of food products.

Certificate of Competence

Baking

10 Credits

Requires one or two semesters to complete. The objective of the Certificate program is to give students basic skills in a specific entry-level job.

Requirements

Course Alpha	Course Title	Credits
CULN 112	Sanitation and Safety	2
CULN 150	Fundamentals of Baking	5
MATH 50H	Technical Math, Food Service	3
	Total Credits	10

Certificate of Competence in Baking
Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

- Demonstrate basic entry level skills in sanitation and safety
- Demonstrate basic fundamentals of baking
- Use technical math as it applies to the culinary industry

Certificate of Competence

Dining Room Supervision

18 Credits

Requires two semesters to complete. The objective of the Certificate program is to give students basic skills in a specific entry-level job.

Requirements

Course Alpha	Course Title	Credits
CULN 112	Sanitation and Safety	2
CULN 160	Dining Room Operations	5
CULN 275	HR Management & Supervision	2
MATH 100C	Survey of Math Culinary Arts	3
Social Science Elective		3
SP 151	Personal and Public Speech (3)	3
or COM 145	Interpersonal Communication (3)	
	Total Credits	18

Certificate of Competence in Dining Room Supervision
Program Learning Outcomes

- Apply the fundamental techniques of guest service and customer relations in a restaurant dining room.
- Demonstrate basic skills in sanitation and safety as related to the operation of a restaurant dining room.
- Use technical math as it applies to the operation of a restaurant dining room.
- Communicate effectively in small and large groups.

Program employment data:
http://www.leeward.hawaii.edu/culn-ge-info

DIGITAL MEDIA

Associate in Science Degree
- with emphasis in one of the following:
  - Character Animation
  - Creative Media
  - Digital Video for the Web
  - Internet Publishing
  - Video Games

Academic Subject Certificate
- Creative Media
- Digital Art: Photographic Emphasis

Certificate of Achievement
- Digital Media Production

Certificate of Competence
- Graphic Design
- Motion Graphics
- Digital Media Production
- Digital Photography
- Digital Video
- Web Architecture
- Web Design

Program Coordinator **Irwin Yamamoto**
Office **DA 207**
Phone **455-0513**
iyamamot@hawaii.edu

Program Counselor **Amy Amper**
Office **GT 113**
Phone **455-0221**
amyamper@hawaii.edu

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

Associate in Science Degree in Digital Media Production

60 credits

The Associate in Science in Digital Media Production 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 in one of five specializations: Character Animation, Creative Media, Digital Video for the Web, Internet Publishing and Video Games. Students become life-long learners, developing the skills required for a vast array of digital media careers, including web design and development, multimedia-production, digital video production, corporate communications, two-dimensional and three-dimensional animation, video games and interactive media.

DMED Core	15 credits
General Education Courses	21 credits
Specialization Courses	24 credits
Total Credits for AS Degree	**60 credits**

**DMED 235 and DMED 236 need to be taken concurrently. Both courses will be offered in Spring only.*

Associate in Science Degree in Digital Media Production Program Outcomes

In addition to acquiring the competencies required for Associate in Science degrees, upon successful completion of this program graduates will be able to:

- Develop critical thinking and problem-solving skills for project planning and use of necessary collaborative skills.
- Communicate clearly and concisely, visually, verbally and in writing, using techniques appropriate for the intended audience.
- Identify and explain standards of professionalism as they pertain to personal and work-related endeavors.
- Exhibit a portfolio of projects related to the chosen specialization at the conclusion of the Associate in Science degree work.

Specialization Character Animation:
Produce 2-D and 3-D animation by generating ideas using independent judgment, creativity, and computer software for content creation.

Specialization Creative Media
Demonstrate competence in the production and processing of images with current electronic tools and the application of electronic media to all areas of artistic and commercial new media art.

Specialization Digital Video for the Web
Produce attention-grabbing communication design for film, television, music videos, and the Web while meeting industry standard specifications.

Specialization Internet Publishing:
Create design prototypes, including graphic design, site navigation, and layout of content, for various Web sites and perform maintenance and updates to existing Web sites.

Specialization Video Games:
Design core features of video games. Specify innovative game and role-play mechanics, story lines, and character biographies. Create and maintain design documentation. Guide and collaborate with production staff to produce games as designed.

DIGITAL MEDIA

Core Requirements 15 credits

Course Alpha	Course Title	Credits
ART 112	Digital Art	3
ART 113D	Introduction to Computer Drawing	3
DMED 131	Introduction to Digital Video	3
ART 221	Design for Print and Web	3
DMED 200	Electronic Portfolio	3
	Core Credits	15

General Education

Course	Credits
Written Communication (FW) course	3
Symbolic Reasoning (FS) course	3
Global Multicultural Perspective (FG) course	3
Diversification Social Sciences (DS) course	3
Diversification Physical Sciences (DP) course	3
ICS 170 Ethics for the Digital World (DH)	3
DMED 150 Film Analysis & Storytelling (DA)	3
Core Credits	21

Specialization 24 credits
Select One of the following Specializations

Specialization **Character Animation**

Course Alpha	Course Title	Credits
ART 113	Basic Drawing	3
DMED 130	Digital Storyboard (Fall only)	3
DMED 140	Principle of Animation	3
DMED 141	Introduction to 3D Animation	3
ART 214	Introduction to Life Drawing (Spring only)	3
DMED 240	Animation & Special Effects (Spring only)	3
DMED 242	Character Animation (Spring only)	3
DMED 243	3-D Modeling & Animation (Fall only)	3
	Specialization Credits	24

Specialization **Creative Media**

Course Alpha	Course Title	Credits
ART 107D	Introduction to Digital Photography	3
ART 115D	Digital Design (Fall only)	3
ART 156	Digital Painting (Spring only)	3
ART 166	Digital Printmaking (Fall only)	3
ART 202	Digital Imaging (Spring only)	3
ART 207D	Intermediate Digital Photography (Fall only)	3
ART 229	Interface Design I	3
Elective	Choose one course from any other DMED specializations	3
	Specialization Credits	24

Specialization **Digital Video for the Web**

Course Alpha	Course Title	Credits
DMED 130	Digital Storyboard (Fall only)	3
DMED 132	Principles of Video Editing (Spring only)	3
DMED 133	Sound Design for Digital Media (Spring only)	3
ART 229	Interface Design I	3
DMED 235*	Digital Video for the Web (Spring only)	3
DMED 236	Advanced Digital Video for the Web (Spring only)	3
DMED 240	Animation and Special Effects (Spring only)	3
Elective	Choose one course from any other DMED specializations	3
	Specialization Credits	24

Specialization **Internet Publishing**

Course Alpha	Course Title	Credits
DMED 120	NetPrep Web Development	3
DMED 122	NetPrep Flash Animation (Spring only)	3
ICS 113	Database Fundamentals	3
ICS 151	Structured Database Programming (Spring only)	3
ART 229	Interface Design I	3
ART 249	Interface Design II (Fall only)	3
ICS 251	Advanced Database Programming (Fall only)	3
Elective	Choose one course from any other DMED specializations	3
	Specialization Credits	24

Specialization **Video Games**

Course Alpha	Course Title	Credits
MUS 107	Music in World Cultures	3
ICS 110	Introduction to Programming	3
DMED 122	NetPrep Flash Animation (Spring only)	3
DMED 141	Introduction to 3-D Animation	3
ICS 136	Introduction to Mobile Device (Spring Only)	3
THEA 221	Beginning Acting I	3
DMED 242	Character Animation (Spring only)	3
Elective	Choose one course from any other DMED specializations	3
	Specialization Credits	24

DIGITAL MEDIA

Academic Subject Certificate
Creative Media

21 credits

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 Mānoa. A minimum of 50% of 12 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 (AA) degree. With proper planning, the Certificate can be used as electives for the AA degree and will not exceed the maximum credits needed for the AA.

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.

Program Coordinator **Christian Ganne**
Office **DA 212**
Phone **455-0496**
ganne@hawaii.edu

Specialization **Animation & Computer Games**

Requirements

Course Alpha	Course Title	Credits
Design and Illustration		6
2 different courses up to 6 credits from the list below		
ART 113	Basic Drawing (3)	
ART 113D	Digital Drawing (3) (Leeward)	
ART 115	Introduction to Design–2D (3)	
ART 115D	Digital Design (3)	
Animation and Production		12
4 different courses up to 12 credits from the list below		
DMED 122	NetPrep Flash Animation (3)	
DMED 140	Principles of Animation (3)	
DMED 141	Introduction to 3D Animation (3)	
DMED 240	Animation & Special Effects (3)	
DMED 242	Character Animation (3)	
DMED 243	3D Modeling & Animation (3)	
Technology		3
ICS 111	Introduction to Computer Science I (3)	
	Total Credits: 21	

Specialization **Interactive Media**

Requirements

Course Alpha	Course Title	Credits
Design and Illustration		3
3 credits from the list below		
ART 113	Basic Drawing (3)	
ART 113D	Digital Drawing (3) (Leeward)	
ART 115	Introduction to Design–2D (3)	
ART 115D	Digital Design (3)	
Animation and Production		3
3 credits from the list below		
DMED 122	NetPrep Flash Animation (3)	
DMED 140	Principles of Animation (3)	
DMED 141	Introduction to 3D Animation (3)	
Technology		15
5 different courses up to 15 credits from the list below		
ICS 111	Introduction to Computer Science I (3)	
ICS 141	Discrete Math For Computer Science 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	

Academic Subject Certificate in Creative Media
Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

Develop critical thinking and problem-solving skills for project planning and use of necessary collaborative skills.

Apply the principles of animated film, behavioral animation concepts, timing, movement analysis and dramatic interpretation.

Apply scripting techniques to automate and manipulate multimedia.

Communicate clearly and concisely, visually, verbally and in writing, using techniques appropriate for the intended audience.

DIGITAL MEDIA

Academic Subject Certificate
Digital Art: Photographic Emphasis

18 credits

An Academic Subject Certificate in Digital Art, encompassing a focus on visual art produced digitally. The certificate emphasizes digital photography.

Program Coordinator **Wayne Muromoto**
Office **AM 202**
Phone **455-0280**
wmuromoto@hawaii.edu

Requirements

Course Alpha	Course Title	Credits
Core Courses		
ART 101	Introduction to the Visual Arts	3
ART 107D	Introduction to Digital Photography	3
ART 112	Digital Art	3
ART 207D	Intermediate Digital Photography	3
DMED 200	Electronic Portfolio	3
	Total Core Courses: 15	
Electives (one of the following):		3
ART 115	Introduction to Design (3)	
ART 113D	Introduction to Computer Drawing (3)	
ART 277D	Studio Photography (3)	
DMED 131	Introduction to Digital Video (3)	
	Total Credits: 18	

Academic Subject Certificate in Digital Art: Photographic Emphasis Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

Demonstrate artistic and technical quality in designing digital artworks.

Demonstrate skills in art and digital media for further academic study or the workplace.

Communicate effectively with customers and co-workers in an organizational setting through visual presentations.

DIGITAL MEDIA

Certificate of Achievement
Digital Media Production

30 credits

The Certificate of Achievement in Digital Media Production is designed to provide the student with entry-level skills or job upgrading for positions under direct supervision in Multi-Media and Web Development. Student must earn a GPA of 2.0 or better for all courses required in this certificate.

Requirements

Course Alpha	Course Title	Credits
ART 112	Digital Art	3
DMED 150	Film Analysis and Storytelling	3
DMED 140	Principles of Animation	3
ENG 100 or higher	Composition I	3
MATH 100 or higher OR PHIL 110	Survey of Mathematics Introduction to Logic	3
ART 113D	Introduction to Computer Drawing	3
DMED 121	NetPrep Web Site Design	3
ART 107D	Introduction to Digital Photography	3
DMED 131	Introduction to Digital Video	3
DMED 200	Electronic Portfolio	3
	Total Credits	30

Certificate of Achievement in Digital Media Production
Program Learning Outcomes

Upon completion of the certificate, the student will be able to:

Apply critical thinking and aesthetic judgments in creating collaborative Digital Media projects.

Demonstrate proficient-level skills in design software necessary to gain entry-level employment in Digital Media.

Communicate clearly, concisely, visually, verbally and in writing, using techniques appropriate for the intended audience.

Compile a portfolio of projects at the conclusion of the Certificate of Achievement program.

Certificate of Competence
Graphic Design *(formerly Desktop Publishing)*

9 credits

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 Alpha	Course Title	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 in Graphic Design
Program Learning Outcomes

Upon successful completion of the program, students will be able to:

Design attention-grabbing communication graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos while meeting industry standard specifications.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Demonstrate proficiency in the use of Graphic Design software and hardware.

Program employment data:
http://www.leeward.hawaii.edu/dmed-ge-info

Certificate of Competence
Motion Graphics

9 credits

The Motion Graphics Certificate of Competence prepares students for a variety of careers in the Multimedia industries. In order to establish a digital literary core this truly comprehensive certificate starts students out with the basics of 2D and 3D animation to form a digital literacy core. Students build a strong foundation in Digital Art, visual and information design and animation for Film and TV.

Requirements

Course Alpha	Course Title	Credits
DMED 140	Principles of Animation	3
DMED 240	Animation and Special Effects	3
DMED 141	Intro to 3-D Animation & Visual Effects	3
	Total Credits	9

Certificate of Competence in Motion Graphics
Program Learning Outcomes

Upon successful completion of the program, students will be able to:

Produce attention-grabbing communication motion graphics for film, television, music videos, and the Web while meeting industry standard specifications.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Demonstrate proficiency in the use of motion graphics software and hardware.

DIGITAL MEDIA

Certificate of Competence
Digital Media Production

21 credits

The Digital Media Production Certificate of Competence is 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 Alpha	Course Title	Credits
ART 101	Introduction to Visual Arts	3
ICS 100	Computing Literacy & Applications	3
ART 112	Digital Art	3
DMED 121	NetPrep Web Site Design	3
DMED 113	Introduction to Layout Design	3
DMED 131	Introduction to Digital Video	3
DMED 200	Electronic Portfolio	3
	Total Credits	21

Certificate of Competence in Digital Media Production Program Learning Outcomes

Upon completion of the program, students will be able to:

Create digital media projects that incorporate art theory, web design and development, computer graphics and non-linear digital video editing.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Demonstrate proficiency in the use of digital media software and hardware.

Exhibit a portfolio of digital media projects at the conclusion of the certificate.

Certificate of Competence
Digital Photography

9 credits

Provides students with both the technical and visual communication skills required for a variety of careers related to photography and imaging. The program combines an understanding of how digital cameras work with the concepts of digital capture, lighting, exposure evaluation, file formatting, image manipulation and composition.

Requirements

Course Alpha	Course Title	Credits
ART 107D	Introduction to Digital Photography	3
ART 112	Digital Art	3
ART 207D	Intermediate Photography	3
	Total Credits	9

Certificate of Competence in Digital Photography Program Learning Outcomes

Upon successful completion of the program, students will be able to:

Produce and process attention-grabbing photos with current electronic photographic tools.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Demonstrate proficiency in the use of Digital Photography hardware and software.

Certificate of Competence
Digital Video *(formerly Video Web Casting)*

9 credits

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 Alpha	Course Title	Credits
DMED 130	Digital Storyboard	3
DMED 131	Introduction to Digital Video	3
DMED 132	Principles of Video Editing	3
	Total Credits	9

Certificate of Competence in Digital Video Program Learning Outcomes

Upon successful completion of the program, students will be able to:

Create powerful video content to meet specific commercial or promotional needs for film, television, music videos, and the Web while meeting industry standard specifications.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Demonstrate proficiency in the use of digital video software and hardware.

DIGITAL MEDIA

Certificate of Competence Web Architecture

9 credits

Provides students with a multi-disciplinary approach and exposes them to the principles of designing, programming, developing, testing, maintaining and publishing Dynamic Web Database Sites. Students will learn to integrate Web graphics, client-side and server-side technologies to build and manage real-world web-based applications. Designed to prepare students for entry-level employment as: Web Site Designer, Web Developer, Web Programmer.

Requirements

Course Alpha	Course Title	Credits
ART 112	Introduction to Digital Art	3
ICS 113	Database Fundamentals	3
ICS 151	Structured Database Program	3
	Total Credits	9

Certificate of Competence in Web Architecture
Student Learning Outcomes

Upon completion of the certificate, the student will be able to:

Assess the needs of a web related problem and develop an appropriate solution that meets the user's needs.

Use critical thinking and problem-solving skills for project planning using necessary collaborative skills.

Communicate clearly and concisely--visually, verbally and in writing--using techniques appropriate for the intended audience.

Identify and explain standards of professionalism as they pertain to personal and work-related endeavors.

Demonstrate proficiency in object-oriented design and programming skills.

Exhibit a portfolio of digital image, database and website projects at the conclusion of certificate of completion work.

Certificate of Competence Web Design

9 credits

Prepare for a 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 Alpha	Course Title	Credits
DMED 120	NetPrep Web Development	3
DMED 121	NetPrep Web Site Design	3
DMED 122	NetPrep Flash Animation	3
	Total Credits	9

Certificate of Competence in Web Design
Program Learning Outcomes

Upon successful completion of the program, students will be able to:

Create design prototypes, including graphic design, site navigation, and layout of content, for various web sites and perform maintenance and updates to existing websites.

Identify complex problems and review related information to develop and evaluate options and implement solutions.

Demonstrate proficiency in the use of Web software and hardware.

EDUCATION

Associate in Arts Degree
Certificate of Achievement
Certificate of Competence
  Alternative Certification for CTE Licensure
  Special/Inclusive Education Certificate *(Pending Approval)*

Program Coordinator **Bobbie Martel**
Office **DA 205A**
Phone **455-0632**
rmartel@hawaii.edu

Education Program Counselor **Erin Thompson**
Office **DA 205A**
Phone **455-0392**
enkt@hawaii.edu

The Associate in Arts in Teaching (AAT) is a 62 credit degree program intended to either provide the first two years of a baccalaureate program in elementary or secondary education (transfer degree) or prepare the student for employment as an educational assistant (terminal degree). The AAT program is firmly rooted in the academic study skills and content courses of a strong general education program combined with a rigorous core of pre-professional education courses. The program also includes field experience embedded within education courses as well as a culminating Field Experience course with experienced professional teacher-mentors, and preparation for the PRAXIS I exam, a test required nationally for admission into many teacher preparation programs. The program is designed to be flexible in order to best support transfer to any of our articulated partners and to allow focus on a range of teaching areas (e.g. elementary, secondary, and special education).

General Requirements

1. At least 12 of the 62 credits must be earned at Leeward CC.
2. All 62 credits must be in courses numbered 100 or higher.
3. Cumulative GPA of 2.0 or better for all courses used to meet the degree requirements.
4. A total of 40 hours of Service-Learning (in the field experience) is required.

Education Core	13 credits
Education Electives	6 credits
General Education (Liberal Arts) Courses	25 credits
Graduation Requirements	18 credits
Total Credits	**62 credits**

Associate in Arts in Teaching Program Outcomes

The successful teacher candidate in the AAT program will

Collaborate: Analyze, collaborate and value learning communities to ensure growth for all learners and evaluate his/her own effectiveness.

Oriented to Students: Describe, analyze, implement, assess and value developmentally appropriate instructional and assessment strategies, and positive learning environments to ensure growth for all learners and evaluate his/her own effectiveness.

Relevant: Analyze, design, implement, assess, and value standards-based lesson plans that are contextually, culturally, and technologically relevant to reach all learners and evaluate his/her own effectiveness.

Effective: Analyze, plan, develop,demonstrate and value professional and ethical teaching practices to ensure growth for all learners and evaluate his/her own effectiveness.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

EDUCATION

Associate in Arts in Teaching Degree
62 credits

Education Core Requirements

Course Alpha	Course Title	Credits
ED 285	Classroom Management within the Instructional Process	3
ED 290	Foundations of Education	3
ED 291	Developing Language & Literacy I	3
ED 294	Intro to Multicultural Education	3
ED 295	Service Learning	1
	Total Ed Core Credits	13

Education Electives

Choose 2 courses from list below for 6 credits

Course Alpha	Course Title	Credits
ED 100	Introduction to Education (3)	
ED 284	Foundations of Inclusion in Teaching (3) (formerly ED 297S)	
ED 286	Students with Exceptionalities I (3)	
ED 287	Students with Exceptionalities II (3)	
ED 292	Developing Language & Literacy II (3)	
ED 296	Intro to Art, Music & Movement in Classroom (3)	
ED 279	Educational Media and Technology (3) (formerly ED 297A)	
MATH 112	Math for Elementary Teachers II (3)	
ED 289	Educational Psychology (3) (formerly PSY 298)	
	Students pursuing secondary education may opt to choose 2 content courses (totalling 6 credits) in their chosen discipline. For example: Math, Sciences, English, Music, Social Studies, Arts, etc. See the AAT counselor for details.	
	Total Ed Elective Credits	6

General Education Requirements

Course	Credits
Written Communication ENG 100 Composition I or ENG 100E/ESL 100	3
Symbolic Reasoning Select one of the following PHIL 110 (3) MATH 100 (3) MATH 103 (3) MATH 111 or higher (3)	3
Global Multicultural Perspectives Select 1 course from 2 different groups: Group A: ANTH 151, ART 175, HIST 151 Group B: ART 176, BUSN 227, GEOG 102, HIST 152, ANTH 152 Group C: GEOG 151, MUS 107, REL 150, THEA 101	6
Diversification Social Sciences Select 1 Diversification Social Sciences course for 3 cr (not in the PSY discipline) as listed in the AAT degree requirements. *See the AAT Counselor for list.*	3
Diversification Arts Select 1 Diversification Arts (DA) course for 3 cr as listed in the AAT degree requirements. *See the AAT Counselor for list.*	3
Diversification Natural Sciences Select 1 course from each different group *See the AAT Counselor for list.* Select 1 Diversification Biological Science (DB) 3 cr. Select 1 Diversification Physical Science (DP) 3 cr. Select a Lab Science course that must match the DB or DP course 1 cr	7
Total Gen Ed Credits	25

Graduation Requirements

Course Alpha	Course Title	Credits
ENG 200	Composition II	3
HWST 107	Hawai'i: Center of the Pacific	3
PSY 100	Survey of Psychology	3
PSY 240 or FAMR 230	Developmental Psychology (3) Human Development (3)	3
Third Science course:	May be from the biological (DB), physical (DP) or other (DO) science group.	3
Oral Communication:	Select one course from the following:SP 151, SP 200 or SP 251	3
	Total Grad Requirement Credits	18
	Total Degree Credits	**62**

18 month Plan for Degree Completion

Semester 1 (18 cr)
- ENG 100 (3)
- ED 285 (3)
- SP 151 (3)
- PSY 100 (3)
- ED 294 (3)
- REL 150 (3)

Semester 2 (18 cr)
- ENG 200 (3)
- ED 290 (3)
- ED 291 (3)
- GEOG 101 (3)
- PSY 240 (3)
- SOC 100 (3)

Summer (12 cr)
- HIST 151 (3)
- ART 101 (3)
- OCN 201 (3)
- ED 296 (3)

Semester 3 (14 cr)
- BIOL 101 (4)
- PHIL 110 (3)
- ED 289 (3)
- HWST 107 (3)
- ED 295 (1)

EDUCATION

Certificate of Competence
Alternative Certification for CTE Licensure

The AAT Alternative Certification for CTE Licensure program equips candidates who have content knowledge with the pedagogy necessary to become effective secondary teachers in CTE classrooms.

This alternative post-baccalaureate program applies to the following license fields to teach CTE in high schools:

Arts and Communications
Business
Health Services
Industrial and Engineering Technology
Natural Resources
Public and Human Services

Candidates entering the licensure route will have a passing score on the Praxis Core Exam and follow one of two tracks based on academic degree attainment. Candidates entering with a baccalaureate degree will not be required to take the Praxis Core Exam for admission.

Track I candidates entering with a baccalaureate degree will complete coursework leading to a standard license in a CTE content field. Candidates can demonstrate content knowledge by degree or with a minimum of 5 years of industry experience.

Candidates will complete an application for admittance to Leeward CC, complete an intake form for the AAT/ Alternative Certification program counselor and provide all required documentation.

Track II candidates who enter with an Associate degree in the content area and a minimum of three years of industry experience will complete coursework leading to a standard restricted license in CTE.

Candidates who enter with an Associate degree not in the content area or an AAT degree will have a minimum of 5 years of industry experience.

Candidates entering for the alternate route to CTE Restricted licensure will complete an application for admittance to Leeward CC, complete an intake form for the AAT/Alternate Certification for CTE Licensure program counselor, and provide documentation of a passing score on the PRAXIS Core exam, documentation of industry experience and/or CTE content coursework.

Both tracks will prepare candidates who have content knowledge with the pedagogy necessary to become effective secondary teachers in CTE classrooms.

Contact the AAT office for information on criteria used to validate a candidate's content knowledge in preparation for licensure.

Certificate of Competence in Alternative Certification for CTE Licensure Program Learning Outcomes

At the end of the program, the successful candidate will be able to

Analyze, collaborate and value learning communities to ensure learner growth and evaluate his/her own effectiveness.

Analyze, implement, and value developmentally appropriate instructional and assessment strategies, and positive learning environments to ensure growth for all learners and evaluate his/her own effectiveness.

Analyze, design, implement, assess, and value standards-based lesson plans that are contextually, culturally, and technologically relevant to reach all learners and evaluate his/her own effectiveness.

Demonstrate and model professional development and reflections of a teaching professional to ensure learner growth and evaluate his/her own effectiveness.

Three options are available for the Alternative Certification for CTE licensure candidates:

Track I: Baccalaureate Degree

9 credits + 2 credits Practicum leading to standard licensure in a CTE content field.

Course Alpha	Course Title	Credits
ED 285	Classroom Management within the Instructional Process	3
ED 289	Educational Psychology	3
ED 284	Foundations of Inclusion in Teaching	3
ED 295A	Practicum I	1
ED 295B	Practicum II	1
	Total Credits	11

Track II: Associate Degree with 3 years work experience

15 credits + 2 credits Practicum

OR

12 credits + 2 credits Practicum and passing the PLT (ED 289 will be omitted in this option) leading to a standard license restricted to the CTE content field.

Course Alpha	Course Title	Credits
ED 285	Classroom Management within the Instructional Process	3
ED 291	Developing Language and Literacy I	3
ED 294	Introduction of Multicultural Education	3
ED 284	Foundations of Inclusion in Teaching	3
ED 289	Educational Psychology	3
ED 295A	Practicum I	1
ED 295 B	Practicum II	1
	Total Credits	14 or 17

EDUCATION

Certificate of Competence
Special/Inclusive Education Certificate

(pending approval)

16 credits

The proposed 16 credit certificate will expand AAT programming in special education to better prepare para educators (educational assistants) to meet the demands of today's diverse classrooms. The certificate will also appeal to current teachers who may desire to enhance their skill set and to students intending to transfer into the dual prep (special and general education) degree offering at UH Mānoa.

Requirements

Course Alpha	Course Title	Credits
ED 284	Foundation of Inclusion in Teaching	3
ED 282	Collaboration and Working in the Multidisciplinary Team *(3 cr course taken with a 1 cr lab)*	4
ED 283	Partnership with Culturally and Linguistically Diverse Families	3
ED 285	Classroom Management	3
ED 289	Educational Psychology	3
	Total Credits	16

Certificate of Competence in Special/Inclusive Education Certificate Program Learning Outcomes

Students who complete this certificate will be able to:

Describe characteristics of children with disabilities and developmental milestones for typically developing children

Plan and deliver instruction appropriate to including children with disabilities within the general curriculum.

Communicate with parents/guardians using culturally and linguistically diverse strategies to meet students' instructional goals and create individualized education plans (IEP).

Apply evidence based practices (EBPs) to assess student learning, use appropriate instructional strategies for tiered levels of intervention, and monitor and report on progress

Establish and maintain a safe learning environment

Describe the appropriate responsibilities related to each member of the multidisciplinary support team and execute ethical practices as a professional.

HAWAIIAN STUDIES

Associate in Arts Degree
Academic Subject Certificate
Hawaiian Studies

Program Coordinator **Tracie Ku`uipo Losch**
Office **D 101A**
Phone **455-0316**
tlosch@hawaii.edu

Program Counselor **Anna Pi`ikea Hardy-Kahaleo`umi**
Office **DA 110**
Phone **455-0545**
annahk@hawaii.edu

The AA in Hawaiian Studies is designed to provide either the first two years of a baccalaureate program in Hawaiian Studies or to prepare students for study in other, broader fields of science, humanities, arts, and social sciences.

General Requirements

1. 60 credits, all in courses numbered 100 or above.
2. Two writing intensive courses in any discipline.
3. 12 elective credits must be earned at Leeward Community College.
4. One Hawaiian, Asian, Pacific (HAP) course.
5. Cumulative grade point average of 2.0 or better for all courses used to meet the degree requirements.
6. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree.
7. General education and program requirements, as indicated below.

Hawaiian Studies Core	14 credits
Hawaiian Studies Electives	12 credits
General Education	31 credits
Graduation Requirements	3 credits
Total Credits	**60 credits**

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

Associate in Arts in Hawaiian Studies Program Outcomes

Successful graduates of the AAHS program will be able to:

Describe Native Hawaiian linguistic, cultural, historical and political concepts.

Explain Native Hawaiian concepts as expressed in the broader areas of science, humanities, arts or social sciences.

Use writing to discover, develop, communicate and reflect on issues relevant to the Native Hawaiian community.

HAWAIIAN STUDIES

Associate in Arts in Hawaiian Studies Degree
60 credits

Hawaiian Studies Core Requirements

Course Alpha	Course Title	Credits
HWST 107	Hawai‘i: In the Center of the Pacific	3
HWST 270	Hawaiian Mythology	3
HAW 101	Beginning Hawaiian	4
HAW 102	Beginning Hawaiian II	4
	Total HS Core Credits: 14	

Hawaiian Studies Electives

12 credits of electives are required from the following list of courses. Elective credits may not be used to fulfill Diversification, Foundation or Hawaiian Studies Core Requirements. Elective courses may come from a single topic or combination of topics.

`Āina (Environmental Science)

Course Alpha	Course Title	Credits
ASTR 110	Survey of Astronomy	3
BIOL 124	Environment and Ecology	3,1
BOT 130	Plants in the Hawaiian Environment	4
GG 103	Geology of the Hawaiian Islands	3
HWST 105	Mea Kanu Hawai‘i: Hawaiian Ethnobotany	3
OCN 201	Science of the Sea	3,1
SCI 103	Environmental Science of Hawai‘i	4

Hana No`eau (Art)

Course Alpha	Course Title	Credits
HWST 160	Hula	3
HWST 161	Hula Nei II	3
HWST 261	Hawaiian Literature	3
MUS 112	Hawaiian Ensemble	2
MUS 113	Hawaiian Ensemble II	2
MUS 121Z	Ukulele	2
MUS 122Z	Advanced Ukulele	2
MUS 121F	Introduction to Slack Key Guitar	1
MUS 122F	Advanced Slack Key Guitar	1

Ho`oulu Lāhui (Nation Building)

Course Alpha	Course Title	Credits
ANTH 200	Cultural Anthropology	3
ANTH 210	Archaeology	3
ECON 131	Principles of Macroeconomics	3
HIST 284	History of the Hawaiian Islands	3
HWST 261	Hawaiian Literature	3
HWST 291	Contemporary Hawaiian Issues	3
PACS 108	Pacific Worlds	3
POLS 180	Introduction to Politics in Hawai‘i	3
SOC 218	Introduction to Social Problems	3
SOC 250	Community Forces in Hawai‘i	3
SOC 251	Sociology of the Family	3

Mo`olelo (History/Literature)

Course Alpha	Course Title	Credits
DMED 150	Film Analysis and Storytelling	3
HIST 284	History of the Hawaiian Islands	3
HWST 160	Hula	3
HWST 161	Hula Nei II	3
HWST 261	Hawaiian Literature	3
PACS 108	Pacific Worlds	3
REL 205	Understanding Hawaiian Religion	3
TVPR 210	Film and Video History, Criticism, Ethics, and Aesthetics	3

`Ōlelo (Language and Literature)

Course Alpha	Course Title	Credits
HAW 201	Intermediate Hawaiian	4
HAW 202	Intermediate Hawaiian II	4
HWST 261	Hawaiian Literature	3
HWST 160	Hula	3
HWST 161	Hula Nei II	3
	Total HS Elective Credits	12

General education & graduation requirements for Associate in Arts in Hawaiian Studies Degree on following pages.

HAWAIIAN STUDIES

General Education Requirements

Course	Credits
Foundation Requirements	
FW Written Communication	3
ENG 100 Composition I or ENG 100E/ESL 100	
FS Symbolic Reasoning	3
Select one of the following PHIL 110, MATH 100, MATH 100C, MATH 103, MATH 112, MATH 135, MATH 140, MATH 140x, MATH 203, MATH 205, ICS 141, ICS 241	
FG Global Multicultural Perspectives	6
Select 2 courses, each from a different group Group A: ANTH 151, ART 175, HIST 151 Group B: ART 176, BUSN 277, GEOG 102, HIST 152, ANTH 152 Group C: GEOG 151, MUS 107, REL 150, THEA 101	

Diversification Requirements

Diversification Arts, Humanities, and Literature	6
6 credits required from two different disciplines DA: HWST 160, MUS 121Z, MUS 122Z, MUS 121F, MUS 122F DH: HIST 284, REL 205 DL: HWST 261	
Diversification Social Sciences	6
6 credits required from two different disciplines DS: SOC 218, SOC 250, SOC 251, PACS 108, POLS 180, ECON 130, ANTH 200	
Diversification Natural Sciences	7
3 credits from the biological science area (DB) and 3 credits from the physical science area (DP). In addition, the student must take a science laboratory/ field trip course (DY) that matches one of the chosen science courses. DB: BOT 130*, HORT 110*, ZOOL 200* DP: GG 103, ASTR 110, OCN 201 DY: HORT 110*, BOT 130*, ZOOL 200*, OCN 201L **courses with an asterisk include a lab at Leeward CC*	
Total Gen Ed Credits	31

Graduation Requirements

Course Alpha	Course Title	Credits
Oral Communication:		
Select one course from the following: COM 210H, SP 151, SP 200, SP 231, or SP 251* **This oral requirement is not the same as required by UH Mānoa*		3
2 Writing Intensive courses in any discipline		
Hawaiian/Asian, Pacific (HAP) focus course		
	Total Grad Requirement Credits	3
	Total Degree Credits	**60**

HAWAIIAN STUDIES

Academic Subject Certificate
Hawaiian Studies
17 credits

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.

Requirements

Course Alpha	Course Title	Credits
Core Courses		
HAW 101	Elementary Hawaiian I	4
HAW 102	Elementary Hawaiian II	4
HWST 107	Hawai‘i: Center of the Pacific	3
HWST 270	Hawaiian Mythology	3
Elective, select one		3
HWST 105	Mea Kanu Hawai‘i: Ethnobotany (3)	
HWST 160	Hula (3)	
HWST 261	Hawaiian Literature (3)	
HWST 291	Contemporary Hawaiian Issues (3)	
HIST 284	History of the Hawaiian Islands (3)	
REL 205	Understanding Hawaiian Religion (3)	
	Total Credits	17

Academic Subject Certificate in Hawaiian Studies Program Learning Outcomes

Examine Native Hawaiian linguistic, cultural, historical and political concepts.

Explain Native Hawaiian concepts as expressed in the broader areas of science, humanities, arts or social sciences.

Use writing to discover, develop, communicate and reflect on issues relevant to the Native Hawaiian community.

HEALTH INFORMATION TECHNOLOGY

Associate in Science Degree
Certificate of Achievement
Certificate of Competence

Program Coordinator **Patrice Jackson**
Office **BE 215**
Phone **455-0571**
patrice.jackson@hawaii.edu

CTE Counselor **Joy Lane**
Office **BE 210**
Phone **455-0220**
joylane@hawaii.edu

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

Health Information Technology Program Outcomes: Associate in Science, Certificate of Achievement

Upon successful completion of the program, students will be able to:

Perform basic coding tasks and maintain accurate reimbursement systems including the preparation of patient access, registration, and patient accounting statements.

Access, analyze, and interpret data to solve basic health information coding, patient accounting, and supervisory problems.

Interact with customers, vendors, and co-workers to effectively support the work with high customer satisfaction.

Organize, prioritize, and perform work tasks to meet deadlines and schedules.

Apply health information, records management, and patient financial/patient accounting laws; and code basic cases with industry reimbursement procedures by patient insurance type.

Associate in Science Degree Health Information Technology

64 Credits

In order to obtain a Health Information Technology (HIT) certificate, students must pass all required courses with a grade of C or better.

Requirements

Course Alpha	Course Title	Credits
BUS 101	Business Computer Systems	3
BUSN 170	Records and Information Management	3
BUSN 102	Introduction to Health Information Technology	3
HLTH 110	Medical Terminology	2
BUSN 115	Reimbursement Methodologies	3
MGT 121	Customer Service	3
ENG 100	Composition I	3
BUSN 171	Introduction to Medical Records	3
BUSN 106	Introduction to Medical Coding	3
BIOL 130	Anatomy and Physiology	4
BIOL 130L	Anatomy and Physiology	1
MGT 120	Principles of Management	3
ECON 130 or ECON 131	Microeconomics (3) or Macroeconomics (3)	3
BUSN 197C	Disease Pathology and Pharmacology	3
BUSN 108	Introduction to Diagnosis Coding	3
BUSN 109	Introduction to Procedure Coding	3
BUSN 137	Computerized Databases - MS@ Access	1
BUSN 198	Health Statistics	3
MGT 124	Human Resources Management	3
BUSN 208	Advanced Diagnosis Coding	3
BUSN 209	Advanced Procedure Coding	3
BUSN 192V	Business Practicum (160 hours minimum)	2
HWST 107	Hawai'i: Center of the Pacific	3
	Total Degree Credits	64

HEALTH INFORMATION TECHNOLOGY

Certificate of Achievement
Health Information Technology
34 Credits

Requirements

Course Alpha	Course Title	Credits
BUS 101	Business Computer Systems	3
BUSN 170	Records & Information Management	3
BUSN 102	Introduction to Health Information Technology	3
HLTH 110	Medical Terminology	2
BUSN 115	Reimbursement Methodologies	3
MGT 121	Customer Service	3
ENG 100	Composition I	3
BUSN 171	Introduction to Medical Records	3
BUSN 106	Introduction to Medical Coding	3
BIOL 130	Anatomy and Physiology	4
BIOL 130L	Anatomy and Physiology	1
MGT 120	Principles of Management	3
	Total Credits:	34

Program employment data:
http://www.leeward.hawaii.edu/bt-ge-info

Certificate of Competence
Health Information Technology
17 Credits

The Certificate of Competence (CO) in Health Information Technology (HIT) develops a foundation in records and information management for a medical facility and the health information technology profession. Students completing the CC will have the skills and knowledge necessary to assist in maintaining accurate and timely medical data in clinics, hospitals, and other health care organizations. The CC will lead to job opportunities as patient access clerks, physician office clerks, registrars, registration clerks, and ward clerks.

Requirements

Course Alpha	Course Title	Credits
BUS 101	Business Computer Systems	3
BUSN 170	Records and Information Management	3
BUSN 102	Introduction to Health Information Technology	3
HLTH 110	Medical Terminology	2
BUSN 115	Reimbursement Methodologies	3
MGT 121	Customer Service	3
	Total Credits:	17

Certificate of Competence in Health Information Technology Program Learning Outcomes

Upon successful completion of the program, students will be able to:

Apply problem-solving skills and health care knowledge to address customer, patient, or organizational needs.

Use computer and other office technology tools to accomplish administrative responsibilities in maintaining a secured information system while adhering to workplace policies and procedures and government laws.

Use basic medical coding methodology and patient record guidelines to accurately process documents through the document life cycle.

Program employment data:
http://www.leeward.hawaii.edu/bt-ge-info

HUMAN SERVICES
SUBSTANCE ABUSE COUNSELING

Certificate of Competence

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

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 state certification and satisfies a portion of the experiential hours requirement.

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

Learners will focus on developing both basic and intermediate-level knowledge and skills required for entrance level substance abuse counselors. They will be encouraged to develop personal maturity through self-exploration, and adoption of a professional demeanor that will further support their entry into the substance abuse counseling field.

Learners can fulfill a sizable portion of the National Association of Drug and Alcohol Counselors' (NAADAC) Twelve Core Functions of the Alcohol and Drug Abuse Counselor requirements with completion of the substance abuse counseling certificate program. The particular course work will also assist one in preparing for 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 (http://hawaii.gov/health/about/admin/health/substance-abuse/index.html) for details about state certification requirements.

In most cases, learners must complete the prerequisite course, HSER 100, and the four clinical courses (HSER 140, 245, 268, and 270) prior to entry into Practicum. Practicum involves placement at a substance abuse treatment facility, and the completion of 225 hours each semester for a total of 450 hours, as well as attendance at an evening seminar each of the two semesters. Practicum is completed in the second year of the program with HSER 294 offered only in the fall semester, and HSER 295 offered only in the spring semester. It is highly recommended that the learner also work to complete an AA degree in Liberal Arts if s/he has not yet done so. All of the HSER courses support the elective credit requirement for the AA degree. With completion of the Certificate, 2,000 hours of the ADAD experiential requirement is waived.

Program enrollees may complete all of the clinical courses prior to officially applying for acceptance into the program, but must submit the program application before enrolling in Practicum. Application for acceptance into the program occurs in early March. At a minimum, one must be enrolled in, or have completed, HSER 100 before applying for acceptance into the program. Place your name on a list with the Social Science Division secretary (FA 220, 455-0360) if you are interested in being accepted into the program when the first opportunity arises.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

HUMAN SERVICES
SUBSTANCE ABUSE COUNSELING

Certificate of Competence
Substance Abuse Counseling

18 credits

In order for a learner to enroll in human service (HSER) courses, one either must test above the ENG 22 Compass placement exam cutoff score, or previously have completed ENG 22 or ENG 100. One needs to be able to write at college level in order to enroll in human service courses.

The 18 credits do not include the prerequisite course HSER 100. One may concurrently enroll in HSER 140 or, HSER 245 if s/he meets the English requirement above. The learner will need to request a prerequisite waiver from the instructor teaching the HSER 140 and/or 245 sections prior to being able to register concurrently for both.

This is a two-year, part-time program of study. One needs to complete the prerequisite course, HSER 100 (3 credits) and the four counseling courses (HSER 140,268,245,270) prior to enrollment in the second year, fall HSER 294 and spring HSER 295 courses.

First Semester (Fall) Requirements

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

Second Semester (Spring) Requirements

HSER 245	Group Counseling	3
HSER 270	Substance Abuse Counseling	3

Third Semester (Fall) Requirements

HSER 294	Practicum	3

Fourth Semester (Spring) Requirements

HSER 295	Practicum	3
	Total Credits	18

Certificate of Competence in Substance Abuse Counseling Student Learning Outcomes

Upon successful completion of the program, students will be able to:

- Recognize the medical, societal, psychological, and family affects of abuse and addiction with regard to alcohol and other drugs
- Identify Hawai'i's prevention/intervention and treatment system, its strengths and limitations
- Develop an awareness of issues and other personal values/biases that might impact one's effectiveness as a substance abuse counselor
- Demonstrate knowledge and application of the Twelve Core Functions engaged by the alcohol and drug abuse counselor, and know how these functions apply to the continuum of care
- Demonstrate an ability to do an effective biopsychosocial assessment and display a basic knowledge of counseling approaches used with individuals and groups
- Identify the ethical and legal issues that confront the counseling professional, and abide by them when in the field
- Distinguish the stages of the treatment process, including aftercare, relapse prevention, and the issues relevant to their clients involved in each stage of intervention
- Display attending, active listening, and other counseling skills in their work with individuals and groups

Program employment data:
http://www.leeward.hawaii.edu/sac-ge-info

INFORMATION AND COMPUTER SCIENCE

Associate in Science Degree
- with emphasis in one of the following:
  - Network Support Specialist
  - Database Support Specialist
  - Information Security Specialist
  - Mobile Developer Specialist
  - Software Developer Specialist

Academic Subject Certificate

Certificate of Achievement

Certificate of Competence
- Advanced Programming and Network Troubleshooting
- Basic Logic and Programming Level 1
- Basic Logic and Programming Level 2
- Database Support
- Help Desk
- Information Security
- Mobile Developer
- Network Support
- Software Developer
- Web Programming
- Web 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 Leeward CC 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 five areas of specialty: Network Support Specialist, Database Support Specialist, Information Security Specialist, Mobile Developer Specialist, Software Developer Specialist. Skills in writing, speech, 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 Science with the software developer specialist degree. See a counselor or ICS Faculty Advisor for appropriate course choices.

Program Coordinator **Blanca Polo**
Office **DA 210**
Phone **455-0506**
blanca@hawaii.edu

Program Counselor **Amy Amper**
Office **GT 113**
Phone **455-0221**
amyamper@hawaii.edu

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

INFORMATION AND COMPUTER SCIENCE

Associate in Science Degree
Information & Computer Science
60 Credits

The curriculum leading to an Associate in Science degree in Information and Computer Science is designed to prepare individuals for employment as technical assistants to professional and administrative personnel using computers. Students may choose one of five areas of specialty: Network Support Specialist, Database Support Specialist, Information Security Specialist, Mobile Developer Specialist and Software Developer Specialist. Skills in writing, speech, economics and mathematics complete the preparation for employment. The program requirements are designed to facilitate transfer to the baccalaureate programs in Information and Computer Sciences at UH Mānoa and UH Hilo for those students who wish to continue their education while working in the industry.

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

Core Requirements 27 credits

Course Alpha	Course Title	Credits
ICS 100 or ICS 101	Computing Literacy and Applications (3) Digital Tools for the Information World (3)	3
ICS 110	Introduction to Programming	3
ICS 111	Introduction to Computer Science I	3
ICS 113	Database Fundamentals	3
ICS 125	Personal Computer Maintenance and Repair	3
ICS 184	Introduction to Networking	3
ICS 240	Operating Systems	3
ICS 270	Systems Analysis	3
ICS 293D	Cooperative Education	3
	Core Credits	27

General Education Requirements 21 credits

Course	Credits	
One DS Course		3
ENG 100	Composition 1	3
ENG 225	Technical Writing	3
SP 151	Personal and Public Speech	3
ICS 170	Ethics for the Digital World	3
One FG Course		3
ICS 141 or MATH 103	Discrete Mathematics for Computer Science (3) or College Algebra (3)	3
	Gen Ed Credits	21

Electives

	Recommended Elective	3
It is recommended that the student choose one other ICS or EE course numbered 100 or higher.		
	Elective Credits	3

Specialization 9 credits
Select One Specialization Below

Specialization Network Support Specialist

Course Alpha	Course Title	Credits
ICS 171	Introduction to Computer Security	3
ICS 172	Network Design and Administration	3
ICS 283	Advanced Network Design and Administration	3
	Specialization Credits	9

Specialization
Specialization Database Support Specialist

Course Alpha	Course Title	Credits
ICS 151	Structured Database Programming	3
ICS 211	Introduction to Computer Science II	3
ICS 251	Advanced Database Programming	3
	Specialization Credits	9

Specialization
Specialization Information Security Specialist

Course Alpha	Course Title	Credits
ICS 171	Introduction to Computer Security	3
ICS 281	Ethical Hacking	3
ICS 282	Computer Forensics	3
	Specialization Credits	9

Specialization
Specialization Mobile Developer Specialist

Course Alpha	Course Title	Credits
ICS 136	Intro to Mobile Device Application Developer	3
ICS 251	Advanced Database Programming	3
ICS 236	Mobile Device Management and Programming	3
	Specialization Credits	9

Specialization
Specialization Software Developer Specialist

Course Alpha	Course Title	Credits
ICS 211	Introduction to Computer Science II	3
ICS 212	Program Structure	3
ICS 241	Discrete Mathematics for Computer Science II	3
	Specialization Credits	9
	Total Degree Credits	60-63

INFORMATION AND COMPUTER SCIENCE

2 Year Plan for Degree Completion

Suggested Sequence for 2 year plan

First Semester

- ICS 100
- ICS 110
- ICS 170
- ENG 100
- ICS 141 or MATH 103

Second Semester

- ICS 111
- ICS 125
- ICS 113
- ICS 184
- One DS Course

Third Semester

- ICS 240
- ENG 225
- SP 151
- Specialization
  - Network Support: ICS 171 and ICS 172
  - Database Support: ICS 151 and ICS 211
  - Information Security: ICS 171 and ICS 281
  - Mobile Developer: ICS 136 and ICS 251
  - Software Developer: ICS 211and ICS 241

Fourth Semester

- ICS 270
- IC 293D
- One FG Course
- Elective
- Specialization
  - Network Support: ICS 283
  - Database Support: ICS 251
  - Information Security: ICS 282
  - Mobile Developer: ICS 236
  - Software Developer: ICS 212

Associate in Science Information and Computer Science Program Outcomes

In addition to acquiring the competencies required for Associate in Science degrees, upon successful completion of this program graduates will be able to:

Demonstrate computing literacy.

Demonstrate an understanding of the functioning of a computer's operating system.

Solve problems, develop algorithms, and write structured computer programs in at least two programming languages.

Demonstrate a familiarity with the mathematics used in computing science.

Effectively communicate in written and oral form, a system solution, its documentation, and its implementation.

Use project management tools to manage information systems development projects.

Work effectively as part of a group/team.

Design a relational database with proper documentation.

Demonstrate proficiency in computer maintenance and networking.

Based on selection of an area of specialty, the student will further be able to:

Database Support Specialist: Write object-oriented computer programs for online access and manipulation of databases.

Mobile Developer Specialist: Design, develop and implement applications and policies for mobile devices.

Software Developer Specialist: Develop a foundation in computer science to succeed in upper-division courses.

Network Support Specialist: Apply computer networking principles to build and troubleshoot networks.

Information Security Specialist: Apply the tools and techniques of information security to secure physical and digital information.

INFORMATION AND COMPUTER SCIENCE

Academic Subject Certificate
Information & Computer Science

18 Credits

The Academic Subject Certificate prepares you to transfer to either the B.A. or B.S. degree program in Information & Computer Science at UH Mānoa, or the B.S. degree program in Computer Science at UH Hilo.

The course sequence provides students with the opportunity to take all freshman and sophomore level required ICS courses at Leeward CC before transferring to UH Mānoa

Requirements

Course Alpha	Course Title	Credits
ICS 100	Computing Literacy & Applications	3
ICS 111	Intro to Computer Science I	3
ICS 141	Discrete Math for Computer Science I	3
ICS 211	Intro to Computer Science II	3
ICS 212	Program Structure	3
ICS 241	Discrete Math for Computer Science II	3
	Total Credits	18

Academic Subject Certificate in ICS
Program Learning Outcomes

Upon completion of the Academic Subject Certificate in ICS the student will be able to:

Solve problems, develop algorithms and write computer programs specified in a manner consistent with the ACM CS1 and CS2 recommendations.

Demonstrate familiarity with the mathematics used in computing science.

Apply the credits as electives towards an Associate in Arts degree.

INFORMATION AND COMPUTER SCIENCE

Certificate of Achievement
Information and Computer Science

30 credits

Provides students with entry-level skills or job upgrading for positions under direct supervision in computer support, cabling, and basic networking, office application support, and database management.

Requirements

Course Alpha	Course Title	Credits
First Semester		
ICS 100 or ICS 101	Computing Literacy & Applications (3) Digital Tools for the Information World (3)	3
ICS 110	Introduction to Programming	3
ICS 113	Database Fundamentals	3
ENG 100	Composition I	3
MATH 103 or ICS 141	College Algebra (3) Discrete Math for Computer Science I (3)	3
Second Semester		
ICS 111	Instruction to Computer Science I	3
ICS 125	Personal Computer Maintenance and Repair	3
ICS 170	Ethics for the Digital World	3
ICS 184	Introduction to Networking	3
SP 151	Personal and Public Speech	3
	Total Credits	30

Certificate of Achievement in Information and Computer Science Program Learning Outcomes

Demonstrate computing literacy.

Solve problems, develop algorithms and write object-oriented computer programs in a programming language.

Design a relational database with proper documentation.

Demonstrate proficiency in computer maintenance and networking.

Certificate of Competence
Advanced Programming and Network Troubleshooting

6 credits

Provides students with advanced computer programming and network troubleshooting. Students will learn program organization paradigms, programming environments, implementation of a module from specifications, and the C and C++ programming languages. Students will also learn full network life cycle development including analysis, design and maintenance of Local Area Network (LAN) and Wide Area Network (WAN) technologies

Requirements

Course Alpha	Course Title	Credits
ICS 212	Program Structure	3
ICS 294	Network Analysis and Design	3
	Total Credits	6

Certificate of Competence in Advanced Programming and Network Troubleshooting Student Learning Outcomes

Upon completion of the certificate, the student will be able to:

Solve problems, develop algorithms and write structured computer programs using the C and C++ programming languages.

Write object-oriented computer programs at an advanced level.

Evaluate the principles and terminology of computer networking.

Apply the mathematics used in computing science.

Create and evaluate computer networking and Internet applications.

Certificate of Competence
Basic Logic and Programming Level 1

6 credits

Provides students an overview of the fundamentals of computer programming. Students will learn the fundamentals of problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language. They will also learn the fundamentals of the mathematics behind computer operations.

Requirements

Course Alpha	Course Title	Credits
ICS 111	Introduction to Computer Science I	3
ICS 141	Discrete Mathematics for Computer Science I	3
	Total Credits	6

Certificate of Competence in Basic Logic and Programming Level 1 Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

Solve problems, develop algorithms and write structured computer programs in a programming language.

Demonstrate familiarity with the mathematics used in computing science.

Certificate of Competence Basic Logic and Programming Level 2

6 credits

Provides students with the second semester of computer programming and the mathematics of computers. Students will learn the fundamentals of data structures, searching and sorting algorithms, recursion, polymorphism, inheritance, and encapsulation using an object-oriented programming language. They will also learn the mathematical concepts behind computer operations, such as graphs, trees, Boolean algebra, finite-state machines, formal languages, program correctness, and solving recurrence relations.

Requirements

Course Alpha	Course Title	Credits
ICS 211	Introduction to Computer Science II	3
ICS 241	Discrete Mathematics for Computer Science II	3
	Total Credits	6

Certificate of Competence in Basic Logic and Programming Level 2 Program Learning Outcomes

Upon successful completion of the certificate, students will be able to:

Solve problems, develop algorithms and write structured computer programs in a programming language.

Demonstrate familiarity with the mathematics used in computing science.

Create data structures in an object-oriented programming language.

Certificate of Competence Database Support

12 credits

Students will develop dynamic web applications using a programming language and a database. They will also strengthen problem-solving skills using more advanced features of programming languages and algorithms such as recursion, pointers, and memory management with an emphasis on the use of data structures such as arrays, lists, stacks, and queues.

Requirements

Course Alpha	Course Title	Credits
ICS 151	Structured Database Programming	3
ICS 211	Introduction to Computer Science II	6
ICS 251	Advanced Database Programming	3
	Total Credits	12

Certificate of Competence in Database Support Program Learning Outcomes

Upon completion of the certificate, the student will be able to:

Use a programming language and a database to interact with web pages.

Write object-oriented computer programs at an advanced level using a server side scripting language.

Select appropriate data structure for a given application.

Certificate of Competence Help Desk

21 Credits

This program will enable students to pursue entry-level career opportunities as IT Help Desk Technicians. As organizations grow increasingly reliant on IT technologies in furthering and accomplishing their missions, so too does reliance on personnel equipped to support these technologies, in terms of software/hardware issues, both remotely and on-site. Computer Support Specialists provides such support.

Requirements

Course Alpha	Course Title	Credits
ICS 100	Computing Literacy & Applications	3
DMED 120	NetPrep Web Development	3
ICS 101	Digital Tools For the Information World	3
ICS 125	Personal Computer Maintenance and Repair	3
MGT 121	Customer Service	3
SP 151	Personal and Public Speaking	3
ICS 184	Introduction to Networking	3
	Total Credits	21

Certificate of Competence Help Desk Student Learning Outcomes

Apply critical thinking, problem-solving, and collaborative skills to assess and troubleshoot software and computer hardware problems.

Demonstrate good customer services skills by identifying and evaluating the indicators of customer satisfaction throughout the problem-resolution process.

Apply the characteristics of effective communication while working with clients and fellow workers.

Report the problem to appropriate levels in the organization.

INFORMATION AND COMPUTER SCIENCE

Certificate of Competence Information Security

9 credits

Students will be introduced to the essentials of computer security. They will perform basic ethical (white hat) hacking, learn about the moral and legal issues that are involved while performing the learned techniques. Students will learn how to perform basic computer forensics such as operating system diagnostics, as well as to use a forensic tool kit to examine and validate computer activity. Students will acquire knowledge about the proper techniques for data collection, examination and preservation of forensic data.

Requirements

Course Alpha	Course Title	Credits
ICS 171	Introduction to Computer Security	3
ICS 281	Ethical Hacking	3
ICS 282	Computer Forensics	3
	Total Credits	9

Certificate of Competence in Information Security Program Learning Outcomes

Upon completion of the certificate, the student will be able to:

Create and implement security policies and procedures to aid in security administration.

Apply techniques involved with Ethical Hacking.

Aid in the collection, examination and preservation of data using proper computer forensics.

Certificate of Competence Mobile Developer

9 credits

Students will learn to create web pages optimized for mobile devices. Usability, documentation and testing for mobile applications and mobile websites will be covered. They will manage and secure mobile devices using programming tools for at least two different mobile devices. They will also develop dynamic web applications using a programming language and a database with a focus on open source.

Requirements

Course Alpha	Course Title	Credits
ICS 136	Introduction to Mobile Device Application Developer	3
ICS 251	Advanced Database Programming	3
ICS 236	Mobile Device Management and Programming	3
	Total Credits	9

Certificate of Competence in Mobile Developer Program Learning Outcomes

Upon completion of the certificate, the student will be able to:

Use an appropriate programming environment to code, compile and debug mobile device applications

Design, create and publish basic web pages for mobile devices.

Identify and implement the main mobile device security threats and develop strategies to mitigate them.

Use languages, databases, and Graphical User Interfaces for database purposes.

Certificate of Competence Network Support

9 credits

This certificate provides students with the essentials of computer security, the fundamentals of network design , and the advanced components of network design. This includes using encryption, activity monitoring, intrusion detection, security policies, security administration, basic switching and routing, wired and wireless networking, wide area networking, Internet Protocol Version 4 (IPv4) and Internet Protocol Version 6 (IPv6) routing, and route optimization.

Requirements

Course Alpha	Course Title	Credits
ICS 171	Introduction to Computer Security	3
ICS 172	Network Design and Administration	3
ICS 283	Advanced Network Design and Administration	3
	Total Credits	9

Certificate of Competence in Network Support Program Learning Outcomes

Upon completion of the certificate, the student will be able to:

Identify the potential risks and mitigations to various threats to a computing environment

Identify and create security policies and procedures

Design a local area network using appropriate network devices including switches and routers.

Demonstrate how to administer a local area network consisting of a server, workstations, switches and routers.

Design a multi-area network with route optimization.

Design an IPv4/IPv6 hybrid network.

INFORMATION AND COMPUTER SCIENCE

Certificate of Competence Software Developer

9 credits

Students will develop applications in at least two object-oriented languages using data structures, recursion and graphical-user interfaces. Students will analyze and select appropriate algorithms for sorting and searching. Students will use mathematical models, which have implications for computer science. Students will be prepared for upper-division ICS courses.

Requirements

Course Alpha	Course Title	Credits
ICS 211	Introduction to Computer Science II	3
ICS 212	Program Structure	3
ICS 241	Discrete Mathematics for Computer Science II	3
	Total Credits	9

Certificate of Competence in Software Developer Program Learning Outcomes

Upon completion of the certificate, the student will be able to:

Develop applications using data structures, recursion and graphical user interfaces.

Interpret and design mathematical models to solve computer science problems.

Certificate of Competence Web Programming

9 Credits

Provides students with the two basic skills needed to design the "back-end" part of interactive web pages: computer programming and database design. Students will learn the basics of structured programming, object-oriented programming, and error control. They will also learn the basics of relational databases, normalization, and Structured Query Language. Finally, they will put these two skills together by creating database-driven web-based applications. This certificate has been designed to prepare students for entry-level employment as a Web Programmer.

Requirements

Course Alpha	Course Title	Credits
ICS 111	Introduction to Computer Science I	3
ICS 113	Database Fundamentals	3
ICS 151	Structured Database Programming	3
	Total Credits	9

Certificate of Competence in Web Programming Student Learning Outcomes

Upon completion of the certificate, the student will be able to:

Demonstrate proficiency in object-oriented design, programming skills, program testing, and exception handling.

Design, document, and access information stored within a relational database using Structured Query Language.

Assess the needs of a web related problem and develop an appropriate solution that meets the user's needs.

Exhibit a portfolio of computer programs, database projects, and interactive websites at the conclusion of certificate of competence.

Certificate of Competence Web Science

6 credits

Intended to provide students with an Internet-based approach to the principles of designing, programming, and developing web database sites. Students will learn to integrate client-side web pages with server-side databases to design and develop real-world web-based applications.

Requirements

Course Alpha	Course Title	Credits
ICS 113	Database Fundamentals	3
ICS 151	Structured Database Programming	3
	Total Credits	6

Certificate of Competence in Web Science Student Learning Outcomes

Upon completion of the certificate, the student will be able to:

Assess the needs of a web-related problem and develop an appropriate solution that meets the user''s needs.

Use critical thinking and problem-solving skills for project planning using necessary collaborative skills.

Identify and explain standards of professionalism as they pertain to personal and work-related endeavors.

Demonstrate proficiency in object-oriented design and programming skills.

Exhibit a portfolio of database and website projects at the conclusion of certificate of competence work.

MANAGEMENT

Associate in Science Degree
Academic Subject Certificate
- Management
- Travel Industry Management

Certificate of Achievement
- Retail Management

Certificate of Competence
- Business Essentials
- Business Foundations
- Management Essentials
- Management Foundations
- Retail Foundations
- Sales & Marketing
- Travel Industry

Program Coordinator **Ross Higa**
Office **BE 203**
Phone **455-0284**
higaross@hawaii.edu

CTE Counselor **Joy Lane**
Office **BE 210**
Phone **455-0220**
joylane@hawaii.edu

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

MANAGEMENT

Associate in Science Degree
Management

60 Credits

This program prepares the student for future managerial positions and provides continuing education for current managers.

Associate in Science Management Program Outcomes

Upon successful completion of this program graduates will be able to:

- Handle general business operations that require basic math and computer skills.
- Communicate effectively with customers and co-workers in an organizational setting.
- Carry out basic management, accounting and marketing functions in a workplace environment.
- Understand how to train, motivate, and supervise employees/associates to attain the goals of a business.
- Establish and promote a collaborative work environment.
- Work within the ethical, legal, and regulatory parameters on the industry.
- Calculate, compile, and analyze financial records to make prudent business decisions.
- Select, utilize and integrate appropriate current and emerging technologies to support business functions.
- Use verbal, non-verbal, and written communication skill effectively in the business context.
- Interact with internal and external customers in ways that effectively support the work to be accomplished and customer satisfaction.
- Exhibit work behaviors that maximize the opportunity for continued employment and growth within an organization.
- Assist in the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.

First Semester Course Requirements

Course Alpha	Course Title	Credits
ENG 100	Composition I	3
SP 151 or SP 251	Personal and Public Speaking (3) or Principles of Effective Public Speaking (3)	3
MGT 121	Customer Service	3
MGT 120	Principles of Management	3
BUS 120	Principles of Business	3
	Total Credits	15

Second Semester Course Requirements

Course Alpha	Course Title	Credits
BUSN 188 or MATH 103	Business Calculations (3) or College Algebra (3)	3
MGT 122	Human Relations in Business	3
BUS 101 or ICS 100 and ICS 101	Business Computer Systems (3) Computing Literacy & Applications (3) Digital Tools for the Information World (3)	3-6
MKT 120	Principles of Marketing	3
ENG 209 or BUSN 242	Business Writing (3) or Business Presentations (3)	3
	Total Credits	15

Third Semester Course Requirements

Course Alpha	Course Title	Credits
ACC 124 or ACC 201	College Accounting (3) or Financial Accounting (3)	3
MGT 124	Human Resource Management	3
ECON 120 or ECON 130 or ECON 131	Introduction to Economics (3) or Principles of Microeconomics (3) or Principles of Macroeconomics (3)	3
Special Elective**		3
Natural Science Elective (DB or DP) *See the AAT Counselor for list.*		3
	Total Credits	15

Fourth Semester Course Requirements

Course Alpha	Course Title	Credits
Arts & Humanities Elective		3
Special Elective**		3
Special Elective**		3
Special Elective**		3
MGT 200 or MGT 299	Integrated Topics in Management (3) or Independent Study (3)	3
	Total Credits	15

Special Electives

The following courses are recommended

Course Alpha	Course Title	Credits
BUSN 164	Career Success	3
ECOM 100	Introduction to E-Commerce	3
FIN 150	Personal Finance	3
FIN 245	Principles of Finance	3
HOST 140	Hotel and Lodging	3
MGT 125	Starting a New Business	3
MKT 130	Principles of Retailing	3
MKT 150	Principles of Selling	3
MKT 160	Principles of Advertising	3
TIM 101	Introduction to Travel Industry Management	3
PSY 100 or SOC 250	Introduction to Psychology (3) or Community Forces in Hawai‘i (3)	3

Any course with ACC, BLAW, BUS, BUSN, FIN, ECOM, HOST, MGT, MKT, OR TIM alphas may be taken.

MANAGEMENT

Academic Subject Certificate Management

18-21 Credits

Designed to enhance the marketability and increase earning potential of the Liberal Arts students who will enter the workforce upon graduation, work while earning their associate's degree, or continue working while pursuing a bachelor's degree.

The Academic Subject Certificate in Management will provide students with an opportunity to focus their elective studies on acquiring managerial skills. Students interested in exploring management as a possible major at a four-year institution can take these courses while earning their AA degree. Students also will have the opportunity to show potential employers they have basic management skills, improving their chances of moving into supervisory positions. Students holding this certificate will also be able to present themselves as receiving specialized training in management, which will enhance their employment potential and admission into four-year business programs.

Requirements

Course Alpha	Course Title	Credits
MGT 121	Customer Service	3
BUS 120	Principles of Business	3
ACC 124 or ACC 201	College Accounting I (3) Intro to Financial Accounting (3)	3
BUS 101 or ICS 100 and ICS 101	Business Computer Systems (3) Compter Literacy & Applications (3) Tools for the Information Age (3)	3 or 6
MGT 120	Principles of Management	3
MGT 122	Human Relations in Business	3
	Total Credits	18-21

Academic Subject Certificate in Management Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

Handle general business operations that require basic math and computer skills.

Communicate effectively with customers and co-workers in an organizational setting.

Carry out basic management, accounting and marketing functions in a workplace environment.

Understand how to train, motivate, and supervise employees/associates to attain the goals of a business.

Establish and promote a collaborative work environment.

Work within the ethical, legal, and regulatory parameters on the industry.

Calculate, compile, and analyze financial records to make prudent business decisions.

Select, utilize and integrate appropriate current and emerging technologies to support business functions.

Use verbal, non-verbal, and written communication skill effectively in the business context.

Interact with internal and external customers in ways that effectively support the work to be accomplished and customer satisfaction.

Exhibit work behaviors that maximize the opportunity for continued employment and growth within an organization.

Assist in the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.

MANAGEMENT

Academic Subject Certificate
Travel Industry Management

24-27 credits

The Academic Subject Certificate in Travel Industry Management is designed to provide a strong foundation for students who plan to earn a bachelor's degree in Travel Industry Management. The Certificate also provides work place business knowledge and skills that may aid students in finding entry-level jobs.

Program Coordinator **Ross Higa**
Office **BE 203**
Phone **455-0284**
higaross@hawaii.edu

Requirements

Course Alpha	Course Title	Credits
ENG 100	Composition I (or equivalent)	3
MATH 203	Calculus for Business and Social Sciences	3
SP 151 or SP 251	Personal and Public Speech (3) Principles of Effective Public Speaking (3)	3
ECON 130	Principles of Microeconomics	3
TIM 101	Introduction to Travel Industry Management	3
BUS 101 or ICS 100 and ICS 101	Business Computer Systems (3) Compter Literacy & Applications (3) Tools for the Information Age (3)	3 or 6
ACC 201	Intro to Financial Accounting	3
ACC 202	Intro to Managerial Accounting	3
	Total Credits: 24-27	

Academic Subject Certificate Travel Industry Management Program Learning Outcomes

Students will be able to communicate orally, and in writing, at levels that would make them succeed in baccalaureate degree travel industry management programs.

Students will be able to use basic computer application skills to create documents and produce information to assist with problem solving within the travel industry.

Students will be able to use logical and analytical problem solving skills to succeed in baccalaureate-level travel industry management programs.

MANAGEMENT

Certificate of Achievement
Retail Management

30 Credits

The Retail Management Certificate of Achievement will help to prepare current and future retail employees for the challenges faced in the dynamic and fast-paced retail industry. It will also provide students with the insight needed to be successful as a retail manager.

Requirements

Course Alpha	Course Title	Credits
Core Courses		
ENG 100 or ENG 209	Composition I (3) Business Writing (3)	3
BUSN 188	Business Calculations	3
BUS 101	Business Computer Systems (3)	3
SP 151 or SP 251	Personal and Public Speech (3) Principles of Effective Public Speaking (3)	3
MGT 122	Human Relations in Business	3
MGT 124	Human Resources Management	3
MKT 130	Principles of Retailing	3
MGT 120	Principles of Management	3
ACC 124 or ACC 201	College Accounting I (3) Intro to Financial Accounting (3)	3
MKT 120	Marketing in a Global Economy	3
	Total Credits	30

Certificate of Achievement
Retail Management Program Learning Outcomes

Upon successful completion of the program, students will be able to:

Apply basic math and computer skills to solve general business operations issues.

Communicate effectively with internal and external customers in a workplace setting.

Analyze retail management situations to determine the most appropriate basic management, accounting, and marketing strategies to apply to ensure the business functions productively.

Apply strategies to train, motivate, and supervise employees and associates to attain the goals of a retail business.

Certificate of Competence
Business Essentials

12 Credits

Focuses on developing computational skill patterns, communicating clearly and concisely on professional and personal levels; selecting and utilizing word processing, spreadsheet and presentation software.

Requirements

Course Alpha	Course Title	Credits
ENG 100 or ENG 209	Composition I (3) Business Writing (3)	3
BUSN 188	Business Calculations	3
BUS 101	Business Computer Systems	3
SP 151 or SP 251	Personal and Public Speech Principles of Effective Public Speaking (3)	3
	Total Credits	12

Certificate of Competence in Business Essentials
Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Handle general business operations that require basic math and computer skills.

Communicate effectively with customers and coworkers in a work-place setting.

Program employment data:
http://www.leeward.hawaii.edu/mgt-ge-info

Certificate of Competence
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 Alpha	Course Title	Credits
MGT 121	Customer Service	3
BUSN 164	Career Success	3
	Total Credits	6

Certificate of Competence in Business Foundations
Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Evaluate and apply decision-making components for successful problem solving in a workplace to satisfy customer (internal and external) needs.

Analyze business situations and prescribe appropriate solutions to resolve conflicts.

Evaluate life-long learning resources available and determine appropriate times to use them.

Model professional behavior acceptable in a business setting.

Provide exceptional customer service to attract new customers, retain current customers, and ensure loyal customers.

MANAGEMENT

Certificate of Competence Management Essentials

15–18 Credits

The Management Essentials Program provides students with management skills and knowledge necessary to advance to various levels of administrative and supervisory positions.

Requirements

Course Alpha	Course Title	Credits
BUS 101 or ICS 100 and ICS 101	Business Computer Systems (3) Computing Literacy & Applications (3) Digital Tools for the Info World (3)	3 or 6
MGT 121	Customer Service	3
BUSN 188	Business Calculations	3
ENG 100	Composition I	3
ENG 209	Business Writing	3
	Total Credits	15-18

Certificate of Competence Management Essentials Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Use computer and other office technology tools to fulfill administrative and supervisory responsibilities.

Demonstrate positive interpersonal interactions to create and maintain a well-managed medical office or health care unit.

Communicate effectively in a workplace setting.

Certificate of Competence Management Foundations

9 Credits

Provides insight to practical applications of managerial functions, theories and structures; introduction to accounting theory, and marketing fundamentals. One of the three required certificates endorsed by the Western Association of Food Chains (WAFC) for its Retail Management Certificate.

Requirements

Course Alpha	Course Title	Credits
MGT 120	Principles of Management	3
ACC 124 or ACC 201	College Accounting I (3) Intro to Financial Accounting (3)	3
MKT 120	Marketing in a Global Economy	3
	Total Credits	9

Certificate of Competence in Management Foundations Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Carry out basic management, accounting and marketing functions.

Certificate of Competence Retail Foundations

9 Credits

Develops interpersonal communication skills; an understanding of human resource managers roles and duties; and provides a foundation in retail management. One of the three required certificates endorsed by the Western Association of Food Chains (WAFC) for its Retail Management Certificate.

Requirements

Course Alpha	Course Title	Credits
MGT 122	Human Relations in Business	3
MGT 124	Human Resources Management	3
MKT 130	Principles of Retailing	3
	Total Credits	9

Certificate of Competence in Retail Foundations Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Understand how to train, motivate, and supervise employees/associates to attain the goals of a retail business.

MANAGEMENT

Certificate of Competence
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.

Requirements

Course Alpha	Course Title	Credits
First Semester		
MGT 121	Customer Service	3
ENG 100	Composition I	3
BUS 101	Business Computer Systems	3
MKT 120	Marketing in a Global Economy	3
	First Semester Credits: 12	
Second Semester		
BUSN 188	Business Calculations	3
MKT 160 or MKT 130	Principles of Advertising (3) Principles of Retailing (3)	3
MKT 150	Principles of Selling	3
	Second Semester Credits: 9	
	Total Credits	21

Certificate of Competence in Sales and Marketing
Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Develop strategies for effective communication and for dealing with various types of customers.

Carry out basic sales and marketing functions in an organizational setting.

Program employment data:
http://www.leeward.hawaii.edu/mgt-ge-info

Certificate of Competence
Travel Industry

16-19 Credits

The Travel Industry Certificate of Competence is designed for those who seek to achieve basic skills and knowledge that will prepare them to find employment in various segments of the hospitality and travel industry, with a focus on lodging. Students selecting the Certificate may have background experience in the field or be seeking a career area. The courses required in the Certificate are applicable to the A.S. degree in Management.

Requirements

Course Alpha	Course Title	Credits
MGT 121	Customer Service	3
MGT 122	Human Relations in Business	3
TIM 101	Introduction to Travel Industry Management	3
BUS 101 or ICS 100 & ICS 101	Business Computer Systems (3) Computing Literacy and Applications (3) Digital Tools for the Information World (3)	3-6
HOST 140	Hotel and Lodging	3
BUSN 166	Professional Employment Preparation	1
	Total Credits	16-19

Certificate of Competence in Travel Industry
Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Assess situations and apply the concepts of hospitality business management to select the best solutions within a hotel and lodging establishment.

Produce and present effective written and oral communication for the hospitality industry.

Analyze and articulate perspectives on the travel industry, including the impact local and international events have on industry trends.

Program employment data:
http://www.leeward.hawaii.edu/mgt-ge-info

LEEWARD
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NATURAL SCIENCES

Associate in Science Degree
with emphasis in one of the following
- Life Sciences
- Physical Sciences
- Pre-Engineering
- Pre-Computer Science

Program Coordinator **Michael Reese**
Office **PS 205**
Phone **455-0263**
mreese@hawaii.edu

Program Counselor **Heather Takamatsu**
Office **PS 203**
Phone **455-0443**
haihara@hawaii.edu

The AS-NS Degree offers pathways for STEM (Science, Technology, Engineering, and Science) students planning to transfer to baccalaureate degree programs and is designed to fulfill the first two-year requirements for baccalaureate degrees in the sciences. See list of possible majors in the Transfer section, page 133 . There are four pathways:

Life Sciences // Physical Sciences // Pre-Engineering // Pre-Computer Science

Degree Requirements

The Associate of Science Degree (AS - Natural Science) is awarded to students who complete the following:
1. 60 credits, all in courses numbered 100 and above.
2. General education and Concentration requirements, as indicated below.
3. 12 credits of the requirements earned at Leeward CC.
4. One Hawaiian, Asian, Pacific (HAP) course.
5. Cumulative grade point average of 2.0 or better for all courses used to meet the degree requirements.

NOTES

Planning on transferring to UH Manoa? Consider taking Writing Intensive (WI) courses at Leeward CC.

Important note: Appropriate course substitutions may be made with the prior written approval of both the appropriate Division Chair and Dean.

Upon graduation, students will be able to:

- Analyze effectively
- Communicate scientific ideas and principles clearly and effectively
- Evaluate the aims and methods of science
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues
- Analyze and apply fundamental concepts and techniques in their chosen field of study, such as biology, chemistry, geology, engineering, etc.
- Use computer technology to analyze and present experimental results

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

NATURAL SCIENCES

Life Sciences

General Education Requirements

Foundation Requirements

Written Communication (FW) 3

ENG 100 Composition I (3)
or ENG 100E/ESL 100 Composition I (3)

Symbolic Reasoning (FS) 4

Math 205 Calculus I (4)
(Math 215 is an option for Life Science students only)

Global Multicultural Perspectives 6

Select 1 course from 2 different groups
Group A: ANTH 151, ART 175, HIST 151
Group B: ANTH 152, ART 176, HIST 152
Group C: GEOG 151, MUS 107, REL 150

Total Foundation Credits 13

Diversification Requirements

Diversification Social Sciences (DS) 3

Select 1 course from list below
AMST 211, 212
ANTH 150, 200, 210,
ECON 120*, 130*, 131* *(*recommended for Pre-Engineering)*
GEOG 102
IS 221
PACS 108
POLS 110, 120, 130, 180
PSY 100, 180, 202, 240, 260
SOC 100, 214, 218, 231, 250, 251
WS 151, 290
or other DS

Diversification Arts/Humanities/Literatures (DA, DH, DL) 3

Select 1 course from list below

Diversification Arts (DA)
(Mainly Theory)
ART 101, THEA 101 (*formerly Drama 101)*,
MUS 108, 253, 281, 282, 283, 284
(Mainly Practice)
ART104, 104D, 105B, 105C, 106, 107, 107D, 112, 113, 113D, 114, 115, 123, 202, 213, 243, 244
DNCE 121, 131, 132, 160, 180
MUS 103, 104, 112, 113, 114, 121, 122, 180, 201, 221, 222, 232
SP 251* *(* option for Pre-Engineering only)*
THEA 221, 222, 240, 260 (*formerly Drama 101, 221, 222, 240, and 260)*

Diversification Humanities (DH)
AMST 201, 202
ART 171, 172, 180
ASAN 203 *(formerly ASAN 120)*, 204 *(formerly ASAN 121)*
GEOG 122
HWST 107 *(recommended)*
HIST 231, 232, 241, 242, 260, 281, 282, 284
IS 250H
LING 102
MUS 106, 265, 266
PHIL 100, 101, 102, 200, 201, 211, 212, 213
REL 151, 200, 201, 202, 203, 204, 205, 207, 210

Diversification Literature (DL)
EALL 271, 272
ENG 250, 251, 252, 253, 254, 255, 256, 257H, 257N
HUM 262, HWST 261 *(formerly HUM 261)*

or other DA/DH/DL

Diversification Natural Sciences (DB/DP/DY) 4-7

Diversification Biological (DB) 3
Not required for Engineering track, but BIOL 101, 171, MICR 130 or ZOOL 101 suggested for CEE.
BIOL 171 required for Life Science track.
ANTH 215
BIOL 100, 101 *(formerly SCI 121)*, 124 *(formerly SCI 124)*, 130, 171, 172, 200, 201, 265, 275
BOT 101, 130
FSHN 185 *(formerly FSHN 285)*
HORT 110
MICR 130
PBT 141, 200, 264
SCI 107
ZOOL 101, 200, 240, 241

or other DB

Diversification Physical (DP) 3

CHEM 161
(CHEM 161B for 4 credits fulfills both DP and DY)

Diversification Laboratory (DY) 1

CHEM 161L

Total Diversification Credits 10-13

Total Gen Ed Credits 23-26

Concentration Requirements

Life Sciences: 18-19 credits

Course Alpha	Course Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
BIOL 171L	Introduction to Biology I Lab	1
BIOL 172	Introduction to Biology II	3
BIOL 172L	Introduction to Biology II Lab	1
CHEM 272	Organic Chemistry I	3
CHEM 272L	Organic Chemistry I Lab	2
BIOL 265/265L or BIOL 275/275L	Ecology & Evolutionary Biology (w/ Lab) (4) or Cell & Molecular Biology (w/Lab) (5)	4-5
	Total Concentration Credits	18-19

Natural Science Electives

Select classes required for your program which are not chosen above.

BIOC 241, 251
BIOL 171, 171L, 172, 172L, 265, 265L, 275, 275L
BOT 101, 101L, 130
CE 270, 271
CHEM 162L, 272, 272L, 273, 273L
EE 150, 211, 213, 260
GG 101, 101L, 103
HORT 110
ICS 101
MATH 206, 206L, 231, 232
ME 213
MICR 130, 140
OCN 101, 201, 201L
PBT 100, 141, 200, 200L, 264, 275
PHRM 203
PHYS 151, 151L, 152, 152L, *(Life Science students only)*
PHYS 170, 170L, 272, 272L, 274
ZOOL 200, 240, 241
or other STEM course as appropriate with approval

Hawaiian Asian Pacific (HAP)

1 course required

Optional Electives

Life Science, Physical Science, and Pre-Computer Science students may take up to 6 credits of sequential Hawaiian or Second Language (HSL) courses.

NATURAL SCIENCES

Physical Sciences

General Education Requirements

Foundation Requirements

Written Communication (FW) 3

ENG 100 Composition I (3)
or ENG 100E/ESL 100 Composition I (3)

Symbolic Reasoning (FS) 4

Math 205 Calculus I (4)
(Math 215 is an option for Life Science students only)

Global Multicultural Perspectives 6

Select 1 course from 2 different groups
Group A: ANTH 151, ART 175, HIST 151
Group B: ANTH 152, ART 176, HIST 152
Group C: GEOG 151, MUS 107, REL 150

Total Foundation Credits 13

Diversification Requirements

Diversification Social Sciences (DS) 3

Select 1 course from list below
AMST 211, 212
ANTH 150, 200, 210,
ECON 120*, 130*, 131* *(*recommended for Pre-Engineering)*
GEOG 102
IS 221
PACS 108
POLS 110, 120, 130, 180
PSY 100, 180, 202, 240, 260
SOC 100, 214, 218, 231, 250, 251
WS 151, 290
or other DS

Diversification Arts/Humanities/Literatures (DA, DH, DL) 3

Select 1 course from list below

Diversification Arts (DA)
(Mainly Theory)
ART 101, THEA 101 (*formerly Drama 101)*,
MUS 108, 253, 281, 282, 283, 284
(Mainly Practice)
ART104, 104D, 105B, 105C, 106, 107, 107D, 112, 113, 113D, 114, 115, 123, 202, 213, 243, 244
DNCE 121, 131, 132, 160, 180
MUS 103, 104, 112, 113, 114, 121, 122, 180, 201, 221, 222, 232
SP 251* *(* option for Pre-Engineering only)*
THEA 221, 222, 240, 260 (*formerly Drama 101, 221, 222, 240, and 260)*

Diversification Humanities (DH)
AMST 201, 202
ART 171, 172, 180
ASAN 203 *(formerly ASAN 120)*, 204 *(formerly ASAN 121)*
GEOG 122
HWST 107 *(recommended)*
HIST 231, 232, 241, 242, 260, 281, 282, 284
IS 250H
LING 102
MUS 106, 265, 266
PHIL 100, 101, 102, 200, 201, 211, 212, 213
REL 151, 200, 201, 202, 203, 204, 205, 207, 210

Diversification Literature (DL)
EALL 271, 272
ENG 250, 251, 252, 253, 254, 255, 256, 257H, 257N
HUM 262, HWST 261 *(formerly HUM 261)*

or other DA/DH/DL

Diversification Natural Sciences (DB/DP/DY) 4-7

Diversification Biological (DB) 3
Not required for Engineering track, but BIOL 101, 171, MICR 130 or ZOOL 101 suggested for CEE.
BIOL 171 required for Life Science track.
ANTH 215
BIOL 100, 101 *(formerly SCI 121)*, 124 *(formerly SCI 124)*, 130, 171, 172, 200, 201, 265, 275
BOT 101, 130
FSHN 185 *(formerly FSHN 285)*
HORT 110
MICR 130
PBT 141, 200, 264
SCI 107
ZOOL 101, 200, 240, 241

or other DB

Diversification Physical (DP) 3
CHEM 161
(CHEM 161B for 4 credits fulfills both DP and DY)

Diversification Laboratory (DY) 1
CHEM 161L

Total Diversification Credits 10-13

Total Gen Ed Credits 23-26

Concentration Requirements

Physical Sciences: 20-25 credits

Course Alpha	Course Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
MATH 206	Calculus II	4
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1
PHYS 274 or GG 101/101L or CHEM 272/272L	General Physics III (3) or Intro to Geology (w/Lab)(4) or Organic Chemistry I/Organic Chemistry I Lab (5)	3-5
	Total Concentration Credits	20-25

Natural Science Electives

Select classes required for your program which are not chosen above.

BIOC 241, 251
BIOL 171, 171L, 172, 172L, 265, 265L, 275, 275L
BOT 101, 101L, 130
CE 270, 271
CHEM 162L, 272, 272L, 273, 273L
EE 150, 211, 213, 260
GG 101, 101L, 103
HORT 110
ICS 101
MATH 206, 206L, 231, 232
ME 213
MICR 130, 140
OCN 101, 201, 201L
PBT 100, 141, 200, 200L, 264, 275
PHRM 203
PHYS 151, 151L, 152, 152L, *(Life Science students only)*
PHYS 170, 170L, 272, 272L, 274
ZOOL 200, 240, 241
or other STEM course as appropriate with approval

Hawaiian Asian Pacific (HAP)

1 course required

Optional Electives

Life Science, Physical Science, and Pre-Computer Science students may take up to 6 credits of sequential Hawaiian or Second Language (HSL) courses.

NATURAL SCIENCES

Pre-Engineering

General Education Requirements

Foundation Requirements

Written Communication (FW) 3

ENG 100 Composition I (3)
or ENG 100E/ESL 100 Composition I (3)

Symbolic Reasoning (FS) 4

Math 205 Calculus I (4)
(Math 215 is an option for Life Science students only)

Global Multicultural Perspectives 6

Select 1 course from 2 different groups
Group A: ANTH 151, ART 175, HIST 151
Group B: ANTH 152, ART 176, HIST 152
Group C: GEOG 151, MUS 107, REL 150

Total Foundation Credits 13

Diversification Requirements

Diversification Social Sciences (DS) 3

Select 1 course from list below
AMST 211, 212
ANTH 150, 200, 210,
ECON 120*, 130*, 131* *(*recommended for Pre-Engineering)*
GEOG 102
IS 221
PACS 108
POLS 110, 120, 130, 180
PSY 100, 180, 202, 240, 260
SOC 100, 214, 218, 231, 250, 251
WS 151, 290
or other DS

Diversification Arts/Humanities/Literatures (DA, DH, DL) 3

Select 1 course from list below

Diversification Arts (DA)
(Mainly Theory)
ART 101, THEA 101 (*formerly Drama 101)*,
MUS 108, 253, 281, 282, 283, 284
(Mainly Practice)
ART104, 104D, 105B, 105C, 106, 107, 107D, 112, 113, 113D, 114, 115, 123, 202, 213, 243, 244
DNCE 121, 131, 132, 160, 180
MUS 103, 104, 112, 113, 114, 121, 122, 180, 201, 221, 222, 232
SP 251* *(* option for Pre-Engineering only)*
THEA 221, 222, 240, 260 (*formerly Drama 101, 221, 222, 240, and 260)*

Diversification Humanities (DH)
AMST 201, 202
ART 171, 172, 180
ASAN 203 *(formerly ASAN 120)*, 204 *(formerly ASAN 121)*
GEOG 122
HWST 107 *(recommended)*
HIST 231, 232, 241, 242, 260, 281, 282, 284
IS 250H
LING 102
MUS 106, 265, 266
PHIL 100, 101, 102, 200, 201, 211, 212, 213
REL 151, 200, 201, 202, 203, 204, 205, 207, 210

Diversification Literature (DL)
EALL 271, 272
ENG 250, 251, 252, 253, 254, 255, 256, 257H, 257N
HUM 262, HWST 261 *(formerly HUM 261)*

or other DA/DH/DL

Diversification Natural Sciences (DB/DP/DY) 4-7

Diversification Biological (DB) 3
Not required for Engineering track, but BIOL 101, 171, MICR 130 or ZOOL 101 suggested for CEE.
BIOL 171 required for Life Science track.
ANTH 215
BIOL 100, 101 *(formerly SCI 121)*, 124 *(formerly SCI 124)*, 130, 171, 172, 200, 201, 265, 275
BOT 101, 130
FSHN 185 *(formerly FSHN 285)*
HORT 110
MICR 130
PBT 141, 200, 264
SCI 107
ZOOL 101, 200, 240, 241

or other DB

Diversification Physical (DP) 3

CHEM 161
(CHEM 161B for 4 credits fulfills both DP and DY)

Diversification Laboratory (DY) 1

CHEM 161L

Total Diversification Credits 10-13

Total Gen Ed Credits 23-26

Concentration Requirements

Pre-Engineering: 28-29 credits

Course Alpha	Course Title	Credits
CHEM 162	General Chemistry II	3
EE 150	Intro to Computer Programming Methods	3
MATH 206	Calculus II	4
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1
MATH 231	Calculus III	3
MATH 232	Calculus IV	3
CE 270 or EE 211	Applied Mechanics I (3) or Basic Circuit Analysis (4)	3-4
	Total Concentration Credits	28-29

Natural Science Electives

Select classes required for your program which are not chosen above.

BIOC 241, 251
BIOL 171, 171L, 172, 172L, 265, 265L, 275, 275L
BOT 101, 101L, 130
CE 270, 271
CHEM 162L, 272, 272L, 273, 273L
EE 150, 211, 213, 260
GG 101, 101L, 103
HORT 110
ICS 101
MATH 206, 206L, 231, 232
ME 213
MICR 130, 140
OCN 101, 201, 201L
PBT 100, 141, 200, 200L, 264, 275
PHRM 203
PHYS 151, 151L, 152, 152L, *(Life Science students only)*
PHYS 170, 170L, 272, 272L, 274
ZOOL 200, 240, 241
or other STEM course as appropriate with approval

Hawaiian Asian Pacific (HAP)

1 course required

Optional Electives

Life Science, Physical Science, and Pre-Computer Science students may take up to 6 credits of sequential Hawaiian or Second Language (HSL) courses.

NATURAL SCIENCES

Pre-Computer Science

General Education Requirements

Foundation Requirements

Written Communication (FW) 3

ENG 100 Composition I (3)
or ENG 100E/ESL 100 Composition I (3)

Symbolic Reasoning (FS) 4

Math 205 Calculus I (4)
(Math 215 is an option for Life Science students only)

Global Multicultural Perspectives 6

Select 1 course from 2 different groups
Group A: ANTH 151, ART 175, HIST 151
Group B: ANTH 152, ART 176, HIST 152
Group C: GEOG 151, MUS 107, REL 150

Total Foundation Credits 13

Diversification Requirements

Diversification Social Sciences (DS) 3

Select 1 course from list below
AMST 211, 212
ANTH 150, 200, 210,
ECON 120*, 130*, 131* *(*recommended for Pre-Engineering)*
GEOG 102
IS 221
PACS 108
POLS 110, 120, 130, 180
PSY 100, 180, 202, 240, 260
SOC 100, 214, 218, 231, 250, 251
WS 151, 290
or other DS

Diversification Arts/Humanities/Literatures (DA, DH, DL) 3

Select 1 course from list below

Diversification Arts (DA)
(Mainly Theory)
ART 101, THEA 101 (*formerly Drama 101)*,
MUS 108, 253, 281, 282, 283, 284
(Mainly Practice)
ART104, 104D, 105B, 105C, 106, 107, 107D, 112, 113, 113D, 114, 115, 123, 202, 213, 243, 244
DNCE 121, 131, 132, 160, 180
MUS 103, 104, 112, 113, 114, 121, 122, 180, 201, 221, 222, 232
SP 251* *(* option for Pre-Engineering only)*
THEA 221, 222, 240, 260 (*formerly Drama 101, 221, 222, 240, and 260)*

Diversification Humanities (DH)
AMST 201, 202
ART 171, 172, 180
ASAN 203 *(formerly ASAN 120)*, 204 *(formerly ASAN 121)*
GEOG 122
HWST 107 *(recommended)*
HIST 231, 232, 241, 242, 260, 281, 282, 284
IS 250H
LING 102
MUS 106, 265, 266
PHIL 100, 101, 102, 200, 201, 211, 212, 213
REL 151, 200, 201, 202, 203, 204, 205, 207, 210

Diversification Literature (DL)
EALL 271, 272
ENG 250, 251, 252, 253, 254, 255, 256, 257H, 257N
HUM 262, HWST 261 *(formerly HUM 261)*

or other DA/DH/DL

Diversification Natural Sciences (DB/DP/DY) 4-7

Diversification Biological (DB) 3
Not required for Engineering track, but BIOL 101, 171, MICR 130 or ZOOL 101 suggested for CEE.
BIOL 171 required for Life Science track.
ANTH 215
BIOL 100, 101 *(formerly SCI 121)*, 124 *(formerly SCI 124)*, 130, 171, 172, 200, 201, 265, 275
BOT 101, 130
FSHN 185 *(formerly FSHN 285)*
HORT 110
MICR 130
PBT 141, 200, 264
SCI 107
ZOOL 101, 200, 240, 241

or other DB

Diversification Physical (DP) 3
CHEM 161
(CHEM 161B for 4 credits fulfills both DP and DY)

Diversification Laboratory (DY) 1
CHEM 161L

Total Diversification Credits 10-13

Total Gen Ed Credits 23-26

Concentration Requirements

Pre-Computer Science: 31-32 credits

Course Alpha	Course Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
MATH 206	Calculus II	4
ICS 111	Introduction to Computer Science	3
ICS 141	Discrete Math for Computer Science	3
ICS 211	Introduction to Computer Science II	3
ICS 212	Program Structure	3
ICS 241	Discrete Math for Computer Science II	3
PHYS 151/151L	College Physics (w/Lab) (4)	4-5
or	or	
PHYS 170/170L	General Physics I (w/Lab)(5)	
PHYS 152	College Physics II	3
PHYS 152L	College Physics II Lab	1
	Total Concentration Credits	31-32

Natural Science Electives

Select classes required for your program which are not chosen above.

BIOC 241, 251
BIOL 171, 171L, 172, 172L, 265, 265L, 275, 275L
BOT 101, 101L, 130
CE 270, 271
CHEM 162L, 272, 272L, 273, 273L
EE 150, 211, 213, 260
GG 101, 101L, 103
HORT 110
ICS 101
MATH 206, 206L, 231, 232
ME 213
MICR 130, 140
OCN 101, 201, 201L
PBT 100, 141, 200, 200L, 264, 275
PHRM 203
PHYS 151, 151L, 152, 152L, *(Life Science students only)*
PHYS 170, 170L, 272, 272L, 274
ZOOL 200, 240, 241
or other STEM course as appropriate with approval

Hawaiian Asian Pacific (HAP)

1 course required

Optional Electives

Life Science, Physical Science, and Pre-Computer Science students may take up to 6 credits of sequential Hawaiian or Second Language (HSL) courses.

ASSOCIATE IN SCIENCE IN
NATURAL
SCIENCE

PLANT BIOLOGY AND TROPICAL AGRICULTURE

Associate in Science Degree
Academic Subject Certificate
  Plant Biology and Tropical Agriculture
Certificate of Achievement
Certificate of Competence

Program Coordinator **Dr. Kabi Neupane**
Office **MS 107**
Phone **455-0418**
kabi@hawaii.edu

Program Counselor **Amy Amper**
Office **GT 113**
Phone **455-0221**
amyamper@hawaii.edu

Plant Biology and Tropical Agriculture Associate in Science program will prepare students for various careers in agriculture through hands-on practices and classroom instructions. The subjects included plants, soils, crop production, pest management, business principles, food, agriculture and the environment.

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

PLANT BIOLOGY AND TROPICAL AGRICULTURE

Associate in Science Degree
Plant Biology and Tropical Agriculture
64 Credits

General Education Requirements

Course	Credits
Written Communication	3
ENG 100 Composition I or ENG 100E Composition I or any FW designated courses numbered 100 or above	
Symbolic Reasoning	3
Select one of the following MATH 100 Survey of Math (3) MATH 103 College Algebra (3) or any higher FS designated course	
Global Multicultural Perspectives	6
Select 1 course from 2 different groups: Group A: ANTH 151, ART 175, HIST 151 *(suggested)* Group B: ART 176, BUSN 277, GEOG 102, HIST 152, ANTH 152 Group C: GEOG 151, MUS 107, REL 150, THEA 101	
Diversification Social Sciences	3
Select 1 Diversification Social Sciences course *See Counselor for list.* SOC 151 Introduction to the Sociology of Food (DS) suggested or other DS courses.	
Diversification Arts, Humanities, and Literature (DA/DH/DL)	3
Select 1 DA/DH/DL course. *See Counselor for list.* HWST 107 Hawai'i: Center of the Pacific (DH) suggested and/or other DA/DH/DL courses.	
Diversification Natural Sciences (DB/DP/DY)	8
Diversification Biological (DB+DY) 4 credits BOT 101+L General Botany (4) or BIOL 101 Biology (4) *for non-majors* or BIOL 171+L Introduction to Biology (4)	
Diversification Physical (DP+DY) 4 credits CHEM 151B Elementary Survey of Chemistry (4) or CHEM 161B General Chemistry (4)	
Total Gen Ed Credits	26

Concentration Requirements

Course Alpha	Course Title	Credits
BOT 130 or HORT 110	Plants in Hawaiian Environment (4) Hawai'i Horticulture & Nutrition (4)	4
AG 112	Introduction to Organic Agriculture	4
PBT 100	Orientation to Hawai'i's Agriculture Industry	1
PBT 122	Soil Technology	3
PBT 141	Integrated Pest Management	3
PBT 200+200L	Introduction to Plant Science + Lab	4
PBT 264	Introduction to Horticulture and Plant Propagation	3
PBT 290V	PBT Internship	1-4
	Total Concentration Credits	23-25

Electives (6 credits required)

Course Alpha	Course Title	Credits
PBT 250	Tropical Landscape	3
PBT 269	Ornamental Plant Materials	3
PBT 275	Introduction to Crop Improvement	4

Additional Requirements

Course Alpha	Course Title	Credits
ICS 101 or BUS 101	Digital Tools for the Information World (3) Business Computer Systems (3)	3
GEOG 101 or PBT 210	Natural Environment (DP)(3) Introduction to Environmental Science (3)	3
MGT 135 or MGT 125 or BUSN 164	Agriculture Entrepreneurship in Hawai'i (3) Starting a New Business (3) Career Success (3)	3
	Additional Requirements Credits	9
	Total Degree Credits	64

Associate in Science in Plant Biology and Tropical Agriculture Program Learning Outcomes

Upon successful completion of this program, students will be able to:

Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.

Identify and analyze the biotic and abiotic factors that affect agricultural production and manage these factors at the local, state, national, and global level.

Understand and apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.

Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.

Demonstrate the fundamental knowledge of the contemporary issues involving food, agriculture and the environment.

PLANT BIOLOGY AND TROPICAL AGRICULTURE

Academic Subject Certificate
Plant Biology and Tropical Agriculture

27-30 Credits

The ASC in Plant Biology and Tropical Agriculture is designed to provide plant science and laboratory knowledge and skills to facilitate employment or further education in agricultural businesses.

Program Coordinator **Dr. Kabi Neupane**
Office **MS 107**
Phone **455-0418**
kabi@hawaii.edu

Requirements

Course Alpha	Course Title	Credits
PBT 200	Introduction to Plant Science	3
PBT 200L	Introduction to Plant Science lab	1
PBT 100	Orientation to Hawaii's Agriculture Industry	1
PBT 264	Introduction to Horticulture and Plant Propagation	3
PBT 141	Integrated Pest Management	3
PBT 275	Introduction to Crop Improvement	4
PBT 290V	Plant Biology & Tropical Agriculture Internship	1-4
BIOL 101 or	Biology for Non-majors (4)	4
BIOL 171 and BIOL 171L or	Introduction to Biology (3) and Introduction to Biology Lab (1)	
BOT 101 and BOT 101L	General Botany (3) General Botany Lab (1)	
CHEM 151B or CHEM 161B	Elementary Survey of Chemistry Elementary Survey of Chemistry (4)	4
ICS 101 or BUS 101	Digital Tools for the Information World (3) or Business Computer Systems (3)	3
	Total Credits	27-30

Academic Subject Certificate in Plant Biology and Tropical Agriculture Student Learning Outcomes

After successful completion of this program, students will be able to:

- Perform general plant cultivation in the field and greenhouse including propagation, hybridization, watering, fertilizing, and pest control.
- Apply technology and management skills to develop bioprocessing agribusiness.
- Follow standard ethics and regulations of agriculture and life science technicians.
- Perform standard plant science and micropropagation laboratory techniques.

PLANT BIOLOGY AND TROPICAL AGRICULTURE

Certificate of Achievement
Plant Biology and Tropical Agriculture
34–37 Credits

Requirements

Course Alpha	Course Title	Credits
HIST 151	World History I or other FG courses	3
SOC 151	Introduction to the Sociology of Food (suggested) or other DS courses	3
HWST 107	Hawai'i: Center of the Pacific (DH) (suggested) and/or other DA/DH/DL courses	3
MGT 135 or MGT 125 or BUSN 164	Agriculture Entrepreneurship in Hawai'i (3) Starting a New Business (3) Career Success (3)	3
BOT 130 or HORT 110	Plants in Hawaiian Environment (4) Hawai'i Horticulture & Nutrition (4)	4
AG 112 or PBT 200+200L	Introduction to Organic Agriculture (4) Introduction to Plant Science + Lab (4)	4
PBT 100	Orientation to Hawai'i's Agriculture Industry	1
PBT 122	Soil Technology	3
PBT 141	Integrated Pest Management	3
PBT 264	Introduction to Horticulture and Plant Propagation	3
PBT 290V	PBT Internship	1-3
PBT Electives (select from the following list)		3-4
PBT 250 Tropical Landscaping (3) PBT 269 Ornamental Plant Materials (3) PBT 275 Introduction to Crop Improvement (4)		
	Total Credits	34-37

Certificate of Achievement in Plant Biology and Tropical Agriculture Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

Identify and analyze the biotic and abiotic factors that affect agricultural production and manage these factors at the local, state, national, and global level.

Understand and apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.

Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.

Demonstrate the fundamental knowledge of the contemporary issues involving food, agriculture and the environment.

Certificate of Competence
Plant Biology and Tropical Agriculture
14 Credits

Requirements

Course Alpha	Course Title	Credits
BOT 130 or HORT 110 or AG 112 or PBT 200+200L	Plants in Hawaiian Environment(4) Hawai'i Horticulture & Nutrition(4) Intro. to Organic Agriculture (4) Intro. to Plant Science + Lab (4)	4
PBT 100	Orientation to Hawai'i's Agriculture Industry	1
PBT 122	Soil Technology	3
PBT 141	Integrated Pest Management	3
SOC 151	Intro to Sociology of Food, or other DS course	3
	Total Elective Credits	14

Certificate of Competence in Plant Biology and Tropical Agriculture Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

Understand and apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.

Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.

Demonstrate the fundamental knowledge of the contemporary issues involving food, agriculture and the environment.

TELEVISION PRODUCTION

Associate in Science Degree
Certificate of Achievement
Certificate of Competence

Program Coordinator **Robert Hochstein**
Office **GT 107**
Phone **455-0259**
hochstein@aol.com

CTE Counselor **Ann Dorado**
Office **GT 111**
Phone **455-0652**
adorado@hawaii.edu

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 Competence is 18 credits. The Certificate of Achievement is 39 credits. The Associate in Science degree is 63 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 ENG 100 or higher are required courses for the Certificate of Achievement and the Associate of 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.

2 Year Plan for Degree Completion

Suggested Sequence for 2 year plan

First Semester 18 credits
- ENG 100 or higher
- Math 100 or higher
- 100 level or higher in Natural Sciences
- 100 level or higher in Social Sciences
- 100 level or higher in Arts & Humanities
- TVPR 211

Second Semester 15 credits
- TVPR 101
- TVPR 126
- TVPR 136
- TVPR 142
- TVPR 151

At this point, completes Certificate of Competence

Third Semester
- TVPR 251
- TVPR 121
- TVPR 226
- TVPR 227
- TVPR 210

At this point, completes Certificate of Achievement

Fourth Semester
- TVPR 276
- TVPR 292
- TVPR 294
- TVPR 291
- TVPR 293C

At this point, completes Associate in Science Degree

Be sure to work with your counselor and TV Pro faculty in advance!

IMPORTANT

AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements.

To graduate with a degree from a Leeward Community College, a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward.

TELEVISION PRODUCTION

Associate in Science Degree
Television Production
63 Credits

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

Core Requirements

Course Alpha	Course Title	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 211	Film & Video Storytelling & Scriptwriting	3
TVPR 251	Applied Film & Video Editing & Postproduction Audio	3
TVPR 121	Film & TV Graphics	3
TVPR 226	Applied Digital Camera Operation & Lighting	3
TVPR 227	Advanced Film & Video Storytelling and Scriptwriting	3
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	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 & Practicum	3
Math 100 or higher		3
English 100 or higher		3
	Core Credits	54

General Education Electives

Course Alpha	Course Title	Credits
For a total of 3 courses and 9 credits, complete one course (numbered 100 or above) for 3 credits from the following areas. May be completed prior to entry into the TVPRO program.		
	Arts and Humanities	3
	Natural Sciences	3
	Social Sciences	3
	Gen Ed Credits	9
	Total Degree Credits	63

Associate in Science in TV Production
Program Outcomes

In addition to acquiring the competencies required for Associate in Science degrees, upon successful completion of this program graduates will be able to:

- Demonstrate the ability to work as an individual as well as an effective team member.
- Consistently demonstrate professional qualities demanded by the business.
- Understand and be able to create concepts, treatments, storyboards, scripts, budgets, and be able to "pitch" these preproduction tools in a professional manner.
- Demonstrate knowledge of and be able to use modern digital video studio cameras and digital camcorders and camera mounting equipment as required by the industry.
- Demonstrate an understanding of the history, theory, and aesthetics of television, film, and the moving image.
- Understand media literacy and demonstrate professional ethics as applied to the moving image.
- Demonstrate knowledge of and be able to operate current nonlinear digital editing equipment.
- Demonstrate knowledge of and be able to apply current television and film lighting techniques.
- Demonstrate knowledge of and be able to use current sound sources and audio equipment specific to sound acquisition, recording, sweetening, editing, and post-production.
- Demonstrate and apply the skills at a professional level to block and direct a multi-camera field or studio production as well as a single camera movie-style production, using proper terminology and techniques.
- Understand and apply basic video and audio engineering techniques in order to produce a professionally acceptable television signal which meets FCC requirements for broadcast.
- Create acceptable and appropriate digital graphics necessary for television production.
- Understand and apply advanced aesthetic concepts and theories to television productions in relation to use of light, color, two and three dimensional screen spaces and forces, depth, volume, visualization, motion, time and sound to achieve professional results.

TELEVISION PRODUCTION

Certificate of Achievement
Television Production

39 credits

Prerequisites: All Certificate of Competence 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 Alpha	Course Title	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 211	Film & Video Storytelling & Scriptwriting (3)	3
TVPR 251	Applied Film & Video Editing & Postproduction Audio	3
TVPR 121	Film & TV Graphics	3
TVPR 226	Applied Digital Camera Operation & Lighting	3
TVPR 227	Advanced Film & Video Storytelling and Scriptwriting	3
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	3
Math 100 or higher		3
English 100 or higher		3
	Total Credits	39

Certificate of Achievement in Television Production Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

Demonstrate the ability to work as an individual as well as an effective team member as demanded by industry.

Develop and produce concepts, treatments, storyboards, scripts, budgets, and be able to "pitch" these preproduction tools in a professional manner.

Use modern digital video studio cameras and digital camcorders and camera mounting equipment as required by industry.

Program employment data:
http://www.leeward.hawaii.edu/tvpro-ge-info

Certificate of Competence
Television Production

18 credits

Recommend Preparation: Eng 100 or higher & Math 100 or higher

Requirements

Course Alpha	Course Title	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 211	Introduction to Film & Video Storytelling & Scriptwriting	3
	Total Credits	18

Certificate of Competence in Television Production Program Learning Outcomes

Upon successful completion of this certificate, students will be able to:

Use of state-of-the-art digital video equipment for film techniques and television production.

Edit film and video productions

Describe audio and video engineering

Program employment data:
http://www.leeward.hawaii.edu/tvpro-ge-info

Go Forward!
Agree to Degree
Go Forward!
Agree to Degree
Go Forward!
to Degree

ADMISSION AND ENROLLMENT SERVICES

ADMISSION INFORMATION

TUITION AND FEES

COURSE REGISTRATION

FINANCIAL AID

TRANSFER INFORMATION

ACADEMIC INFORMATION

ADMISSIONS INFORMATION

2014–2015 Application Deadlines

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

July 15, 2014 for the Fall 2014 semester
December 1, 2014 for the Spring 2015 semester

International Students

Applications are accepted on a rolling basis through the year. It is recommended that international students apply at least 90 days prior to the start date to allow sufficient time to apply for a student visa.

Non-residents 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, pages 113–114)

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.

NOTE
In this guide the following terms are defined as:

Returning student:
Anyone who once attended Leeward CC, but has been away at least one semester.

Transfer student:
Anyone who has attended another college, outside of the UH system.

Continuing Student:
Any student enrolled at Leeward Community College in the current semester.

International student:
Any student who is admitted as a non-immigrant and requires a visa to study.

Early Admit student:
Anyone who is currently a high school junior or senior.

Senior Citizen Visitor:
Any Hawai'i resident who is at least 60 years old at the start of the semester.

Faculty/Staff:
Any fulltime University of Hawai`i employee.

STEPS FOR ADMISSION AND ENROLLMENT

1. A University of Hawai'i System Application must be completed and submitted online at http://apply.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, even in a sealed unopened envelope.);
    b. request that the transcript(s) be evaluated by completing a Transcript Evaluation Request form available at the Admissions and Records Office, online at www.leeward.hawaii.edu, 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. Applicants will be notified by mail of acceptance. 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.

4. All new students are required to attend New Student Orientation (NSO) and a mandatory counseling appointment. A NSO packet will be sent to the student's mailing address after the acceptance letter. This packet will include information on NSO sessions, placement testing, and other campus resources.

5. Upon receiving the NSO packet, the student will be granted access to the NSO web site. The student must go to the web site to sign up for a NSO session and counseling appointment.

6. Medical clearance documentation for measles, mumps, rubella and tuberculosis must be sent to the Leeward Health Center prior to registration. These clearances must be completed before the counseling appointment if the student wants to register for classes.

7. All new students are required to take placement tests in reading, writing, and math to assist them in meeting course prerequisites.

8. All new students can activate their MyUH account (UH Username) by going to myuh.hawaii.edu, selecting "Get a UH username", and answering questions. The UH username will be created within 15 minutes.

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

The University of Hawai`i utilizes MyUH, a web-based Student Information System, which allows students to view personal, registration, financial aid, grades, and course records information online. Each student has private access to their information.

NSO is mandatory for new students. NSO has two parts – NSO session and counseling appointment. The NSO session will give students an overview of campus life such as resources, Laulima training, tour of facilities, and a chance to meet faculty and current students. Students will also see live demonstrations of how to register for classes and how to use the online degree tracking tool called STAR. At the counseling appointment, students will develop an academic plan, discuss career goals, and register for their classes.

ADMISSIONS INFORMATION FOR INTERNATIONAL STUDENTS

International students are admitted to Leeward CC through the Office of International Programs. 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 and must apply for an F-1 student visa. The U.S. Department of State requires F-1 visa applicants to have a SEVIS Form I-20, which is issued by the Leeward CC Office of International Programs after the student has applied and been accepted.

Contact the Office of International Programs for international admission information, 808-455-0570, or email lccintl@hawaii.edu.

International Student Admission Requirements

1. Complete and submit a Leeward Community College International Student Application Form. Forms can be downloaded from the Leeward CC website www.leeward.hawaii.edu/ipo or obtained at the Office of International Programs. Applications are accepted on a rolling basis throughout the year. It is recommended that international students apply at least 90 days prior to the start date to allow sufficient time to apply for a student visa.

2. Transcripts or Documentation of High School Equivalency: If the last school attended was high school or equivalent, submit a copy of your diploma or certification of completion. If the last school attended was a college or university, submit a copy of your transcripts in English from each college or university attended.

3. English Requirements: International applicants may submit an official score from one of the following English Proficiency Tests: TOEFL, IELTS, ITEP, or STEP EIKEN. Students with the following test scores or higher will be eligible to enroll in College credit courses, based on placement test results:

   TOEFL: 500 PBT, 61 iBT
   IELTS: 5.5
   ITEP: 4
   STEP EIKEN: 2A

   Students with scores below those listed will enroll in the English Language Institute (ELI) intensive English program. Upon successful completion of the ELI advanced course (Level 4) students are eligible to enroll in credit courses with no additional testing requirements.

4. Submit a copy of current passport.

5. A SEVIS I-20 form is required by the U.S. Department of State in order to apply for an F-1 student visa. The SEVIS I-20 is issued by the Office of International Programs after the student has applied and been accepted to Leeward CC.

6. Credit Transfer: For non-immigrant applicants requesting credit transfer from a foreign or U.S. College or University, original transcripts should be sent directly to the Leeward CC Admissions & Records Office.

International Student Health Requirements

1. In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis, measles, mumps and rubella.All students must have a skin TB test performed within the United States. Upon arrival on campus, TB skin tests can be taken at the Campus Health Center. If skin test is positive, a follow up x-ray is required.

2. Two doses of the measles vaccine are required with at least one does of the two being an MMR vaccine. All students must complete this requirement by the first day of class. MMR immunizations can be completed at the Campus Health Center or in the student's home country prior to arrival, with proper documentation.

3. Health Insurance Required:
   Before being permitted to enroll at Leeward CC, all 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.

Other Policies for International Students

International applicants must comply with all regulations of the U.S. Department of Homeland Security as well as with applicable policy of Board of Regents of the University of Hawai'i and the policies of the Leeward Community College.

RESIDENCY REGULATIONS FOR TUITION PURPOSES

(The residency rules and regulations may be subject to change.)

Students who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to registration. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the college until he/she can present clear and convincing evidence to the residency officer that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

Definition of Hawai'i Residency

A student is deemed a resident of the State of Hawai'i for **tuition purposes** if the student (19* or older) or the student (under 19*) and his or her parents or legal guardian have:

1. **Demonstrated intent** to permanently reside in Hawai'i (see below for evidences);
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 evidence apply:

1. Filing Hawai'i resident personal income tax return.
2. Voting/registering to vote in the State of Hawai'i.

*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday. Therefore, the applicant must claim a portion of the required 12 months on the basis of his/her parent or legal guardian.

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

Other legal factors involved in making a residency determination include:

A. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.

B. Residency in Hawai'i and residency in another place cannot be held simultaneously.

C. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. **A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai'i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.**

D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.

E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai'i is claimed and maintained as the person's legal residence.

More **Residency Regulations for Tuition Purposes** on following page (page 114)

RESIDENCY REGULATIONS FOR TUITION PURPOSES

Board of Regents Exemptions

1. **Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:**
   A. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai‘i on active duty.
   B. Members of the Hawai‘i National Guard and Hawai‘i-based Reserves.
   C. Full-time employees of the University of Hawai‘i and their spouses and legal dependents (as defined under Internal Revenue Service rules).
   D. East-West Center student grantees pursuing baccalaureate or advanced degrees
   E. Hawaiians, descendents of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
2. **Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At the time of publication, these included the following:**

   American Samoa, Commonwealth of the Northern Marianas, Cook Islands, Federated States of Micronesia, Futuna, Kiribati, Nauru, Niue, New Caledonia, Republic of Palau, Republic of the Marshall Islands, Solomon Islands , Tokelau, Tonga, Tuvalu, Vanuatu, Wallis

   This list is subject to change. For a current list, please contact the Admissions Office or visit www.hawaii.edu/academics/admissions/

Misrepresentation

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

Appeal Process

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal. Appeals are heard by the Committee on Resident Status only after the non-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. Check with the Admissions and Records Office, room AD 220, for details and deadline information.

International applicants (F1 Student Visas)

International applicants must comply with all regulations of the U.S. Department of Homeland Security as well as the applicable policy of the Board of Regents of the University of Hawai'i and the policies of Leeward Community College. 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 CC is authorized under Federal Law to enroll non-immigrant 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 Leeward CC 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 Leeward CC 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 simultaneously. Students who are enrolled at any campus of the UH system may enroll at Leeward CC provided they are in good academic standing. Leeward CC students can register for courses for which they are eligible at any other UHCC campus without first having to apply to that campus.

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 Leeward CC 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.

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. For information or assistance, call 455-0644.

COMPASS PLACEMENT TESTS

What are COMPASS placement tests?

COMPASS is a computer-based assessment of ability in different subjects. It helps place students in English and math courses in which they are most likely to succeed.

Do I need to take the compass tests?

YES…

If you are a new student with no college experience.

If your COMPASS scores are more than two years old and you have not enrolled in an English or math course in the UH system or at another college,

If your last math course grade of C of higher is more than two years old and you wish to take a higher level course.

NO…

If your COMPASS scores are less than two years old.

If you have completed ENG 100 or a college level math course with a grade of "C" or higher in the UH system or at another college. Counselors can help you with Prerequisite Clearances based on transcripts from other colleges.

If you have received approval from the Language Arts Division Chair for English exceptions, or from the Math/Science Division Chair for mathematics exceptions.

What should I bring?

The Placement Test letter sent to you by the College

Photo Identification

Your student ID Number

A jacket or sweater

Pencils and scratch paper will be provided. (You may use the Windows on-line calculator for the Math test.)

Where do I take the tests?

In the Learning Commons, Room 101. If you live on a Neighbor Island, you may go to the Community College on your island to take the test. Inform the monitor that you are taking the tests for Leeward CC enrollment. Students may also test at Leeward CC, Wai'anae by appointment only. Call 696-6378 for an appointment.

How long are the tests?

The tests are not timed, so you can take as much time as you need. The number of questions is automatically adjusted as you're taking the test. Right or wrong responses will result in either more or fewer questions. The length of time per test varies with each student. Give yourself enough time to do your best.

What's on the tests?

Reading: answering questions on passages.
Writing: identifying errors in grammar, punctuation, usage, and style in brief articles.
Math: solving problems in basic math, algebra, college algebra, geometry, trigonometry, and calculus.

To view sample test items, go to the placement test website at www.act.org/compass/sample/index.html

When do I get the results?

You will get the results minutes after you finish the tests. Keep your test report and bring it with you when you attend your orientation session and/or meet with a counselor.

Should I prepare for the tests?

COMPASS tests you on skills and knowledge acquired over a long period of time and you are not expected to study material that you have never learned. However, reviewing can help especially if you have not taken tests for a few years or have not studied math in a while.

How can I prepare?

Review the sample questions at:
www.act.org/compass/sample/index.html
Read the book Chart Your Success on the COMPASS TEST, available at the Library, Writing Center, Math Lab, and Test Center.
Read other books on test taking strategies.
Rest well the night before taking the tests.
Report for the tests with a positive and serious attitude.
Arrange your transportation to allow maximum time for the tests.
Participate in the Writing Center's COMPASS Brush-Up Program for the reading and/or writing portions.

How long are the scores valid?

The scores are valid for two years. You must retest if your scores are more than two years old and you have not begun to take English or math classes based on those scores.

Can I retest?

Students may retake the COMPASS Test at any time for a $25 retest fee. Students whose COMPASS scores are more than two years old may retake the test for free.

The Writing Center offers a COMPASS brush-up program for the reading and writing portions of the COMPASS test.

How will my scores affect me?

Your performance on the test is important because it may determine:

How many English and math classes you will have to take.
How much time it will take and money it will cost to earn your degree.
What classes you can take or cannot take.
How soon you can start taking classes in your major.

How do I know which tests to take?

We use your country of birth to suggest which tests might be best. If you have questions consult the Language Arts Division Chair or ESL Coordinator. If English is your native language, take the English reading and writing tests. If English is not your native language, you should take the ESL reading and writing tests. Doing so will be to your advantage.

Is special help available if I have a disability?

Yes. If you require special testing accommodations because of a physical or learning disability, please contact the Kākoʻo ʻIke (KI) Office in room LC 213 or call 455-0421, TTY 455-0532.

REGISTRATION

Registration into a course obligates you financially and academically even if you do not attend any classes or make payment by applicable deadlines. If payment in full is not received or you have not enrolled in the payment plan by the published deadline, the University of Hawai'i reserves the right to cancel your registration and place a financial hold on your student account which may deny you any further services such as future registration, request for transcripts, verification of student status request, etc.

Registration information and the listing of Course Availability are available for viewing online at the College's website. The College Catalog is available in pdf format on the website or can be purchased at the Copy Center. This information should be used in planning the program of studies. Visit the Leeward CC website at www.leeward.hawaii.edu for additional information and updates.

Continuing students registered in credit courses the preceding semester are eligible for early registration for the next semester. Early appointment information is available from the student's MyUH account. All new applicants will be assigned a date and time to register for courses only after completing all admission and related requirements.

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 may be cancelled. 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. 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.

Students who register at more than one UH campus should pay particular attention to payment and other deadlines as they may vary from campus to campus. Deadline information is available at each campus website or contact the Admissions and Records Office at the campus offering the course.

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 will be notified of acceptance by mail. Information about orientation, placement testing (reading/English and mathematics) advising, and registration will also be mailed. 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.

MyUH is the University of Hawai'i's 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.

Important information from the University administration or faculty will be sent to your MyUH Portal email address and posted in your Personal Announcements. Please check your account for information on a regular basis.

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.

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 Mumps and Rubella (MMR). Students born prior to 1957 are assumed to have acquired natural immunization and will be exempt from providing such evidence.

Evidence is either documented records of two MMR immunizations or blood titer tests proving immunity to measles, mumps and rubella.

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

2013–2014 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	Non-Resident	Non-Resident Pacific Island Jurisdiction*
Tuition	$114.00 per credit	$316.00 per credit	$171.00 per credit
Student Activities Fee	$.75 per credit (up to a maximum of $7.50)	$.75 per credit (up to a maximum of $7.50)	$.75 per credit (up to a maximum of $7.50)
Health Center Fee	$15.00	$15.00	$15.00
Board of Student Communication Fee	$5.00	$5.00	$5.00

*Pacific Island Jurisdiction includes American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands, Cook Islands, Futuna, Kiribati, Nauru, New Caledonia, Niue, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, and Wallis.

Payments

All tuition and fees should be paid in full by the appropriate deadlines. Payment can be made online by echeck or debit/credit card (MasterCard, VISA or Discover only) or in person at the Cashier's Office by cash, check, cashiers check, travelers' check, or debit card.

Students who register at more than one UH campus should pay particular attention to payment deadlines as they may vary from campus to campus. Deadline information is available at each campus website or contact the Cashier's Office at the campus offering the course.

Installment Payment Plan (IPP)

Eligible registered students who cannot pay their tuition and fees in full by the published deadline will be able to sign up for an installment payment plan. There is a $30.00 fee each semester to participate in the payment plan. This fee is non-refundable and non-transferable. A missed payment fee will be assessed for late payments and is also non-transferable and non-refundable. Please visit MyUH at myuh.hawaii.edu for the most current information regarding the Installment Payment Plan.

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, traffic fines, library fines, loans, etc.) to the satisfaction of the University of Hawai'i may be denied letters of verification or certification, registration, withdrawal, grades, transcript requests, graduation, diplomas, and other university services.

Enrollment at the University of Hawai'i signifies consent to, and acceptance of, all policies and procedures governing enrollment including financial liability. Students who fail to clear all financial obligations in a timely manner may result in their account being sent to a collection agency. Students agree to pay the University of Hawai'i all reasonable costs for collection, to include but not limited to collection agency, attorney's and court fees. The University of Hawai'i also has the ability to submit an account to garnish state income tax refunds to offset financial obligations.

Copies of the delinquent financial obligation policy and procedures are available for inspection at the Office of the Dean of Student Services and the campus business office. (Also see Policies for Financial Obligation, page 219)

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.

A $5.00 per copy fee is charged for transcript requests processed by the Admissions and Records Office within 3-5 business days. Priority transcript handling may also be requested at $15.00 per copy and will be processed within 1-3 business days. Note: Processing does not include mailing time.

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.

COMPASS Re-Test Fee
Students will be charged $25 for retaking the COMPASS tests. The fee is per session. A session may include multiple tests.

Installment Payment Plan Fee
A $30.00 fee is charged when a student signs up for the optional IPP program. This once a semester fee is nonrefundable and nontransferable.

Late Installment Payment Plan Fee
A $30.00 late fee is charged each time a payment is not made by the IPP deadlines. This fee is nonrefundable and nontransferable.

Non-resident Application Fee
Non-resident students applying to the college are required to pay a $25.00 nonfundable, nontransferable application fee each time they apply.

Degree/Certificate Fee
A $15.00 nonrefundable 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 non refundable Degree/Certificate Fee if the student wishes to participate in the commencement ceremony.

Students may apply for degrees and certificates throughout the year for recording on their transcripts and for printing on their degrees and certificates. There is only one Commencement ceremony in May.

Please check the Student Life website at www.leeward.hawaii.edu/studentlife for specific Commencement Ceremony deadlines.

Hawaiian Language Diploma Fee
Students may order an Associate in Arts, an Associate in Science, an Associate in Applied Science diploma or a Certificate of Achievement printed in English or Hawaiian. The cost is $15.00 per printed diploma, and this fee is nonrefundable.

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

Fee for Dishonored Checks
A $25.00 service charge will be assessed for all returned checks of any cause. This includes electronic checks (echecks) returned for any reason.

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 the Office of International Education, 455-0570, 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 Leeward CC Copy Center, GT 104, and is also available online at http://www.leeward.hawaii.edu/catalog in PDF format.

Non-Credit Course Fees
Students registered in non-credit courses pay fees as indicated in the announcements published by the Leeward CC Office of Continuing Education and Workforce Development or the English Language Institute.

PAYMENT PROCEDURES

Payments for tuition and fees can be made in full or in installments.

The procedures for Payment in Full are outlined below. For details on the UH Installment Payment Plan, please visit MyUH or go to http://myuhinfo.hawaii.edu/object/paymentfaq.html to view UH Installment Payment Plan FAQs.

For Payment in Full

Login to MyUH, select View Charges/Make Payment, then select “Click here to access Student Account Home Page” The payment screen will display the current amount you owe. A bill will not be mailed to you. ONLY FULL PAYMENT IS ACCEPTED. If you are receiving a tuition waiver or scholarship, check with your home campus financial aid office or the awarding department before making payment. If you add a class after your tuition is paid, any additional tuition and fees must be paid by 3:30 pm on the appropriate payment receipt deadline (see payment receipt deadlines at http://myuhinfo.hawaii.edu/page/payment.html)

Tuition and fee payments can be made by:

1. Online MyUH	Pay by echeck, debit/credit card (MasterCard, VISA, or Discover only).
2. Mail	Make checks payable to "University of Hawai‘i" and mail to: Leeward Community College Cashier's Office 96-045 Ala Ike Pearl City, HI 96782 Mail payments must be RECEIVED by the appropriate deadline. You should allow a minimum of 5 days for delivery prior to the deadline. Do not use Campus Mail. To ensure proper crediting to your account, use the Tuition Mail-In Remittance Form in the Schedule of Courses. Write your student ID number on the bottom left of the check. Improperly completed remittance forms and checks may be returned to you unprocessed and will not be posted to your account.
3. In-Person	Pay by cash, personal check, money order, cashier's check, travelers check, or debit card (no in-person credit card payment) at: Leeward Community College Cashier's Office, lower level of the Administration Building

National Service Trust/Americorp Recipients

Complete and submit your Americorp vouchers online at https://my.americorps.gov. The Financial Aid Office will certify your form. When payment is received, the Cashier's Office will post it to the student's account.

Army Reserve Tuition Subsidy

The 9th RSC has received approval for the Pacific Reserve Education Program (PREP). Take your approved Form DA2171 to the Cashier's Office at least 10 working days before the appropriate payment deadline. You are responsible for paying any remaining tuition and fees not covered by PREP. Contact your Army Reserve unit commander for more information.

National Guard Tuition Assistance

The Hawai'i National Guard Tuition Assistance Program is a reimbursement program. At the end of each semester, the National Guard will reimburse Guard members directly for tuition. Please contact your unit commanding officer for further information. Students are responsible for paying all tuition and fees by the appropriate payment deadline.

Third Party Sponsor Scholarship Recipients

If your tuition is being paid by a third party sponsoring agency (e.g. World Health Organization, East-West Center, Alu Like, Vocational Rehabilitation, armed forces branch, State of Hawai'i Department of Education, etc.), your third party payment will automatically be posted to your student account within 48 hours after you have registered. The sponsoring agency must submit the appropriate forms to each individual campus you are registering for. Your account information will be displayed on the Review My Charges/ Make an Online Payment page. You are responsible to pay the remaining tuition and/or fees by the appropriate payment receipt deadline.

If the Cashier's Office does not receive a letter of financial guarantee, purchase order or authorization letter from your sponsor at least 5 working days prior to the appropriate payment deadline, you must pay for your own tuition and fees. When the sponsor sends payment for the tuition and fees, the University will process a refund. If you have questions or want to confirm that your sponsor has met University billing requirements, please call the Cashier's Office.

If the third party sponsoring agency does not make payment for your tuition for any reason after being billed by the University, you will be responsible for paying any unpaid balances on your student account. Failure to do so will result in sanctions for outstanding financial obligations being imposed on your student account.

Loan Deferments

Submit loan deferment forms to National Student Clearinghouse at 2300 Dulles Station Blvd, Suite 300, Herndon, VA 20171 after tuition and fees are paid.

Hope Scholarship And Lifetime Learning Tax Credits

The U.S. Congress established federal tax credits for qualified college tuition and related expenses under the Taxpayer Relief Act of 1997. Information about the Hope and Lifetime Learning tax credits as well as other education related tax credits can be found at www.hawaii.edu/1098T a or by contacting your tax advisor.

All students, except non-resident aliens, who attended a University of Hawai'i campus during the 2014 calendar year and were billed for qualified tuition and related expenses from January 1 to December 31, 2014, will receive a 1098-T tax form electronically. This form will reflect amounts billed (not paid) for qualified tuition and related expenses and amounts paid for scholarship and grants during the 2014 calendar year.

The 1098T form will be available no later than January 31, 2015, as required by the Internal Revenue Service (IRS). This important tax document must have your current Permanent Address. Please update your Permanent Address on file at the Admissions and Records Office by either one of the following methods:

- By mail: Send a letter of the permanent address to Admissions and Records Office, 96-045 Ala Ike, AD-220, Pearl City, HI 96782
- In person: Request to fill out the "Student Data Change Form."

Note: You must provide your Social Security Number to the University. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers or Individual Taxpayer Identification Numbers (ITINs) to report qualified tuition and related expenses billed to students and scholarship and grant payments made to students to the IRS each year. All student information is protected under the Family Educational Rights and Privacy Act (FERPA).

REFUND POLICY

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. Students completely withdrawing from their home campus must submit the Complete Withdrawal form at the Admissions & Records Office. Separate refund schedules have been developed based on the way the course is offered.

Tuition and Fees Refund
Regular 16-Week Courses

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

100%
tuition refund for complete withdrawal if made on or before the last day of late registration. All related fees will be refunded.

100%
tuition refund for change of status (partial withdrawal) or change in tuition rate if made on or before the last day of late registration. Student fees are refunded if changes are made before the first day of instruction.

50%
tuition refund for complete withdrawal, change in status or change in tuition rates if made after the late registration period but on or before the end of the third week of instruction. No related fees will be refunded.

0%
refund if complete withdrawal, change in status or change in tuition rate is made beginning of the fourth week of instruction.

Student Fees Refunds
100% refund of Student Activities, Health Center and Board of Student Communication fees if a complete withdrawal is made on or before the last day of late registration. Only Student Activities fees will be refunded if partial withdrawal or exchange in registration is made before the first day of instruction. No fees will be refunded if a complete withdrawal or change in status is made after the last registration period.

Payment of Refund
Students should receive a refund within four weeks following the end of the 50% refund period (beginning of the fourth week of instruction.)

Special Courses Refund

Part-of-Term Courses
Part-of-Term (modular or accelerated 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 part-of-term courses, visit http://www.leeward.hawaii.edu/part-of-term

Summer Session
Refunds for Summer Session courses are determined by the elapsed instructional time as a percentage of the total instructional time for the course. For refund information or withdrawal dates of the respective summer session term, please check the schedule of courses or on the college's website.

Non-Credit Courses or Workshops
Refunds for courses and workshops offered through the Office of Continuing Education and Workforce Development will be permitted if the request is made at least five business days (Monday–Friday, excluding holidays) prior to the start of the course. Please allow 6-8 weeks for refunds.

For non-credit courses offered through the English Language Institute, students will receive 100% refund if withdrawal occurs before the start of classes. A 50% refund is available for the first three days of class. No refund thereafter.

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 upon approval of the Dean of Arts and Sciences or the Dean of Career and Technical Education.

FINANCIAL AID

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

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 Leeward CC Financial Aid Office (AD 210), 455-0606, or through the Leeward CC financial aid website: www.leeward.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 or recognized equivalent
7. be registered with Selective Service, if required

Specific programs may have additional requirements. Students who have earned a degree or certificate at another institution should check with the Leeward CC Financial Aid Office regarding eligibility.

Limitation

Students will be allowed an equivalent of 150% of the number of credits required for their degree. See the financial aid Satisfactory Academic Policy at http://www.leeward.hawaii.edu/finaid-sap for more information.

Application

By March 1 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 March 1 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.

Refunds for Financial Aid Recipients

A detailed refund policy which affects federal Title IV financial aid recipients is available at the Leeward CC 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. All financial aid programs are subject to change due to legislative action.

Visit the Financial Aid website,
www.leeward.hawaii.edu/finaid
for more information.

Get more info on the Financial Aid Satisfactory Academic Policy at
www.leeward.hawaii.edu/finaid-sap/

FINANCIAL AID PROGRAMS

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

SCHOLARSHIPS AND GRANTS FAFSA Required

Federal Pell Grant
A federal grant for students pursuing their first bachelor's degree. Students must demonstrate significant financial need based on the information provided on the FAFSA. Beginning Fall 2012, students are now limited to 12 full-time semesters (or 600%) of Pell Grant eligibility during their lifetime. Students may track their Pell Grant lifetime eligibility used at www.nslds.ed.gov

Federal Supplemental Education Opportunity Grant
A federal grant for students with exceptional financial need and is eligible for the Federal Pell Grant; student must not have received a Bachelor's Degree; must file a FAFSA; minimum enrollment is 6 credits. Award is for first degree student only.

Second Century Scholarship
Priority to a bonafide Hawai'i resident; must be Native Hawaiian; minimum enrollment is 6 credits; must file a FAFSA and demonstrate financial need. Award is for first degree student only.

State of Hawai'i B Plus Scholarship
For incoming freshmen who graduated from a public Hawai'i high school the spring 2012 semester or later ; must file a FAFSA and demonstrate financial need; must be a bonafide Hawai'i resident; minimum enrollment is 6 credits at Leeward CC; must submit copy of high school transcript with a GPA of at least 3.0. Award is for first degree student only.

Leeward CC Opportunity Grant
An institutional scholarship based on financial need; minimum enrollment is 6 credits. Must file a FAFSA and demonstrate financial need. Award is for first degree student only

OTHER SCHOLARSHIPS FAFSA Not Required

Leeward CC Achievement Scholarship
Must be classified; must have a GPA of at least 2.5; must have performed at least 50 hours of school service to Leeward CC; must be recommended by a department; minimum enrollment is 6 credits at Leeward CC. Award is for first degree student only.

Leeward CC Chancellor's High School Scholarship
For incoming freshmen who graduated from a Hawai'i high school and entering Leeward starting fall 2012; must have the highest cumulative grade point average of 2.5 or greater; minimum enrollment is 6 credits at Leeward CC.

Leeward CC Chancellor's Merit Scholarship
For continuing Leeward students with a cumulative grade point average of 4.0; awards based availability of funds; minimum enrollment is 6 credits at Leeward CC.

Leeward CC International Student Scholarship
Must be classified; must have a GPA of at least 2.5 at Leeward CC; must be in a non-immigrant status; must be full-time at Leeward CC; must demonstrate international volunteer experience at Leeward CC; award is for first degree students only.

Leeward CC Pacific Islander Scholarship
Must be classified; must have a GPA of at least 2.0; must be citizens of an eligible Pacific Island; minimum enrollment is 6 credits at Leeward CC. Award is for first degree student only.

LOANS FAFSA Required

Federal Direct PLUS Loan
A federal loan for parents of dependent students; repayment begins within 60 days after loan is fully disbursed; minimum enrollment is 6 credits; requires a Federal Direct PLUS Loan Request Form in addition to the FAFSA; parents must also complete a PLUS Loan application and PLUS Master Promissory Note (MPN) at https://studentloans.gov

Federal Direct Subsidized Loan
A federal loan with interest subsidized while the student is in school at least half-time; repayment begins six months after the student ceases to be enrolled for at least 6 credits; requires a Federal Direct Loan Request Form in addition to the FAFSA; student must complete a loan entrance (https://studentloans.gov) every year before the application is processed.

Federal Direct Unsubsidized Loan
A federal loan that accrues interest that is not subsidized while the student is in school, minimum enrollment is 6 credits; requires a Federal Direct Loan Request Form in addition to the FAFSA; student must complete a loan entrance (https://studentloans.gov) every year before the application is processed.

EMPLOYMENT FAFSA Required

Federal Work Study
Student receives priority for part-time on-campus employment; student must monitor earnings based on FWS award; minimum enrollment is 6 credits.

Other Leeward Scholarships

Application for other Leeward Scholarships are through https://uhsys.scholarships.ngwebsolutions.com when available. Awards are determined based on demonstrated financial need and specific scholarship criteria. Awards are for first degree students only who are enrolled for a minimum of at least 6 credits.

Other Resources

Information is available online at http://www.leeward.hawaii.edu/finaid-scholarships. Students can also call the Leeward CC Financial Aid Office for more information: phone 455-0606 or email at lccfao@hawaii.edu.

TRANSFER INFORMATION

If you're thinking about pursuing a career in education, engineering, allied health fields, business or computer science, Leeward CC 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 counselors can help you determine which courses will meet the requirements for various colleges and universities.

Allied Health

From anthropology to zoology, Leeward CC 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: Kapiʻolani Community College Health Career Education, UH-Mānoa School of Nursing, or Hawaiʻi 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.

Applied Forensic Anthropology

The Certificate in Forensic Anthropology is a joint program offered by Leeward CC and University of Hawaiʻi - West Oʻahu. The Certificate is awarded by UH-WO upon the completion of all requirements. The program is designed to provide a strong background in forensic anthropology, which uses standard scientific techniques to identify human remains and assist in the detection of crime. This certificate, in combination with appropriate Associate and Bachelor's degrees, will help make students competitive for a variety of job opportunities, including crime scene analyst, forensic anthropologist, forensic scientist, and crime lab technician.

Business

Our Accounting, Business Technology, and Management programs have transfer agreements with both UH West Oʻahu and Hawaiʻi Pacific University. The Business Academic Subject Certificate within the Associate in Arts degree is highly recommended for transfer to UH Mānoa's College of Business Administration and UH West Oʻahu. Contact the Business Division office at 455-0344 more detailed information.

Computer Science

Our Information and Computer Science (ICS) program is part of the Math & Sciences division, with courses that are transferable at the bachelor's degree level. Leeward CC is currently the only Oʻahu community college campus with an Associate in Science Degree in ICS. Students wishing to pursue a Bachelor's degree in computer science may begin by earning an Associate in Arts degree with an Academic Subject Certificate in ICS for ease in transferring to a four-year institution. Students wishing to transfer to the University of Hawai'i at Mānoa may begin by earning an Associate in Science degree with the software development specialization. A counselor or ICS Faculty Advisor can help you to select appropriate courses.

Education

The courses required for completion of the Associate in Arts in Teaching (AAT) degree are accepted for transfer to the UH-Mānoa's College of Education and to the UH-West Oʻahu bachelor's in Elementary Education degree program. In addition, we have transfer agreements with Chaminade University and City University of Bellevue, Washington. The 62-credit AAT program makes Leeward Community College a cost-effective start to your career in education.

Why choose the AAT Program over a regular AA? The AAT program allows students to jumpstart their study of education by offering education course and field experiences in their freshman and sophomore years. This allows students to make an earlier informed decision as to whether education as a career is right for them. The AAT program also embeds field experiences in most pre-professional education courses, so students will learn about teaching local classrooms with experienced teachers. For more information, contact Bobbie Martel, 455-0632, or email, rmartel@hawaii.edu.

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 Leeward CC 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 Hawai'i at Mānoa. 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. Leeward CC offers the student an opportunity to complete his or her first years of engineering education in a small college environment, and some students may find that to be exactly what they need.

Other STEM programs

Our new AS-Natural Science degree provides an efficient pathway to a four year degree in a variety of science, technology, engineering and math fields. A detailed listing of possible majors at UH Mānoa is listed on page 133.

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

TRANSFER INFORMATION

Transferring from Leeward CC to University of Hawai`i Baccalaureate Universities

University of Hawai`i at Mānoa
University of Hawai`i at Hilo
University of Hawai`i - West O`ahu

Students are advised to work closely with Leeward counselors in planning their course of study and to consult the current catalog of the specific University of Hawai'i baccalaureate institution for further information. This section outlines basic information when planning to transfer to UH Mānoa, UH Hilo or UH West O'ahu.

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 UH Mānoa, UH Hilo or UH West O'ahu. 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 UH Mānoa, UH Hilo or UH West O'ahu but elected to begin at Leeward, the student may reapply to transfer to the baccalaureate institution at any time. However, whatever 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 for UH Mānoa), she or he could be admitted to the UH baccalaureate institution as a transfer student even if previously denied admission as a freshman applicant.

Automatic Admissions

Students graduating from any of the University of Hawai`i's seven community colleges with an AA degree or selected AS degrees will be notified that they may be eligible for automatic admission to UH Mānoa, Hilo, or West O'ahu.

Under automatic admission, the application fee is waived, priority registration provided and student transcripts analyzed to help identify likely majors. Qualified students will receive an email notice during a pre-determined specified two week period during the semester that they are considered eligible for automatic admissions. Students must respond to this offer in order to take advantage of this opportunity.

Submit Official Transcripts from All Colleges

Any Leeward student transferring to a UH System baccalaureate institution 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 the UH System baccalaureate institution to determine eligibility for transfer.

General Definition of Transferable Courses

Courses acceptable for transfer to UH System baccalaureate institutions 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

Currently, Mānoa and UH Hilo allow 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 and UH Hilo.

Number of Credits that May Transfer

Currently, Mānoa and UH Hilo do 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 Ma¯noa and Leeward CC 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 UH System baccalaureate institutions, 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 must be aware of this policy.

Transfer of Grade Point Average

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

Admission Policies of the Various UH System 4-Year Colleges

Each UH System baccalaureate institution is made up of several colleges and schools which grant undergraduate degrees, and which may have additional prerequisites and requirements for admissions.

In addition to the policies outlined above for general admissions, 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.

The various colleges and schools offering baccalaureate degrees at UH Ma¯noa 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.

The various colleges and schools offering degrees at UH Hilo include: Agriculture, Forestry and Natural Resource Management; Arts and Sciences; Business Administration and Economics; Ka Haka `Ula O Ke`elikōlani; Pharmacy; School of Nursing; and School of Education.

Any student wishing to be a candidate for a degree from a UH System baccalaureate institutions 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., UHM business administration, education, and social work) require junior standing as one requirement for admission. Some programs (e.g.,UHH Nursing, Pharmacy) require prerequisite courses and separate applications.

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

Students who have earned an articulated Associate in Arts (AA) 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 AA degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in 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.

Each University of Hawai'i baccalaureate institution 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.

TRANSFER INFORMATION

UHWO Specifics

Contact UHWO's Student Services Office for any additional information.

Admission Requirements

Students who have graduated with an Associate in Arts (AA) degree from a University of Hawai'i community college with a grade point average of 2.0 or higher are eligible for transfer. Students with an AA degree in liberal arts will be accepted as having completed all general education requirements. However, the number of credits applicable towards the Bachelor of Arts degree will be determined by an evaluation of the courses completed for the AA degree.

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.

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.

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

Some of the more popular transfer programs at UH Hilo:

- Business Administration
- Computer Science
- Environmental Science
- Hawaiian Studies
- Marine Science
- Nursing
- Pre-Pharmacy
- Psychology
- Sociology

Some of the more popular transfer programs at UH West O'ahu:

- Anthropology
- Applied Forensic Anthropology
- Business Administration
- Education
- Hawaiian-Pacific Studies
- Psychology
- Public Administration
- Sociology

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.

Transferring from Leeward CC to Institutions outside the UH System

Students planning to transfer to a college other than UHM, UHH or UHWO 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. For access, please visit the Library's website www.leeward.hawaii.edu/lib

Transfer Information for Science, Technology, Engineering & Math (STEM) Students

The following list shows many of the four-year STEM degrees available at UH Mānoa for which Leeward's Associate in Science-Natural Sciences degree will be an appropriate first two years of study.

College of Natural Sciences
Biochemistry
Biology
Botany
Chemistry
Computer Science
Ethnobotany
Mathematics
Microbiology
Physics
Zoology
College of Engineering
Civil Engineering
Computer Engineering
Electrical Engineering
Mechanical Engineering

School of Ocean and Earth Science and Technology
Geology
Geology and Geophysics
Global Environmental Science
Meteorology

College of Tropical Agriculture and Human Resources
Animal Sciences
Biological Engineering
Natural Resources and Environmental Management: Development and Policy
Natural Resources and Environmental Management: Management and Conservation
Plant and Environmental Biotechnology: Aquaculture and Animal Biotechnology
Plant and Environmental Biotechnology: Environmental and Microbial Biotechnology
Plant and Environmental Biotechnology: General Biotechnology
Plant and Environmental Biotechnology: Insect and Pathogen Biotechnology
Plant and Environmental Biotechnology: Plant Biotechnology
Plant and Environmental Protection Sciences
Tropical Plant and Soil Sciences: Environmental Soil Sciences
Tropical Plant and Soil Sciences: Genetics and Physiology
Tropical Plant and Soil Sciences: Plant Production and Management
Tropical Plant and Soil Sciences: Tropical Landscape Horticulture

Transfer Information for Business Students

Leeward's Accounting and Business Technology programs have transfer agreements with both UH West Oʻahu and Hawaiʻi Pacific University. The Academic Subject Certificate in Business is highly recommended for transfer to UH Mānoa's College of Business Administration. Contact the Business Division office at 455-0344 more detailed information.

Transfer Information for Education Students

Leeward's Associate in Arts in Teaching program has transfer agreements with UH Mānoa, UH West Oʻahu, Chaminade University, and the University of Phoenix. Contact the AAT office at 455-0392 more detailed information.

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 Leeward CC Admissions and Records Office 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. A student cannot drop their last Leeward CC class via MyUH, if Leeward is their home campus (refer to the complete withdrawal section of this catalog). If you are also enrolled in courses at other UH campuses, drop those courses using your MyUH account.

Drop deadlines for courses enrolled in from other campuses may differ from Leeward CC deadlines. Students should check with the Admissions and Records Office of the campus offering the course.

Deadlines for refunds, the erase period and withdrawal from semester-long courses are published in the schedule of courses and at the College's website. 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 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).

Complete Withdrawal from the College
A student must apply to withdraw completely from college on a form available from the Admissions and Records Office and on the College's website. 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.

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.

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 not computed in GPA)
NC	0	No credit given and no grade points earned and not 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)
N	0	No grade assigned (No grade points assigned and no credits computed in GPA)
I	0	Incomplete coursework
L	0	Course was audited
P	0	Credit awarded
NP	0	No credit given

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." An "I" grade, regardless of the contingency grade assigned, is considered non-completion of a course.

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).

N is used to indicate that the student has not achieved a minimal level of accomplishment. This grading option is available in a limited number of courses (see list below, to the right).

L 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.

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

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

The N grade is available as a grading option for the following courses:

ENG 8	ENG 22	ESL 9B	ESL 20
ENG 18	ESL 2A	ESL 17	ESL 21
ENG 19	ESL 3A	ESL 18	ESL 22
ENG 21	ESL 8B	ESL 19	ESL 23

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 Spring 2009, the N grade will be an option in a limited number of courses (see page 122).

Grade Point Average when Courses are Repeated

For repeated courses taken during or after Fall 1997, only the grade for the most recent repeat of the course shall be used to 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.

Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of the most recent grades when computing grade point ratios and will compute the grade point ratio according to their own standards.

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.

DEVELOPMENTAL EDUCATION

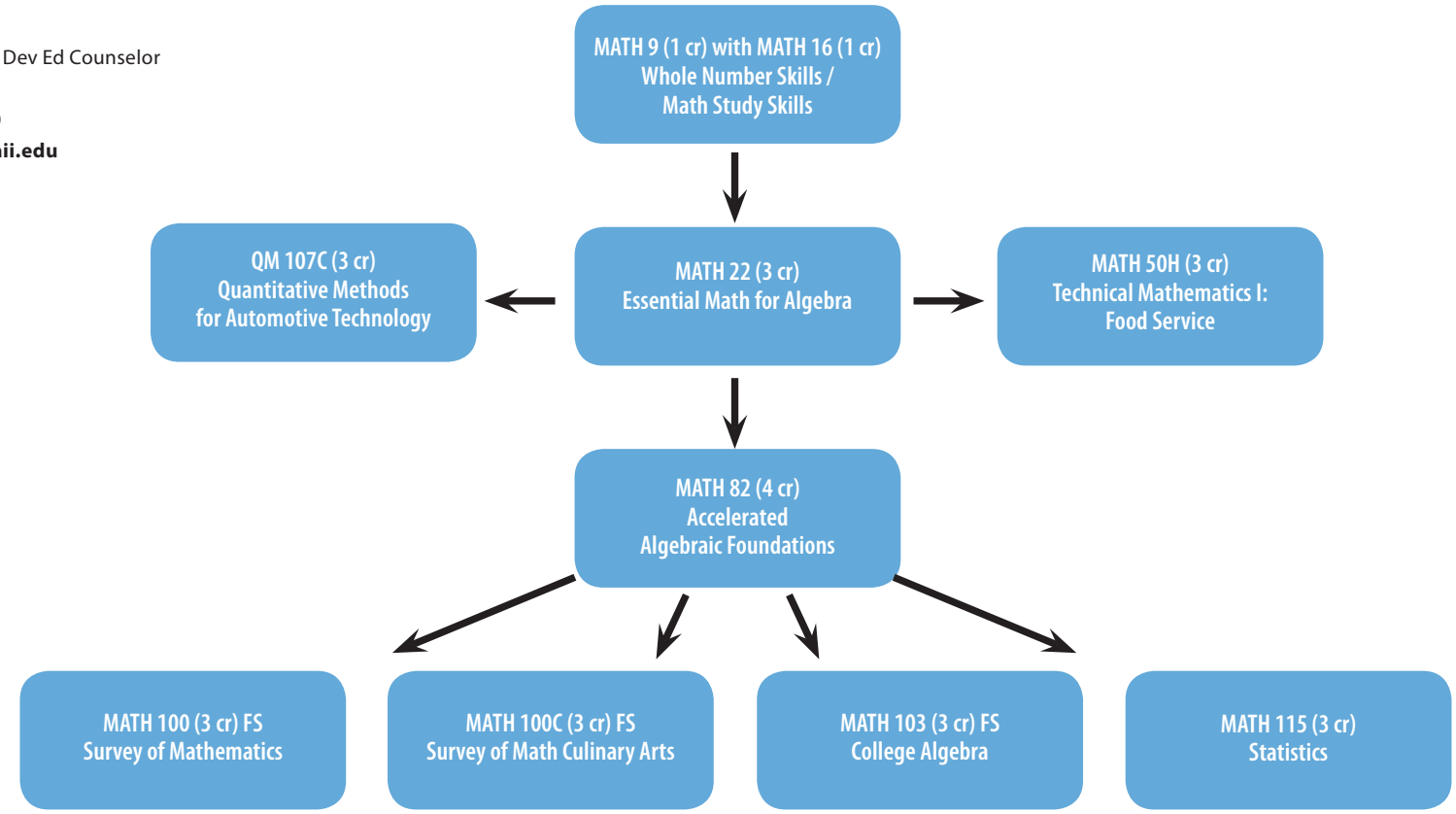
Developmental Education offers programs and courses in fundamental reading, writing, and mathematical skills preceding the baccalaureate level as well as learning and study skills. Developmental programs and courses are designed to help students become independent and life-long learners and to enhance their chances for success in their personal, professional, and academic endeavors.

Developmental Mathematics

Leeward Community College has transformed delivery of developmental math courses to a learner-centered Emporium model, where learning is self-directed within some broad parameters. There are no class lectures, no pre-set daily assignments, and no pre-set exam dates. Instead, students spend class time working on mathematic problems contained in interactive instructional software while receiving support from instructors and tutors. Assignments are customized each student's background and are dynamically updated as the term progresses. Completing a course prior to the end of the term is possible and encouraged. Moreover, it is possible for a student to complete more than one course in a single term.

Leeward Community College has streamlined its developmental math sequence from four 3-credit courses to two-sequence courses that can reasonably be completed in one year or less. The following chart illustrates the sequence of developmental math courses that lead to technical or transfer-level courses that fulfill program or core requirements.

Tiana Loo
Math & Sciences, Dev Ed Counselor
Office **MS 207A**
Phone **455-0430**
tiana.loo@hawaii.edu



Sequence of Developmental Mathematics Courses

Please note that prerequisite courses and placement test scores for sequential math courses are recognized fortwo years. Courses or scores older than two years will be considered on a case-by-case basis by the Dean of Arts and Sciences, Math & Science Division Chair, or course instructor. In some cases it may be necessary for a student to take a placement test to re-establish the appropriate course level.

A student who took a course in the prior Leeward Community College sequence, or from another University of Hawai'i Community College, (within the past two years) can use the following table as a guideline to determine an appropriate course to take in the current sequence:

A grade of C or better (or CR) in one of these courses within the past two years		Qualifies a student for one of these Leeward CC Courses
at Leeward CC:	at another UH Community College:	
MATH 22	MATH 9 at Honolulu CC MATH 21B at Windward CC MATH 22 MATH 24 MATH 81 at Kapiolani CC	MATH 82 QM 107C
MATH 83	MATH 25 MATH 26	MATH 100 (FS) MATH 100C MATH 103 (FS) MATH 115

Developmental Reading and Writing

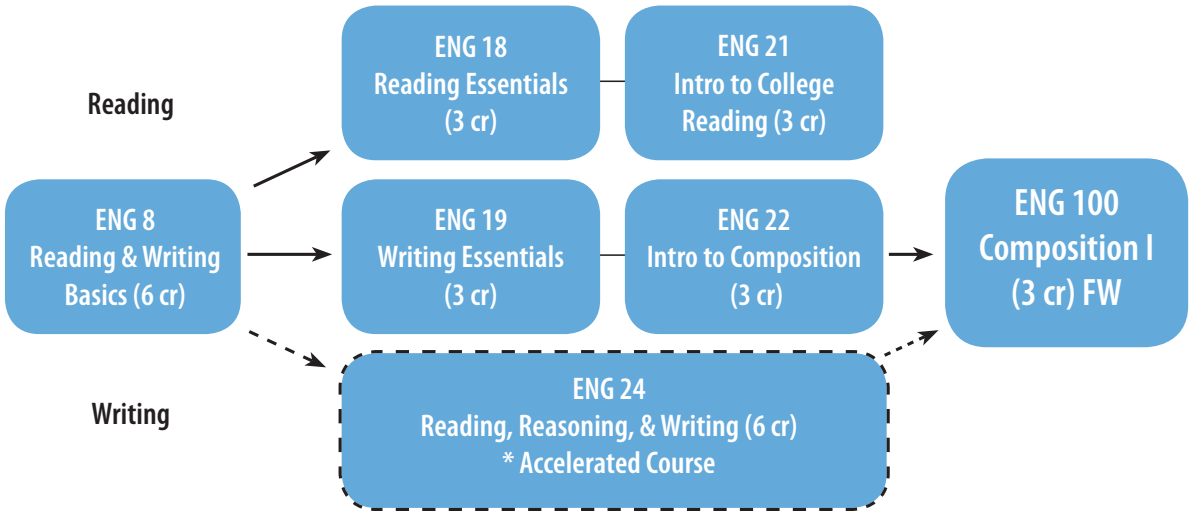
The Language Arts Division at Leeward Community College offers developmental English classes to help students improve their reading and writing skills and prepare for college-level and transfer coursework. Semester-long classes in reading and writing are available in a traditional format, as well as accelerated classes. These classes along with supportive and dedicated instructors enable highly motivated students to accelerate their learning and course completion in reduced time.

The accelerated course options include:

(1) ENG 24, "Reading, Reasoning, and Writing", compresses four courses (ENG 18, 19, 21, 22) into a 6-credit semester long course. After passing ENG 24 with a C or higher, students can advance to ENG 100.

(2) ENG 22 and ENG 100 paired. The Accelerated Learning Program (ALP), pairs two writing courses, in which the first class hour focuses on ENG 100, college-level composition, and the second hour practices ENG 22 writing skills.

Students may also choose to test up to the next level in reading or writing by retaking the COMPASS placement test.



Nicole Keim-Fortuno
Language Arts, Dev Ed Counselor
Office **LA 202** | Phone **455-0432** | **keim@hawaii.edu**

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 numbered 100 or above completed at Leeward CC.
2. Has successfully completed a minimum of 24 credits of coursework for letter grade ("A"-"D"only) at Leeward CC, 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," "N" or "NC" for no more than a total of four courses at Leeward CC, regardless of whether those courses are numbered below or above 100 and regardless of whether any of those courses were repeated.
4. Has successfully completed at least 6 credits numbered 100 or above 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. When an "I" (incomplete) grade is assigned to a student at the end of the semester, 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 Leeward CC 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 Leeward CC, 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.

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 Leeward CC. 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 Leeward CC 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 Leeward CC transcript

For more information and applications, contact Honors Program Coordinator, Joe Chernisky (FA 121 or telephone 455-0625). Application and information forms are also available in 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

Advisors are Kay Ono and Warren Kawano.

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. Leeward CC'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 commencement 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 Leeward CC, based on at least 12 credits in 100-level or higher courses and less than 15% "W" grades
2. be enrolled at Leeward CC 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 Leeward CC.

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, Steven Laycock, FA 118, telephone 455-0354.

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 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 Leeward CC 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 Leeward CC 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 203D	Keyboard Ensemble
MUS 203G	Guitar Ensemble II
MUS 204	Advanced Jazz Ensemble
MUS 206	Electronic Keyboard Ensemble
MUS 221C	Intermediate Piano Class I
MUS 221B	Advanced Voice Class
MUS 221D	Woodwind, Brass Or Percussion
MUS 221G	Contemporary Guitar
MUS 221H	Classic Guitar III
MUS 222C	Intermediate Piano Class II
MUS 227	Piano By Ear I
MUS 228	Piano By Ear II
MUS 232	Applied Music

Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of the most recent grades when computing grade point ratios and will compute the grade point ratio according to their own standards.

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:

Credit-by-Exam
Credits Earned at Foreign Colleges and Universities
College Transfer Credit
Correspondence Courses
Equivalency Examinations
College-Level Examination Program (CLEP)
Advanced Placement (AP) Examinations
Other Standardized or Equivalency Examinations
Credit for Prior Learning
Non-collegiate-Sponsored Education Credit

Credit-by-Exam

With instructor approval, currently enrolled students may take instructor-made examinations covering the material in a specific Leeward CC 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 Leeward CC 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 Leeward CC 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 Leeward CC degree. As a general rule, transfer credit toward an Leeward 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 Leeward lower-division course equivalent which may be applied to the Leeward CC degree or certificate.

The transcript evaluation is applicable only to the designated Leeward CC 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 Leeward CC; 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 Leeward CC Admissions and Records Office. The student must be enrolled in at least one credit in the UH system and Leeward CC 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 Leeward CC from colleges or universities not part of the UH System.

COLLEGE CREDIT EQUIVALENCY PROGRAM

Correspondence Courses

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

Equivalency Examinations

Leeward CC awards college credit, which may be applied as applicable to Leeward 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)

Leeward CC 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 Leeward CC.

Starting with exams taken from July 2001, students no longer need to take the former General Exams prior to completing 24 semester hours of college level work (prior to July 2001, to qualify for credit, the CLEP general examinations had to be taken before the student had 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). Credit is not awarded for the General Examination in English Composition with or without essay.

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

Advanced Placement (AP) Examinations

Leeward CC 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 Leeward CC.

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

Other Standardized or Equivalency Examinations

On a case-by-case basis, Leeward CC 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, Leeward CC 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 Leeward CC 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 Leeward CC. 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 a Leeward CC degree.
2. For credit to be awarded under Leeward CC'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 Leeward CC.

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 (AA) and the Associate in Science (AS) degrees. Between the UHCCs and UHWO, the agreement applies to the A.A. degree and select AS 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 Leeward CC Counseling Office.

COURSE DESCRIPTIONS

ABOUT PREREQUISITES AND COURSE DESCRIPTIONS

COURSE DESCRIPTIONS

ABOUT PREREQUISITES AND COURSE DESCRIPTIONS

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 Leeward CC. 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.

Assessment Notification

With the goal of continuing to improve the quality of educational services offered to students, Leeward CC conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work students do in Leeward courses may be used in these assessment efforts.

Course Description	Explanation of each part
BIOL 100 **Human Biology (3)**	The first line indicates teh COURSE ALPHA (an abbreviation of the subject area) and the COURSE NUMBER, followed by the Course Title and the number of credits in parentheses.
Introduction to structure and functions of cells, tissues, organs, and systems of the human body. Topics related to physical fitness, nutrition, health, and disease. Not intended for science majors.	The Course Description indicates the topics that will be covered. Some course descriptions include the number of class hours and program requirement information.
(DB)	Courses that fulfill the Leeward CC General Education Core Requirement for the AA degree are identified with one of the following designations following the course description: Foundations Written Communication FW Symbolic Reasoning FS Global Multicultural Perspectives FG Oral Communication OR Diversification Arts DA Literature DL Humanities DH Social Sciences DS Biological Sciences DB Physical Sciences DP Other Science DO Laboratory (sciences) DY Focus Hawaiian, Asian, Pacific HAP Writing Intensive WI
Prerequisite: ENG 21 and 22 with a 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.

ACCOUNTING (ACC)

ACC 124 College Accounting I (3)

An introduction to accounting and financial accounting theory. Areas include: Accounting as an information system, the accounting cycle, accounting for merchandising operations, financial statements and internal control, current assets, inventories, and current liabilities and payroll. Special emphasis will be placed upon the practical application of accounting principles. (45 lecture hours)
Rec Prep: MATH 22 or equivalent, and ENG 22 with a grade of C or better or equivalent or concurrent enrollment; BUSN 188 or concurrent enrollment

ACC 125 College Accounting II (3)

A continuation of accounting procedures and financial accounting theory. Areas include: Accounting for long-term assets, long-term liabilities, stockholders' equity, statement of cash flows and financial statements analysis. Special emphasis will be placed upon the practical application of accounting principles.(45 lecture hours)
Prerequisite: ACC 124 with a grade of C or better or equivalent or instructor approval.

ACC 132 Payroll and General Excise Tax (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. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Prerequisite: ACC 124 or ACC 201 with grades of C or better or equivalent.
Rec Prep: ENG 21 or ENG 22.

ACC 134 Income Tax Preparation (3)

Introduces the preparation of Federal and State of Hawai'i individual income tax returns with an emphasis on tax principles and their application to the tax returns. Requirement for the Accounting AS program; elective for the Management AAS degree and Liberal Arts AA program. (45 lecture hours).
Rec Prep: MATH 22 and ENG 22 with grades of C or better or equivalent.

ACC 137 Business Income Taxes (3)

A continuation of Federal and State of Hawaii income tax preparation for business entities including sole proprietorships, partnerships, and corporations. Emphasis is placed on the proper preparation of the tax forms and schedules for business and rental operations. Business elective for the Accounting AS program; elective for the Management AAS degree and Liberal Arts AA program. (45 lecture hours)
Prerequisite: ACC 134 with a grade of C or better, or equivalent, or instructor approval.

ACC 150 Using QuickBooks® in Accounting (3)

Provides hands-on approach to computerized accounting using Quickbooks® . Applies previously acquired accounting skills and knowledge in a computerized environment to set up and maintain accounting records. Emphasis will be placed on the application of Quickbooks® to the accounting cycle (45 lecture hours)
Prerequisite: ACC 124 with a grade of "C" or better or ACC 201 with grade of "C" or better. BUS 101 or BUSN 150 or ICS 100 or ICS 101 or equivalent or consent of instructor.

ACC 201 Introduction to Financial Accounting (3)

An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for valuating assets, liabilities, and equity of an organization. Areas include: Accounting as an information system, the accounting cycle, revenue and expense recognition, accounting for merchandising operations, financial statements including cash flow, internal control, current assets, current and long-term liabilities, payroll, long-term assets, and corporate equity.
Prerequisite: ENG 21 and ENG 22 or equivalent with a grade of C or better or placement into ENG 100
Rec Prep: BUSN 188.

ACC 202 Introduction to Managerial Accounting (3)

An introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. The course also covers capital budgeting and incremental analysis. Requirement for the Accounting AS program; elective for the Liberal Arts AA program.
Prerequisite: ACC 125 or ACC 201 with a grade of C or better or equivalent.

ACC 255 Using Spreadsheets in Accounting (3)

Provides hands-on training in the use of electronic spreadsheets to solve accounting problems. Applies previously acquired accounting skills and knowledge. Emphasizes financial and managerial accounting. Requirement for the Accounting AS program; elective for the Management AAS program and the Liberal Arts AA program. (45 lecture hours) (Formerly ACC 155)
Prerequisite: ACC 202 or concurrent. BUS 101 or BUSN 150 or ICS 100 or ICS 101 or equivalent or consent of instructor.

AGRICULTURE (AG)

AG 44 Plant Propagation (2)

Plant propagation will give the student practical experience in propagating plants by seeds, cuttings, layers, air-layers, grafting and division—the major methods used by both commercial growers and hobbyists.

AG 112 Introduction to Organic Agriculture (4)

This course is an introduction to natural resource sustainability in agriculture. Basic principles of soil science, plant culture, and pest management are explained and organic farming techniques are practiced. The societal, and environmental, reasons for engaging in organic agriculture are explored. The goal of this course is to increase understanding of organic farming and to introduce sustainable agriculture practices that can be applied in Hawaii.
Prerequisites: ENG 21 and ENG 22; and MATH 18 with a grade of C or better or equivalent.

AMERICAN STUDIES (AMST)

AMST 201 The American Experience: Institutions and Movements (3)

Interdisciplinary course that examines diversity and changes in American values and institutions -- political, economic, legal, and social. (DH)
Rec Prep: ENG 21 or ENG 22 with a grade of C or better or equivalent.

AMST 202 The American Experience: Culture and the Arts (3)

Interdisciplinary course that examines diversity and changes in American values and institutions - literature, film, visual arts, and architecture. (DH)
Rec Prep: ENG 21 or ENG 22 with a grade of C or better or equivalent.

AMST 211 Contemporary American Domestic Issues (3)

Interdisciplinary exploration of such current American domestic issues topics as politics, economics, civil rights, family life, the justice system, and the environment. (DS)
Rec Prep: ENG 21 and ENG 22 with a grade of C or better or equivalent.

AMST 212 Contemporary American Global Issues (3)

Interdisciplinary exploration of such current global issues as international diplomacy, economic development, national security, demographic change, and the environmental protection. (DS)
Rec Prep: ENG 21 and ENG 22 with a grade of C or better or equivalent.

ANTHROPOLOGY (ANTH)

ANTH 150 Human Adaptations (3)

A survey course of physical and cultural anthropology. Major topics include human evolution, prehistoric development of culture, recent and contemporary human cultures, common features and principal variations in cultural behavior. (DS)
Prerequisites: ENG 21 and ENG 22 with a grade of C or better or equivalent.

ANTH 151 Emerging Humanity (3)

Introduction to human biological evolution and the archaeology of culture in the world prior to 1500 CE. (FG, Group A)
Rec Prep: ENG 21 and 22 with a grade of C or better, or equivalent.

ANTH 152 Culture and Humanity (3)

ANTH 152 is an anthropological examination of the development of cultures in the post-1500 world. We will study the impact of globalization on some cultural traditions in different regions, including Africa, the Americas, Asia, Europe, and Oceania. The emphasis is on a multicultural and global perspective of cultural diversity and change. (FG, Group B)
Prerequisites: ENG 21 and 22 with a grade of C or better, or equivalent.

ANTH 200 Cultural Anthropology (3)

A survey course of cultural anthropology designed to provide the student with 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: history and theory of cultural anthropology, culture and personality, processes of cultural change, applied anthropology. (DS)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

ANTH 210 Archaeology (3)

An introduction to prehistoric archaeology, methods and techniques of excavation and laboratory analysis, as well as a survey of human cultural growth and prehistoric times. (DS)
Offered fall semester only.
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

ANTH 215 Physical Anthropology (3)

An introduction to the methodology and principles of physical anthropology. Topics covered include human evolution, primatology, human genetics, biological variation, human adaptability, growth and development. Offered once a a year. Must be taken concurrently with ANTH 215L. (DB)
Offered Spring semester only.
Must be taken concurrently with ANTH 215L.
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. (DY)
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Corequisite: Concurrent enrollment in ANTH 215.

ART (ART)

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, 175, and 176. In general it is better if a student takes this course before pursuing other art courses. (DA)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

ART 104 Introduction to Printmaking (3)

An introductory printmaking course that is designed for studio experience. This course deals with projects as well as written exams that allows students to demonstrate an understanding of the multiple facets of printmaking. Hands on experience in screen- printing, monotype, intaglio, and relief printmaking will be covered. (DA)

ART 104D Introduction to Printmaking: Screenprinting (3)

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

ART 105B Introduction to Ceramics: Handbuilding (3)

Studio experience in ceramic hand building techniques. Course includes both lectures and projects.

ART 105C Introduction to Ceramics (Wheel Throwing) (3)

Studio experience in ceramic wheel throwing techniques. Course includes both lectures and projects.
Rec Prep: Art 105B.

ART 107D Introduction to Digital Photography (3)

This course is an introduction to digital photography. Students will learn basic camera techniques and how to process their images in digital format. 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. (DA)
Prerequisites: ENG 21 with a grade of C or better or equivalent, or consent of the instructor.
Rec Prep: ART 112.

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. (DA)
Prerequisite: ENG 21 or ENG 22 or equivalent, with a grade of C or better, or consent of instructor.
Rec Prep: ICS 100 or BUS 101.

ART 113 Basic Drawing (3)

A beginning drawing course open to all students. Introduces general drawing and compositional principles. A variety of materials and techniques will be used. Supplies are to be provided by the student. (DA)
Rec Prep: ART 101.

ART 113D Introduction to Computer Drawing (3)

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. (DA)

ART 115 Introduction to Design (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. (DA)
Rec Prep: ART 101.

ART 115D Digital Design (3)

A foundation course for students who are interested in developing communication skills in the area of two-dimensional design as it relates to computer based imaging. Fundamental design concepts, creative problem solving techniques and design principles and elements will be covered.
Rec Prep: ART 112 and ART 113D with a grade of C or better, equivalent or instructors approval.

ART 116 Introduction to 3-Dimensional Composition (3)

A beginning sculpture course which covers techniques, materials and concepts of form/space relation and three-dimensional design through a variety of projects such as clay modeling, carving, construction and metal casting. Supplies are provided by students.
(Formerly ART 106)

ART 123 Introduction to Painting (3)

Introduction to the theory and practice of painting. Instruction in the use of painting materials and techniques. Designed to serve art majors and non art majors. (Formerly Beginning Painting) (DA)
Prerequisite: ART 113.

ART 156 Digital Painting (3)

ART 156 is an introduction to the use of the computer as a painting tool. Studio experience will explore digital painting techniques as used for personal expression, production design, concept art, matte painting, and texture mapping. Emphasis will also be placed on developing an aesthetic criteria for evaluation.
Prerequisite: ART 112 with a grade of C or better or consent of instructor.

ART 166 Digital Printmaking (3)

Art 166 focuses on the creation of visual images that combine the use of computer design and digital-printmaking. All facets of digital printmaking, starting with the essentials of good scanning, Photoshop techniques for image refinement, and options for output involving paper and ink combinations will be covered.
Prerequisite: ART 112 with a grade of C or better or consent of instructor.
Rec Prep: ART 113D.

ART 171 Introduction to Western Art I (3)

This course is an introduction to the major developments in Western art from prehistory to the Middle Ages. Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Rec Prep: ART 101.

ART 172 Introduction to Western Art II (3)

This course is an introduction to the major developments in Western art from the Renaissance to the present.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Rec Prep: ART 101.

ART 175 Survey of Global Art (3)

This course is an introduction to the major developments in Global Art from prehistory to 1500. (FG, Group A)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent
Rec Prep: ART 101.

ART 176 Survey of Global Art II (3)

This course will examine artistic production of major societies from 1500 to the present. (FG, Group B)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.
Rec Prep: ART 101.

ART 180 Introduction to Eastern Art (3)

A study of the major developments in arts of Asia. (DH)
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Rec Prep: ART 101.

ART 197D Cartoon Drawing and 2D Animation Techniques (3)

This course focuses on animation drawing techniques. Constructive drawing techniques will be explored including the use of under-drawings, construction lines and gesture lines. Elements of caricature will be covered as well as various graphic stylization techniques. This course is a drawing class that specifically addresses the needs of the animation and comic industry artists. Many of the techniques taught in this class will be useful in commercial art including all of its digital permutations. This course will also address 2D Animation drawing techniques including thumbnailing, inbetweening, rough drawing, the tie-down process and clean-up drawing techniques.
Prerequisite: DMED140 with a grade of C or better or consent of instructor.
Rec Prep: Art 113.

ART 202 Digital Imaging (3)

Studio experience in digital imaging concepts and techniques including image capture, manipulation and output using Adobe Photoshop. (DA)
Prerequisite: ART 112 or permission of the instructor.

ART 207D Intermediate Digital Photography

This course is an intermediate level digital photography course intended for students who are serious photographers or who intend to pursue a career involving digital photography. The course will cover photography history, theory and aesthetics more comprehensively than the introductory level ART 107D. It will develop composition skills as well as emphasize current trends in advanced, professional level digital photography techniques. It will provide a foundation for digital photography for students who wish to pursue it or related fields such as art, multimedia and television production.
Prerequisite: Grade of B or better in Art 107D Digital Photography or equivalent based on portfolio review and interview by the instructor. Students must have basic digital photography technical and theoretical skills gained from Art 107D or its equivalent.
Rec Prep: Art 112

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. (DA)
Prerequisite: ART 113 or consent of instructor
Rec Prep: ART 101.

ART 214 Introduction to Life Drawing (3)

ART 214 is an investigation of the figure concerning anatomical construction, light, space, diagrammatic analysis, and thematic content through the process of drawing.
Prerequisite: ART 113 or permission of the instructor.
Rec Prep: ART 101 and ART 213.

ART 221 Design for Print and Web (3)

Introduction to the development principles related to graphic design terminology, tools and media, and layout design concepts. Emphasis on typesetting and composing for print and web products. (A student cannot earn credit for both DMED 113 and ART 221.)
Prerequisites: ART 112 with a grade of C or better, or consent of instructor.
Rec Prep: ART 113D

ART 223 Intermediate Painting (3)

ART 223 is a survey of late 19th and early 20th century studio painting practice emphasizing developments in light notation, cubism, surrealism, and expressionism.
Prerequisite: ART 123, ART 113 or consent of the instructor.
Rec Prep: ART 101.

ART 229 Interface Design I (3)

ART 229 Interface Design I provides a foundation of interface design skills, techniques, and principles necessary to design visually effective, user-friendly web sites. Through lessons, demonstrations, and hands-on projects, this course explores how the fundamental elements and principles of graphic design are applied through the design process for creating interactive interfaces. Students go through the analysis, information architecture, conceptual planning, and visual layout designing stages of the web design process and document their findings through client documentation and presentations. (A student cannot earn credit for both DMED 121 and ART 229.)
Prerequisites: ART 112 with a grade of C or better, or consent of instructor.
Rec Prep: DMED 120

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 and consent of Instructor.

ART 244 Intermediate Ceramics, Wheel Throwing II (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 consent of instructor.

ART 249 Interface Design II (3)

ART 249 integrates the foundation level visual interface design skills introduced in ART 229 with the technical interface programming skills introduced in DMED 120. Students go through the full creative design process for interaction design of analyzing, planning, designing, coding, testing, and launching a custom designed web standard compliant HTML/CSS static web site for a proposed client. Students document their findings through client documentation and defend their design decisions via presentations and critiques. (A student cannot earn credit for both DMED 220 and ART 249.)

Prerequisites: DMED 120 and ART 229 with a grade of C or better, or consent of instructor.

ART 277D Studio Photography (3)

The course is a survey of studio and available light photography. Students will learn professional-level lighting techniques using continuous lights, strobe and flash for studio and available lighting situations. Students will learn lighting methods for various subjects, aesthetic principles concerning light, and technical processes for digital photography.

Prerequisites: Grade of C or better in ART 112 and ART 107D, or with instructor's approval.

Rec Prep: ART 207D

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 under- standing cultural and political issues. (DH)

Prerequisite: ENG 21 and ENG 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. (DH)

Prerequisite: ENG 21 with a grade of C or better or equivalent.
Rec Prep: ENG 22 with a grade of C or better.

ASAN 205 Contemporary Philippine Issues (3)

This course is a critical study of contemporary Philippine social, cultural, economic and political issues and how they relate to current global affairs. Selected topics are approached through the integrated use of the humanities (history and art forms), ethnic studies, social and behavioral sciences, and technology.

(Formerly offered as ASAN 298)

Prerequisite: ENG 100 with a grade of C or better or equivalent.

ASTRONOMY (ASTR)

ASTR 110 Survey of Astronomy (3)

This course is a description of the nature of the astronomical universe for science and non-science majors, with emphasis on scientific method and development of scientific thought. Course offers a descriptive treatment of planets, the solar system, stars and galaxies and also discusses concepts of size, distance and time in the observable universe. (DP)

Rec Prep: MATH 18 or PHY 100 or high school algebra.

AUTOMOTIVE TECHNOLOGY (AMT)

AMT 20 Introduction to Automotive Mechanics (2)

An 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 and service. Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program must be purchased within the first three weeks of class. (20 lecture; 50 lab hours)

Prerequisites: MATH 100 or equivalent or higher with a grade of C or better or concurrent enrollment.
Corequisites: MATH 100 or equivalent or higher with a grade of C or better.

AMT 23 Automotive Lubrication & Service (1)

This course covers the various kinds of lubricants and their uses, operation of lubrication equipment, and proper automotive lubrication procedures. (20 lecture/lab hours)

Prerequisite: AMT 20 with a grade of C or better.
Rec Prep: ENG 22

AMT 25 Preventive Maintenance and Inspection (PMI) (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)

Rec Prep: High school: Pre-Algebra, Electronics, Chemistry or Physics, and Industrial Arts.

AMT 30 Engines (7)

Covers the theory of design and operation of internal combustion engines in current production automobiles. The course provides training in repair, overhaul, reconditioning, and troubleshooting of internal components and related subsystems. Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program is required. (65 lecture; 145 lab hours)
Prerequisite: AMT 20, AMT 53, and AMT 55 with a grade of C or better. ENG 100 or equivalent or higher with a grade of C or better or concurrent enrollment.

AMT 40 Electrical/Electronic Systems I (6)

Explains the concepts and theories of automotive electrical/electronic devices and circuits. Areas of study include: starting, charging, ignition, fuel, lighting, and accessories. Emphasis is placed on the application of principles to evaluate components based on measurements obtained from specialized equipment. Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program is required. (60 lecture; 90 lab hours)
Prerequisites: AMT 20, AMT 53, and AMT 55 with a grade of C or better. AMT 30 with a grade of C or better or concurrent enrollment. ENG 100 or equivalent or higher with a grade of C or better or concurrent enrollment.

AMT 40D Engine Performance (9)

Examines the operation and relationships of engine, ignition, air/fuel induction, emission, and computerized control systems. Diagnostic procedures are covered using test equipment. These include distributor testers, oscilloscopes, gas analyzers, scan tools, and specialized meters. Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program is required. (75 lecture; 180 lab hours)
Prerequisite: AMT 20, AMT 53, AMT 55, AMT 30, AMT 40, AMT 46, AMT 50, and AMT 41 with a grade of C or better. Social Science 100 level or higher with a grade of C or better or concurrent enrollment. Arts/Humanities 100 level or higher with a grade of C or better or concurrent enrollment.

AMT 41 Electrical/Electronic Systems (3)

An advanced course in problem diagnosis and trouble-shooting of semi-conductor components and related circuits. This course provides explanations of operating parameters for electronic sensors, actuators, control modules, and automotive on-board computers. (15 lecture; 90 lab hours)
Prerequisite: AMT 20, AMT 53, AMT 55, AMT 30, and AMT 40 with a grade of C or better. AMT 46 and AMT 50 with a grade of C or better or concurrent enrollment. MATH 100 or equivalent or higher with a grade of C or better. Natural Science 100 level or higher with a grade of C or better or concurrent enrollment.

AMT 43 Heating & Air Conditioning, and Ventilation (HACV) (3)

Examines the theory, diagnosis, service, and repair of automotive air conditioning and climate control systems. The course presents the operation and function of vacuum, electrical, refrigeration circuits, and computer controls. Training is provided in the use of manifold gauges, leak detectors and recovery/charging systems. Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program is required. (15 lecture; 90 lab hours)
Prerequisites: AMT 20, AMT 53, AMT 55, AMT 30, AMT 40, AMT 46, AMT 50, and AMT 41 with a grade of C or better. MATH 100 or equivalent or higher with a grade of C or better. Social Science 100 level or above with a grade of C or better or concurrent enrollment. Arts/Humanities 100 level or above with a grade of C or better or concurrent enrollment.

AMT 46 Manual Drive-Train & Transaxles (3)

Examines the purpose, operation, diagnosis, and repair of drive train components in automobiles. Various designs of manual transmissions, transaxles, differentials, and transfer cases are covered. Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program is required. (15 lecture; 90 lab hours)
Prerequisite: AMT 20, AMT 53, AMT 55, AMT 30, and AMT 40 with a grade of C or better. MATH 100 or equivalent or higher with a grade of C or better. Natural Science 100 level or higher with a grade of C or better or concurrent enrollment.

AMT 50 Automatic Transmission & Transaxles (6)

Explains the 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 for a variety of import and domestic automatic transmissions. Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program is required. (60 lecture; 90 lab hours)
Prerequisite: AMT 20, AMT 53, AMT 55, AMT 30, and AMT 40 with a grade of C or better.
AMT 46 with a grade of C or better or concurrent enrollment.
MATH 100 or equivalent or higher with a grade of C or better.
Natural Science 100 level or above with a grade of C or better or concurrent enrollment.

AMT 53 Brakes (4)

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). Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program is required. (30 lecture; 110 lab hours)
Prerequisite: AMT 20 with a grade of C or better or concurrent enrollment. MATH 100 or equivalent or higher or concurrent enrollment.

AMT 55 Suspension and Steering (5)

Explains the theory and practical application of the operation, problem diagnosis, maintenance and repair of the modern suspension and steering systems to include: front wheel drive steering and suspension systems; rear wheel drive steering and suspension systems; four wheel drive steering and suspension systems; and all wheel drive steering and suspension systems. Wheel alignment and tire servicing for all systems are also covered. Students participating in the AMT program are required to have a valid driver's license. Verification of its validity will be made during class; anyone without a current driver's license will be disenrolled. A tool set as listed by Leeward CC's AMT program is required. (40 lecture; 110 lab hours)
Prerequisite: AMT 20 and AMT 53 with a grade of C or better or concurrent enrollment. MATH 100 or equivalent or higher with a grade of C or better or concurrent enrollment.

AMT 55C Wheel Balancing (1)

The student is introduced to the theory and practical applications of wheel balancing. This course also covers the application of diagnostic skills and techniques with the emphasis on realism in laboratory and shop operations. * (20 hours lect./lab)
Rec Prep: ENG 22 with a grade of C or better

AMT 60 Diagnostic and Repair (3)

Integrates all previous AMT course contents in a systematic approach to isolate drivability 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, pin-point test procedures, adjustments, overhauls, and replacement of components are performed on numerous automobile makes, models and systems. (105 lecture/ lab hours)
Prerequisite: MATH 50C, AMT 25, AMT 30, AMT 40, AMT 40D, AMT 41, AMT 43, AMT 46, AMT 50, AMT 53, and AMT 55, ENG 22 or equivalent.
Corequisite: AMT 40D.
Rec Prep: ENG 100 or equivalent.

AMT 93D/E Cooperative Education (3-4)

This cooperative training experience will provide students an opportunity to apply their professional and technical skills in dealership service centers. Students will be supervised on the job by a professional Journeyman Technician. Students will complete 225 hours per training experience. This course may be repeated up to four times for a maximum of 12 credits.
Prerequisites: AMT 25, 40, and 43, each with a grade of C or better.

BIOCHEMISTRY (BIOC)

BIOC 141 Fundamentals of Biochemistry (3)

Biological chemistry focusing on the integration of concepts from general, inorganic, and biochemistry and their application to living systems. Satisfies the one-semester chemistry requirement for pre-nursing and pre-dental hygiene majors. (DP) (Formerly BIOC 241)
Prerequisite: MATH 82 or equivalent
Rec Prep: High school level science

BIOC 251 Elements of Biochemistry (3)

Second semester of a two semester course sequence covering the fundamentals of general, inorganic, organic and biochemistry. 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. Intended for students entering into a BSN program. (DP)
Prerequisite: BIOC 241 or CHEM 151B with a C or better or equivalent.

BIOLOGY (BIOL)

BIOL 100 Human Biology (3)

Designed for the non-biologist who wishes to learn more about the fundamental biological concepts, with emphasis on humans and the human body. Topics covered will include the structure and functions of cells, tissues, organs, and organ systems of the human body, which will be related to physical fitness, nutrition, health, disease and genetics. Evolution of humans and their role in the biosphere will also be covered. Not intended for science majors. (DB)

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 is required. (DB+DY)

Prerequisite: ENG 100 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. (DB)

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. (DY)

Prerequisite: BIOL 124 (or concurrent)

BIOL 130 Anatomy and Physiology (4)

BIOL 130 focuses on the structure and function of the human body which includes a study of its gross anatomy, microanatomy, physiology, pathology, and pathophysiology. (DB)

Prerequisite: ENG 21.

Rec Prep: CHEM 100 or higher or biochemistry course; or college level of biology or zoology course.

BIOL 130L Anatomy and Physiology Lab (1)

BIOL 130 L focuses on gross and microscopic anatomy of the human body with special emphasis upon the skeleton, muscles, heart and blood vessels, and the nervous system. (DY)

Prerequisite: Credit or concurrent enrollment in BIOL 130.

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. (DB)

Prerequisite: CHEM 151 or 151B (or concurrent); or CHEM 161 or CHEM 161B (or concurrent); or equivalent or consent of the instructor..

Corequisite: BIOL 171L.

Rec Prep: High school level biology course.

BIOL 171L Introduction to Biology I Lab (1)

Laboratory to accompany BIOL 171. (DY)

Prerequisite: CHEM 151 or 151B (or concurrent); or CHEM 161 or CHEM 161B (or concurrent); or equivalent or consent of the instructor.

Corequisite: BIOL 171.

Rec Prep: High school level biology course.

BIOL 172 Introduction to Biology II (3)

Continuation of BIOL 171. Anatomy, physiology, and systematics of plants and animals; behavior; ecosystems, populations, and communities.(DB)

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. (DY)

Prerequisite: BIOL 171 and BIOL 171L with grade of C or better or equivalent.

Corequisite: BIOL 172.

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. Class meets for 3 hours of lecture and 3 hours of lab per week. (DB+DY)

Prerequisite: A grade of C or higher in ENG 21 and ENG 22, or equivalent.

BIOL 265 Ecology and Evolutionary Biology (3)

Principles of ecology and evolution for the life science majors stressing integrated approach and recent advances. (DB)

Prerequisite: A grade of C or better in BIOL 171/171L and BIOL 172/172L.

Corequisite: BIOL 265L

BIOL 265L Ecology and Evolutionary Biology Lab (1)

Laboratory to accompany BIOL 265. (DY)

Prerequisite: A grade of C or better in BIOL 171/171L and BIOL 172/172L.

Corequisite: Credit in or concurrent registration in BIOL 265.

BIOL 275 Cell and Molecular Biology (3)

BIOL 275 is an integrated cell and molecular biology course for life science majors. This course is designed to give the student a fundamental understanding of the structure and biochemistry of eukaryotic and prokaryotic cells. The course covers the basic principles of molecular biology and includes modern advances in biotechnology, recombinant DNA technology and bioinformatics.(DB)

Prerequisite: BIOL 171/171L and CHEM 272/272L or instructor consent.

BIOL 275L Cell and Molecular Biology Lab (2)

BIOL 275L is a lecture/laboratory in cell and molecular biology for life science majors. This course is taken either concurrently or after BIOL 275. Through lectures and laboratory exercises, students will acquire a fundamental understanding of the biochemistry of the cell. Students will also acquire competence in modern advances in protein chemistry, recombinant DNA technology and biotechnology. (DY)

Prerequisite: BIOL 171/171L and CHEM 272/272L or instructor consent.

Corequisite: Credit or concurrent registration in BIOL 275

BOTANY (BOT)

BOT 101 Botany (3)

An introductory course in plant biology. Topics to be covered are 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. (DB)

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. (DY)

Prerequisite: Concurrent registration in or completion of BOT 101.

BOT 105 Ethnobotany (3)

Ethnobotany is the scientific study of interactions between human cultures and plants. It includes a wide range of topics that cross over many disciplines. In this introductory ethnobotany course, we will examine several different types of interactions between people and plants. This course was formerly listed as BOT 197.

Prerequisite: ENG 21 AND ENG 22 or equivalent with a grade of C or better or instructor approval.

BOT 130 Plants in the Hawaiian Environment (4)

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 world-wide. (DB+DY)
Three lecture and three lab hours per week

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

BUSINESS (BUS)

Note: Some Business (BUS) courses were changed to Business Technology (BUSN), Management (MGT) or Finance (FIN).

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. May be used to fulfill entrance requirement at Shidler College of Business at UH-Mānoa.

BUS 120 Principles of Business (3)

Examines the foundations and responsibilities of accounting, business, management, finance, marketing, and the business environment. This course is a requirement for all ACC and BUSN Associate Degree Programs, and may also be used as an elective for the Liberal Arts A.A. program.

Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

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 tocommunicate via email and use Microsoft Outlook®. Fulfills the computer competency course requirement for the UH Mānoa College of Business Administration.

Prerequisite: BUS 101, ICS 100, or ICS 101 with a grade of C or better, or completion with a grade of C or better or concurrent enrollment in

BUSN 123 and BUSN 131 and BUSN 137, or equivalent, or instructor approval.

Rec Prep: BUSN 121 or equivalent.

BUSINESS LAW (BLAW)

BLAW 200 Legal Environment of Business (3)

This course introduces the nature and development of law in the United States, with a particular emphasis on how the law applies to businesses and how the law adapts and remains relevant in the face of constantly changing economic, political, social and technological conditions. It includes a study of business documents, how business entities are created and operated, the role of government in regulating businesses, and ethical implications of law.

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

BUSINESS TECHNOLOGY (BUSN)

BUSN 102 Introduction to Health Information Technology (3)

Give students the opportunity to design, develop, and process health information data. Students learn how health information is stored, retained, and retrieved in accordance with ethical, legal and voluntary rules, regulations and standards. Primary and secondary record systems will be covered, including numbering and filing systems, documentation and form requirements, screen designs and content, and usage and structure of health data sets. In addition, students learn about ambulatory care facilities, nursing homes, and hospices in the United States. Students also explore government regulations, medical ethics, healthcare financing, and the responsibilities of healthcare professionals.

Rec Prep: ENG 21 and ENG 22, each with a grade of C or better, or equivalent.

BUSN 104 Basic Medical Office Procedures (3)

Introduces and develops general medical office skills. Emphasis is placed on using communication skills to provide quality patient care, applying basic Association of Records Managers and Administrators (ARMA) filing rules, utilizing computer application software, maintaining simple patient records, managing correspondence, processing simple health care claims and patient billing, and introducing medical coding.

Prerequisite: ENG/ESL 21 with a grade of C or better or instructor approval.

BUSN 105 Introduction to Health Care Administration (3)

This course introduces students to the fundamentals of health care administration and the US health care system. Important topics such as ethics strategic planning, cost management, information technology and human resource are discussed in a wide variety of health care settings, ranging from hospitals to nursing homes to health clinics.

Prerequisite: Completion of ENG 18 or equivalent.

BUSN 106 Introduction to Medical Coding (3)

This course introduces the classification systems employed to organize medical information for future retrieval. The International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) classification system is emphasized including its use for prospective payment systems. Course work focuses on understanding the coding procedures as well as the impact that coding has on the healthcare delivery system (in reimbursements, as well as gathering data for statistics and research). Professional certification in Medical Coding may require work experience and a more advanced course.

Prerequisite: HLTH 110 Medical Terminology and BUSN 104 Basic Medical Office, or BUSN 284 Medical Terminology and Procedures and BUSN 170 Records and Information Management, or permission of instructor.

BUSN 108 Introduction to Diagnosis Coding (3)

Introduces students to diagnostic coding related to ICD-9-CM and Diagnosis Related Groups (DRGs). Students learn the rules, methodology, sequencing, data sets, documentation requirements, ethics, and basic reimbursement technologies related to diagnostic coding in the medical field.

Prerequisite: HLTH 110, BIOL 130, BIOL 130L, or ZOOL 240 or ZOOL 241, or equivalent each with a grade of C or better or instructor's consent.

Rec Prep: BUS 101

BUSN 109 Introduction to Procedure Coding (3)

Introduces students to basic procedural coding, which includes Current Procedural Terminology (CPT) and Ambulatory Patient Classifications (APCs). Issues of fraud and abuse, coding compliance, and compliance programs are emphasized.

Prerequisite: HLTH 110, BIOL 130, BIOL 130L or ZOOL 240 or ZOOL 241, or equivalent each with a grade of C or better or equivalent or instructor's consent.

Rec Prep: BUS 101

BUSN 115 Reimbursement Methodologies (3)

Students become familiar with health insurance terminology and the health insurance claims processing cycle. The billing systems are introduced for various healthcare organizations including federal, Veterans Affairs, state, private, and managed care health insurance plans. Legal issues and regulations related to reimbursement are covered.

Rec Prep: ENG 21 and ENG 22, each with a grade of C or better, or equivalent. BUSN 121 or BUSN 123 or BUS 101 or equivalent

BUSN 121 Introduction to Word Processing (3)

The course covers proper keyboarding techniques, word processing concepts (Microsoft® Word), and document formatting of letters, memos, tables, reports, and e-mail. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized.

Rec Prep: Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUSN 123 Word Processing for Business (3)

Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments.

Prerequisite: Thirty-five (35) gross words a minute (GWAM); or C or better in BUSN 121/OAT 121 or equivalent; or instructor approval.

Rec Prep: ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUSN 131 Computerized 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.

Rec Prep: BUSN 188 and ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUSN 137 Computerized 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.

Rec Prep: Ability to keyboard by touch.

BUSN 158 Social Media and Collaboration Tools for Business (3)

Introduces students to social media, collaboration, and Web tools as they relate to business. Students learn how to effectively create, maintain, and update blogs, social media sites (e.g., Facebook, Twitter, LinkedIn, Pinterest, Google+, YouTube), and internal/external collaboration and communication tools. Organizational management of cloud storage will be covered. (Formerly taught as BUSN 197E)

Rec Prep: ENG 21 or ENG 22, BUS 101, BUSN 123

BUSN 159 Creating and Managing the Virtual Office (3)

This course will explore concepts and issues involved in establishing a virtual assistant business. Students will use integrated software applications to complete assignments, create projects, conduct research, and identify the components of a business plan.

Prerequisites: ENG 21 and ENG 22 or equivalent each with a grade of C or higher OR placement in ENG 100 or equivalent; BUS 101 OR ICS 100 and ICS 101 with a grade of C grade or higher; BUSN 121 OR BUSN 123 with a grade of C or higher; and BUSN 164 with a grade of C or higher; or instructor's consent.

BUSN 164 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, or instructor approval.

Rec Prep: Computer experience using a word processing program.

BUSN 166 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.

Rec Prep: Ability to keyboard and knowledge of word processing.

BUSN 170 Records and 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.

Rec Prep: ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUSN 171 Introduction to Medical Records (3)

Introductory course into medical records which integrates all phases of the records management cycle while complying with state and federal regulations and laws. Topics include: privacy and access laws, component and procedures of patient charting, upkeep of information system, and security audits.

Prerequisites: BUSN 170.

BUSN 188 Business Calculations (3)

Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed.

Rec Prep: Completion of MATH 1 or MATH 1B with a CR grade or equivalent and completion of, or concurrent enrollment in, ENG/ESL 21 or equivalent.

BUSN 192V Business Practicum (1–4)

Business Practicum integrates the skills and knowledge students have learned in the classroom within their chosen Certificate of Completion, Certificate of Achievement, Academic Subject Certificate, Associate in Applied Science, or Associate in Science program of study and apply them in a professional environment. Students will be required to work 60 hours minimum per academic credit. This course can be repeated for up to nine (9) total credits. BUSN 192V cannot be used as a substitute for BUSN 193V, Cooperative Education. BUSN 192V cannot be taken concurrently with BUSN 193V.

Prerequisites: 1.) Declared Certificate of Completion, Certificate of Achievement, Academic Subject Certificate, Associate in Applied Science, or Associate in Science program of study within the Business Division (Accounting, Business Technology, or Management) or instructor approval; however, this course cannot be used as a substitute for the required course, BUSN 193V.

2.) Completion of six (6) credits in the declared program of study.

3.) Grade point average of at least a 2.0 in the program of study required courses.

4.) Student in good academic standing.

5.) Eligible for employment—U.S. citizen or have the legal right to work in the U.S.

6.) Approval of instructor or program of study coordinator.

BUSN 193V Cooperative Education (1–4)

Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. May be repeated but cannot exceed nine (9) credits total.

Prerequisites: Business major or Department/instructor approval. 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 University of Hawai'i, Leeward Community College Business Division: (1) completion of 12 or more credits in the Leeward CC Business Technology Division in order to assess job skills, (2) enrolled in a Business Technology program of study, (3) full- or part-time student enrolled at Leeward CC, (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.

BUSN 197C Disease Pathology and Pharmacology (3)

Students learn the definition, cause, diagnosis, and symptoms of specific diseases. Therapy with medications (pharmacology) and the effects of drugs on the human body, in terms of absorption, distribution, metabolism, and excretion, are explored.

Prerequisites: BIOL 130, BIOL 130L, and HLTH 110, all with a grade of C or better or instructor approval.
Rec Prep: ENG 21, ENG 22, and BUS 101

BUSN 208 Advanced Diagnosis Coding (3)

Students build on skills learned in BUSN 108 Introduction to Diagnostic Coding. Students apply ICD-10-CM diagnostic coding to advanced scenarios and complex patient records. Computerized coding systems and coding conventions will be covered. Students also analyze the impact of coding complications on healthcare reimbursements.

Prerequisite: BUSN 108 with a grade of C or better or instructor approval.

BUSN 209 Advanced Procedure Coding (3)

Students build on skills learned in BUSN 109 Introduction to Procedure Coding. This course reinforces the skills necessary to complete procedure coding and billing in hospitals, outpatient clinics, and physician office settings. Topics include the proper use of billing forms (CMS 1500 and the UB-04) and coding guidelines. Emphasis is placed on procedure coding with ICD-10-PCS, CPT, HCPCS, medical necessity, and the use of computer software to complete insurance claims and perform coding on advanced cases.

Prerequisite: BUSN 109 with a grade of C or better or instructor approval.
Rec Prep: ENG 21 and ENG 22, each with a grade of C or better, or equivalent. BUSN 242 Business Presentations (3)

BUSN 242 Business Presentations (3)

Provides skills and competencies relating to the demands of professional business presentations including use of Microsoft® Word and PowerPoint, desktop publishing, and other media. Competencies encompass reporting as well as presenting information, data, and evidence using current technologies.

Prerequisites: BUSN 121, BUSN 123, or BUS 101 with a grade of C or better or equivalent, or keyboarding or typewriting skills and computer knowledge or instructor's approval.
Recommended Preparations: ENG 100 and SP 151 or SP 200 or equivalent. Keyboarding or typewriting skills and computer knowledge.

BUSN 250 Expert Business Computing (3)

Expert use of the Microsoft® Office features and preparation for the Microsoft® Expert-level certification exams.

Rec Prep: BUS 201 or equivalent.

BUSN 269 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.

Prerequisite: ENG 22 or equivalent with a grade of C or better or instructor's approval.

BUSN 270 Advanced Records and Information Management (3)

Introduces specialized functions, current technology, international issues, and other advanced topics in Records and Information Management (RIM). Topics covered include: Forms Management, Vital Records Protection, Disaster Prevention and Recovery, Micrographics, Mail and Reprographics Management, Optical Disk Technology, and International Standards. Association of Records Managers and Administrators (ARMA) International rules are reviewed. A database such as Microsoft® Access may be used to introduce and practice RIM program controls such as records inventory.

Prerequisites: BUSN 170 or equivalent or work experience in RIM and Microsoft® Access and Microsoft® PowerPoint or instructor approval.

BUSN 277 International Business Protocol (3)

Presents international business protocol differences among countries and develops the skills to identify and understand these differences in a business environment.

Prerequisite: ENG 22 or equivalent with a grade of C or better or instructor's approval.

BUSN 279 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: ENG 22 or equivalent with a grade of C or better or instructor's approval.

BUSN 284 Medical Terminology & Office Procedures (3)

Presents the skills needed to perform activities required in a medical office setting. Offers a broad spectrum of medical terms, concepts, and principles. Designed to familiarize the student with various types of documents, activities, and situations in a medical environment.
Rec Prep: ENG 100 or equivalent, and keyboarding and word processing skills.

BUSN 286 Legal Terminology and Procedures (3)

Presents the skills needed to perform office 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.
Rec Prep: ENG 100 or ENG 100E or equivalent.

CHEMISTRY (CHEM)

CHEM 100B Chemistry and Man (4)

Brief introduction to basic principles of chemistry and their relationship to the modern world. This course provides a general education core course for the non-science major. Emphasis will be placed on how science and technology affect the individual, society and the environment. Topics to be treated include: air and water pollution, energy resources, and basics of biochemistry. This is a lab-oriented course in which students are encouraged to learn by doing. Class meets for 3 hours of lecture and 3 hours of lab per week. (DP+DY)
Prerequisite: MATH 83 and ENG 22 with a grade of C or better or equivalent.

CHEM 151B Elementary Survey of Chemistry (4)

An introductory course to the fundamental theories and experimental methods of chemistry intended for students preparing for careers in medical technology, nursing, life sciences, and other technical fields. The basic language and quantitative relationships of chemistry are studied, as well as the theories of atomic structure, chemical bonding, structure-property relationships, and chemical reactions. Class meets for 3 hours of lecture and 3 hours of lab per week. This is an integrated course that combines a three credit lecture with a one credit laboratory class into one package.
Prerequisite: Credit in MATH 82 or higher or equivalent

CHEM 152B Survey of Organic and Bioorganic Chemistry (4)

Topics include the structure, nomenclature, properties and reactions of the major classes of organic compounds. Emphasis is upon the concepts and principles as they apply to modern materials and technology and to living matter. Class meets for 3 hours of lecture and 3 hours of lab per week. 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. (DP+DY)
Offered in Spring semester only.
Prerequisite: CHEM 151B or equivalent.

CHEM 161B General Chemistry I (4)

Basic principles of inorganic chemistry. A first course of a two-course sequence designed to meet the one-year requirement of general college chemistry. Concepts and topics include, scientific measurement, chemical math, atomic structure and chemical bonding, the states of matter, and solution chemistry. Laboratory activity is a required part of the course. Class meets for 3 hours of lecture and 3 hours of lab per week. (DP+DY)
Prerequisite: Math 103 with a grade of C or better or equivalent.
Rec Prep: High School chemistry or CHEM 151B.

CHEM 162B General Chemistry II (4)

Principles of chemical dynamics. A second semester offering of a two-semester sequence designed to meet the one-year requirement of general college chemistry. Emphasis in the course is placed on kinetics, thermodynamics, equilibria, including acid/base and solubility equilibria, oxidation-reduction and electrochemistry. Laboratory activities are a required part of the course. Class meets for 3 hours of lecture and 3 hours of lab per week. (DP+DY)
Prerequisite: CHEM 161B or equivalent, and Math 135 with a grade of C or better or equivalent.

CHEM 272B Organic Chemistry I (5)

CHEM 272B is the first semester of a comprehensive introduction to organic chemistry including molecular structure, nomenclature, stereochemistry, spectroscopy, reactions and reaction mechanisms, synthesis, and applications to biology. The course includes a laboratory component. This course is intended for science majors. CHEM 272B is a 5 credit class equivalent to the 3 credit lecture (CHEM 272) and 2 credit lab (CHEM 272L) courses.
Prerequisite: C or better in CHEM 162 and 162L or CHEM 162B or CHEM 171 or CHEM 181A (Mānoa)

CHEM 273B Organic Chemistry II (4)

CHEM 273B is the second semester of a comprehensive introduction to organic chemistry including molecular structure, nomenclature, stereochemistry, spectroscopy, reactions and reaction mechanisms, synthesis, and applications to biology. The course includes a laboratory component. This course is intended for science majors. CHEM 273B is a 4 credit class equivalent to the 3 credit lecture (CHEM 273) and 1 credit lab (CHEM 273L) courses. (DP+DY)

Prerequisite: C or better in CHEM 272 or CHEM 272B

CHINESE (CHN)

CHN 101 Elementary Chinese I (4)

CHN 101 is a course designed for beginners of Chinese. Study of basic structures of the Mandarin Chinese language with emphasis on listening, speaking, reading and writing skills. Students will gain these four skills in standard Mandarin Chinese attaining the Novice-High level on the ACTFL-ETS proficiency scale.

Rec Prep: ENG 22 with a grade of C or better or equivalent.

CHN 102 Elementary Chinese II (4)

CHN 102 is a continuation of CHN 101. The four skills of listening, speaking, reading, and writing in Standard Mandarin Chinese are further developed. Students will gain these four skills, attaining approximately the Intermediate-Low level on the ACTFL-ETS proficiency scale.

Prerequisite: CHN 101 with a grade of C or better.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

CHN 111 Elementary Conversational Chinese I (3)

CHN 111 is designed for students beginning the study of conversational Mandarin Chinese. Students study the basic structures of Mandarin Chinese with an emphasis on developing fundamental skills (listening, speaking and grammar) of spoken Mandarin Chinese with application to a number of familiar everyday topics. Although the primary emphasis is on spoken Mandarin Chinese, class time will also be spent to enable students to acquire skills to identify basic components of Chinese characters and read high-frequently employed Chinese characters. Students will be attaining approximately the Novice-High level on the ACTFL-ETS (American Council on the Teaching of Foreign Languages) proficiency scale.

CHN 201 Intermediate Chinese I (4)

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

Prerequisite: Chinese 102 with a grade of C or better, or Chinese 102 equivalent by placement test or consent of instructor.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

CHN 202 Intermediate Chinese II (4)

CHN 202 is the second half of an intermediate course in Chinese. Four language skills, speaking, listening, reading and writing introduced in the elementary level course will be reinforced. Students in this course will develop language skills in a linguistically appropriate manner.

Prerequisite: Chinese 201 with a grade of C or better, or Chinese 201 equivalent by placement test or consent of instructor.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

CIVIL ENGINEERING (CE)

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 145 Interpersonal Communication (3)

Introduction to communication strategies and outcomes through participation in interpersonal communication activities.

Rec Prep: ENG 22 with a grade of C or equivalent.

COM 210 HON 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)

Prerequisite: This course is frequently taught as a Writing Intensive course, for which students must have completed ENG 100 or equivalent with a C or better.
Rec Prep: 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.

CULINARY ARTS (CULN)

CULN 111 Introduction to the Culinary Industry (2)

Provides an overview of the culinary industry within the aspects of the entire hospitality industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry.

CULN 112 Sanitation and Safety (2)

This course introduces students to the fundamentals of food safety in the foodservice industry. Course content includes the study of food borne illnesses, the micro world, contamination, the flow of food through a foodservice operation including purchasing and receiving, storage, preparation and service, sanitary facilities, cleaning and sanitizing principles and pest management. Emphasis on the Hazard Analysis Critical Control Point (HACCP) food safety system. Successful completion of this course will result in ServSafe certification from the National Restaurant Educational Foundation.

CULN 115 Menu Planning and Merchandising (1)

This course is a study of the factors involved in planning effective menus for a variety of food service operations. Course content includes basic menu planning principles, layout and design, factors that impact menu items selection, menu pricing, menu sales performance and mix analysis, and menu planning resources.

CULN 120 Fundamentals of Cookery (5)

This course focuses on the fundamental concepts, skills and techniques of cooking. Course coverage includes the use of standardized recipes, weights and measures, culinary tools and equipment, basic ingredients and their uses in cooking and basic cooking methods. Emphasizes the preparation of stocks, soups, sauces and lunch menu items.
Prerequisites: Completion of or concurrent enrollment in CULN 112 with a C or better.

CULN 125 Fundamentals of Cookery II (5)

This course focuses on the fundamental concepts, skills and techniques of basic garde manger, breakfast and short-order cookery skills. Content includes basic salads and salad dressings, the handling, storage and preparation of fruits and vegetables including decorative garnishes, cold food presentation using plates, platters and trays, basic egg and breakfast items including quick breads, and short order line cookery.
Prerequisites: Completion of CULN 120 with a grade of C or better and completion (with a grade of C or better) of or concurrent enrollment in CULN 112.

CULN 150 Fundamentals of Baking (5)

Application of scientific principles and baking theory to the production and evaluation of breads, pies, cookies and cakes. Course coverage includes terminology, ingredients, weights/measures, formula conversions and costing factors. Emphasis is placed on equipment use and maintenance, hygiene and work habits.
Prerequisites: Completion of or concurrent enrollment in CULN 112.

CULN 160 Dining Room Operations (5)

This course introduces students to food and beverage service. Course content includes basic service techniques, setup and organization of the dining room, service langauge and professionalism including dress, grooming and sanitation. Also covered is an introduction to alcoholic beverages and principles of responsible alcoholic service.
Prerequisites: Completion of or concurrent enrollment in CULN 112.

CULN 223 Contemporary Cuisines (5)

In a fast paced restaurant environment, students plan, organize, and prepare menu items typically served in an upscale dining establishment specializing in European, Asian, and American regional cuisine with an emphasis on contemporary menu trends, cross-cultural influences, flavor combinations and plate presentation. Students will develop an awareness of and utilize locally grown and produced ingredients.
Prerequisite: CULN 120 and CULN 125 or CULN 224 with a grade of C or better or instructor approval

CULN 224 Asian/Continental Cuisine (5)

In this course students expand upon fundamental cooking skills and techniques and study regional cuisines. Students learn about traditional food ingredients and their uses, flavorings, regional cooking methods, and general characteristics of various cuisines. Emphasis is placed upon technique, speed, timing, plate presentation, organization and teamwork.
Prerequisite: CULN 120 with a grade of C or better or instructor approval.

CULN 240 Garde Manger II (3)

Building upon the fundamental knowledge of cold food preparation, this course covers the preparation of pates, terrines, galantines, canapés, hot and cold hors d'oeuvres, appetizers, mousses and gelatins. Also covered are the techniques of cold food decoration, cold platter design and presentation and the design and planning of appetizer buffets.
Prerequisites: CULN 120 and CULN 125 with a grade of C or better or instructor consent.

CULN 269 Culinary Special Events (3)

Students participate as professionals in community and college sponsored culinary events. As part of interactive management teams, students will also plan, market, organize and produce special culinary themed events in the College's "The Pearl" restaurant.
Prerequisite: C grade or better in CULN 160 and CULN 223

CULN 271 Purchasing and Cost Control (4)

This course is a study of the overall concept of purchasing and receiving practices and cost control systems associated with commercial restaurants, hotels and institutional settings. Content includes the flow of foods in a food service operation, purchasing methods, (purchasing, receiving, storing, issuing) legal and ethical considerations of purchasing, and controlling inventory and costs.
Prerequisites: CULN 111, MATH 100C with a C or better or instructor approval.
Rec Prep: CULN 112

CULN 275 Human Resources Management and Supervision in the Hospitality Industry (2)

This course is 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 develop skills in human relations and personnel management. Course content also includes employee training, motivation and evaluation techniques, laws and regulations that affect restaurant and foodservice operations, and employee benefits.
Prerequisites: CULN 160 with C or better or instructor consent.

CULN 293E Culinary Externship (2)

This externship experience will provide students an opportunity to apply their professional and culinary skills in restaurant and hotel settings. Students will complete 150 hours to gain on-the-job experiences.
Prerequisite: CULN 150, CULN 160, CULN 223, CULN 224, and CULN 271 with a grade of C or better or instructor 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.

DNCE 131 Modern Dance I (3)

An introduction to Modern Dance technical skills and creative processes for the beginner. No dance experience is necessary. Students learn body alignment, physical conditioning, and dance actions, exercises, and combinations. A variety of music is used. Dance clothes are to be provided by the students. May be repeated once for additional credit.

DNCE 132 Modern Dance II (3)

Modern Dance 132 is the second semester of college level dance. The emphasis of this course is to continue developing skills in fundamental movements and concepts and to further develop comprehension of dance as a communicative art form through the creative process. (DA)
Prerequisite: Modern Dance 131 or the equivalent or the consent of instructor or prior dance training in any technical dance form.

DNCE 180 Dance Production (3)

The creation of a dance, choreographed by faculty and rehearsed and performed by the students at the Leeward Dance Festival Concert on mainstage in the Leeward Theatre. This concert brings together dancers and choreographers from various Dance Programs in high schools, UH Mānoa and independent dance companies. Prerequisite: Consent of instructor.
Corequisite: Depending on the instructor's evaluation of the student's technical skills, the student may be required to concurrently enroll in DNCE 131.
Rec Prep: Previous dance experience preferred.

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.
Prerequisite: ART 112 with a grade of C or better, or consent of instructor.
Rec Prep: 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.
Prerequisite: ENG 22 or equivalent, with a grade of C or better, or consent of instructor.
Rec Prep: ICS 100.

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.
Prerequisite: ENG 22 or equivalent and ART 112, with a grade of C or better, or consent of instructor.
Rec Prep: DMED 120.

DMED 122 NetPrep Flash 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.
Prerequisite: ENG 22 or equivalent and ART 113D, with a grade of C or better, or consent of instructor.
Rec Prep: DMED 121.

DMED 130 Digital Storyboard (3)

Introduction to writing, designing and presenting a storyboard and story reel using digital tools.
Prerequisite: ENG 22 or equivalent, with a grade of C or better, or consent of instructor.
Rec Prep: Art 113D.

DMED 131 Introduction to Digital Video (3)

This course introduces digital video production techniques including: camera operation and procedures, basic principles and techniques of sound and digital video editing. Course topics include the operation of digital Prosumer camcorders, lighting and sound equipment, the concepts and techniques of nonlinear digital editing with emphasis on the principles and aesthetics of film and video editing.
Prerequisite: ENG 21 or ENG 22 or equivalent, all with a grade of C or better, or consent of instructor.
Rec Prep: DMED 130.

DMED 132 Principles of Video Editing (3)

This course introduces digital video production techniques including: camera operation and procedures, basic principles and techniques of sound and digital video editing. Course topics include the operation of digital Prosumer camcorders, lighting and sound equipment, the concepts and techniques of nonlinear digital editing with emphasis on the principles and aesthetics of film and video editing.
Prerequisite: ENG 21 or ENG 22 or equivalent, with a grade of C or better, or consent of instructor.
Rec Prep: DMED 130.

DMED 133 Sound Design for Digital Media (3)

Utilization of audio within the context of digital media production. Elements of sound design, production and implementation will be covered. A survey of acquisition and post-production technology and techniques used in media production will be included within the course.
Prerequisite: ENG 21 or ENG 22 or equivalent, with a grade of C or better, or consent of instructor.
Rec Prep: DMED 130

DMED 140 Principles of Animation (3)

This course focuses on the principles and history of animation. Students will review live action and animated examples, learning the mysteries of making an animated character come to life. Topics include animation history, animation principles and how the timeline in a graphics software program can give movement to individual frames. Students will focus on traditional animation principles and how they are effectively applied in digital animation environments. Additional topics include key-framing strategies, timing and visual rhythm.
Prerequisite: ENG 22 or equivalent, with a grade of C or better, or consent of instructor.

DMED 141 Introduction to 3D Animation (3)

DMED 141 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.
Prerequisite: ENG 22 or equivalent, with a grade of C or better, or consent of instructor.
Rec Prep: DMED 140 (can be taken concurrently).

DMED 150 Film Analysis & Storytelling (3)

Students will explore the techniques of effective storytelling in film and video through analysis of film transitions, shot types and angles, montage, mise en scene, blocking, and camera movement. Attention will be paid to special needs of animation, such as creating the role of the camera and cutting, in hand drawn or all digital film. A history of film discovery will be explored. (DA)
Prerequisite: ENG 22 or equivalent, with a grade of C or better, or consent of instructor.

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.
Prerequisite: ART 112 with a grade of C or better, or instructor approval.
Rec Prep: DMED 130.

DMED 220 Intermediate Web Site Design (3)

The course is intended to teach intermediate topics of Web design using the latest Web design software. It builds upon the skills learned in DMED 121 and introduces Web authoring and design techniques with emphasis on planning, design, and the concepts required for creating a site targeted to a specific audience. Topics include web standards, designing visual navigation systems, using style sheets, implementing forms, using layers for creative visual effects, Action-Script, Behaviors and multimedia.
Prerequisite: DMED 121 with a grade of C or better, or consent of instructor.
Rec Prep: DMED 120.

DMED 221 NetPrep Dynamic Web Publishing (3)

This course focuses on the development of database-driven web applications using the Microsoft.NET Framework. Students will learn how to develop dynamic ASP.NET web forms using the programming language C# and the database language of SQL.
Prerequisite: DMED 120 and ICS 113 with a grade of C or better, or consent of instructor.

DMED 235 Digital Video Pre-Production for the Web (3)

Students build on skills learned in DMED 131 Introduction to Digital Video, and /or DMED 132 Principles of Video Editing, DMED 133 Sound Design for Digital Media. This course reinforces the skills necessary for preplanning of effective video production for distribution over the Internet. Topics include brainstorming ideas, writing of treatments, script writing and storyboarding.
Prerequisites: DMED 131 or 132, and DMED 133 with a grade of C or better or consent of instructor. ENG 22 or equivalent, all with a grade of C or better, or consent of instructor.
Corequisites: DMED 236
Rec Prep: DMED 130 and DMED 150

DMED 236 Advanced Digital Video for the Web (3)

Students build on skills learned in DMED 131 Introduction to Digital Video, and /or DMED 132 Principles of Video Editing, and DMED 133 Sound Design for Digital Media. This course reinforces the skills necessary that utilize audio, video, graphics, and motion to communicate effectively. Students will create productions that emphasize the aesthetic and technical capabilities of the medium for distribution over the Internet.
Prerequisites: DMED 131 or 132, and DMED 133 with a grade of C or better or consent of instructor. ENG 22 or equivalent, all with a grade of C or better, or consent of instructor.
Corequisites: Concurrent registration with DMED 235.
Rec Prep: DMED 130 and DMED 150

DMED 240 Animation & Special Effects (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.
Prerequisite: DMED 140 with a grade of C or better, or consent of instructor.
Rec Prep: DMED 130.

DMED 242 Character Animation (3)

This course moves deeper into the heart of animation studying techniques in character design and animation. The focus is on storytelling, filmmaking, performance and actually making a movie. Students will begin developing stories and characters. Dialogue, lip sync and character interaction will be explored in detail.
Prerequisite: DMED 141 with a grade of C or better, or consent of instructor.

DMED 243 3D Modeling and Animation (3)

This course covers the concepts of 3D modeling and animation. Students will establish a foundation of 3D computer animation theory and concepts along with an introduction to curves, surfaces, nurbs, polygons, textures, modeling, animation, lighting and rendering.
Prerequisite: DMED 141 with a grade of C or better, or consent of instructor.

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 Leeward 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 discuses and evaluate their work experience with the instructor and the other students.
Prerequisite: Completion of or concurrent enrollment in ENG 100 or equivalent with a grade of C or better or equivalent and approval of the instructor. Additional requirements by the DMED Department:
(1) completion of 12 or more credits in DMED courses.
(2) declared DMED major.
(3) full- or part-time student enrolled at Leeward CC.
(4) a student in good academic standing with a minimum cumulative grade point average of 2.0.
(5) eligible for employment—U.S. citizen or have the legal right to work in the U.S..

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 the focus on how the text reflect the Japanese cultural character and world view as well as universal truths of the human condition. Selections from Japanese film classics are also featured.
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 text reflect 19th and 20th century Japanese life as well as general truths of the human condition. Selections from modern Japanese film classics are also featured.
Prerequisite: ENG 100 with a grade of C or better or equivalent.

E-COMMERCE (ECOM)

ECOM 100 Introduction to E-Commerce (3)

Provides 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.
Rec Prep: 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.

ECONOMICS (ECON)

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. (DS)
Rec Prep: 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. (DS)
Rec Prep: 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. (DS)
Rec Prep: 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 and Teaching (3)

ED 100 is an introductory course where students will learn about the teaching profession, the professional teacher, and the learner. The roles and responsibilities of the educator and the educational system in Hawai'i will be examined. Students will also learn about diverse learners and learning styles and theories. Creating a positive learning environment, managing classrooms effectively, and developing and conducting standards-based lesson plans will be covered. Students will also explore various careers in education.
Rec Prep: ENG 22 with a grade of C or better or placement in ENG 100, or equivalent , or consent of instructor.

ED 279 Educational Media and Technology (3)

Introduction to theories, application of principles, acquisition of practical skills of educational media relevant to teaching/learning situations, in classroom as well as non-school settings. (formerly ED 297A)
Prerequisite: ENG 22 with a grade of C or better or equivalent, or placement of ENG 100 or equivalent, or consent of instructor.

ED 282 Collaboration: Roles and Responsibilities as a Member of the Multi-Disciplinary Team (3)

This course is designed to provide teachers with knowledge of collaborative and co-teaching models of instruction and to prepare them to implement these models in their schools and classrooms. While co-teaching can be a rewarding experience for students and professionals, understanding its elements and foundations is critical in creating a positive learning environment for students. Co-teaching requires not only pedagogical skill on the part of the participating teachers, but also a willingness to share and collaborate in the teaching of all students in special education and inclusion classrooms. This course is consistent with state and local educational goals including the focus on activities that participants will apply to real-world settings.
Prerequisites: ENG 22 with a grade of C or better or equivalent; or placement in ENG 100 or consent of instructor.
Corequisites: Enrollment in ED 295
Rec Prep: Interest in the field of teaching and experience working with children.

ED 283 Partnerships with Culturally and Linguistically Diverse Families (3)

Partnership with Culturally and Linguistically Diverse Families focuses on the skills necessary for working effectively with families of diverse students including those with disabilities. Instruction will include family system theory; characteristics/functions of families; relevant law and policy such as the Individuals with Disabilities in Education Act (IDEA) and requirements for family participation; strategies for communication and collaboration with diverse families.

Prerequisites: ENG 22 with a grade of C or better or equivalent; or placement in ENG 100 or consent of instructor.

Rec Prep: Interest in the field of teacher education and experience with children.

ED 284 Foundations of Inclusion in Teaching (3)

Foundations of Inclusion in Teaching explores historical and contemporary educational contexts, laws, policies and practices that support special student populations. Curriculum is focused on the demonstration and application of supportive and age appropriate instructional goals, experiences and assessments. Special populations in need of an inclusive setting include all students, but this course is specifically focused on Native Hawaiians, students from poverty, and low-income communities, and all students with IEPs and special needs. (Formerly ED 297S)

Prerequisite: ENG 22 or equivalent with a C or better; or placement in ENG 100; or consent of instructor; and at least one prior ED course.

Rec Prep: Students should be prepared to travel off campus for field visits and interviews.

ED 285 Classroom Management within the Instructional Process (3)

An introductory course which offers the student exposure to the various issues of classroom management. The professional role of the teacher, development of positive and inclusive classroom culture, planning for effective instruction, and proactive approaches to supporting student behaviors and community relationships will be addressed. Learning will focus on the development of values oriented and organized learning environments. Students will learn how to develop classroom discipline and individualized behavior plans. Behavioral assessment, strategies and interventions will be introduced. Learning styles, theory, instructional assessment, planning and delivery will be explored.

Prerequisite: ENG 22 with a grade of C or better or equivalent; or placement in ENG 100 or consent of the instructor.

ED 286 Students with Exceptionalities I (3)

ED 286 is the first of a two-course series that addresses the issues confronted by individuals who currently work, or plan to work, with students with exceptionalities. For this course, exceptionalities include mental retardation, learning disabilities, attention deficit hyperactivity disorder, etc. ED 286 focuses on historical and legal perspectives, the characteristics of exceptional students, their strengths and needs, strategies to work effectively with each student and family, cultural considerations, and transition issues.

Prerequisite: Completion of ED 285 or equivalent with a grade of C or better, or consent of instructor.

ED 287 Students with Exceptionalities II (3)

ED 287 is the second of a two-course series that addresses the issues confronted by individuals who currently work, or plan to work, with students with exceptionalities. For this course, exceptionalities include emotional or behavioral disorders, deaf and hard-of-hearing, autism, multiple/severe disabilities, gifted and talented, etc. ED 287 continues to focus on historical and legal perspectives, the characteristics of exceptional students, their strengths and needs, strategies to work effectively with each student and family, cultural considerations, and transition issues.

Prerequisite: ENG 22 with a grade of "C" or better or placement in ENG 100 or equivalent, or consent of instructor.

ED 289 Educational Psychology (3)

This course introduces students to major concepts and principles in the field of educational psychology that form the foundations of learning and instruction. Students will examine various development domains and learning theories and translate this knowledge into effective teaching practices for motivating learners with diverse needs. While traditionally educational psychology focuses on the teaching profession, this course is open for all students interested in developing a deeper understanding on how humans learn. (Previously offered as an experimental course, PSY 298)

Prerequisite: Psychology 100 with a grade of C or better and completion of English 22 with a grade of C or better or placement in English 100 or equivalent.

ED 290 Foundations of Education (3)

This is an introductory course that provides a broad yet detailed exposure to the American Educational System, an introduction to the teaching profession and a knowledge base of contemporary issues in Education. Students will examine the structure, culture, and curriculum of schools and the broad forces (historical, philosophical, legal and financial) that shape the foundation of our educational system.

Prerequisite: ENG 22 with a grade of C or better or placement in ENG 100 or equivalent.

ED 291 Developing Language & Literacy I (3)

This is an introductory class for students interested in becoming educational assistants, as well as teachers in elementary, secondary or special ed. classrooms. Through a balanced literacy approach, instruction will include developmental stages of reading and writing, phonemic awareness, phonics, fluency, vocabulary development and text comprehension. The major characteristics of multi-level literacy instruction and assessment techniques will also be examined. 10 hours of Service-Learning is required.

Prerequisite: ENG 22, ESL 22 or placement in ENG 100, ENG 100E or consent of instructor.

ED 294 Introduction To Multicultural Education (3)

Reflective practitioners realize that in order to create a community of learners, we must first build that community by celebrating diversity. This introduction to Multicultural education will integrate discussion, "hands-on" activities, skills and methods to develop an awareness and sensitivity to the challenges facing K-12 educators in today's classrooms.

Prerequisite: ENG 22 with a grade of C or better OR placement in ENG 100 or equivalent or consent of the instructor.

ED 295 Service Learning (1)

Field Experience in Education is a culmination of the knowledge, skills, and dispositions learned in the AAT program. Students will engage in observations of, and reflection on, classsroom teachers and their interactions with students. They will also engage in seminar discussion with their peers about their experiences and observations in the classroom. All students will have the opportunity to work with classroom teachers at the elementary, middle, and high school levels to give them a broad range of experience and exposure to K-12 education. 20 hours of Service Learning is required. This course is a hybrid with 4 in class sessions required. Accommodations will be made for off island students.

Prerequisite: ED 290, ED 285, ED 291, and ED 294, or consent of instructor.

ED 295A Practicum I: Alternative Certification for CTE Teacher Licensure

The Alternative Certification for Career and Technical Education (CTE) teacher licensure program will prepare candidates who have content knowledge with the pedagogy necessary to become effective practitioners in CTE classrooms at the secondary level. A critical component of the program is the supervised practicum where knowledge of content and strategies for best teaching practice will be integrated and polished. Through extensive mentoring and performance evaluations completed by program faculty, CTE teacher candidates will be well prepared to meet the high standards for licensure and practice. Practicum I will provide mentoring for the CTE candidate as they intern in their own CTE high school classroom.

Prerequisite: Acceptance into the Alternative Certification for CTE Teacher Licensure program. Requirements for admission: Praxis I with a passing score, Minimum of an Associate Degree, Minimum of 3 years industry experience.

ED 295B Practicum II: Alternative Certification for CTE Teacher Licensure

The Alternative Certification for Career and Technical Education (CTE) teacher licensure program will prepare candidates who have content knowledge with the pedagogy necessary to become effective practitioners in CTE classrooms at the secondary level. A critical component of the program is the supervised practicum where knowledge of content and strategies for best teaching practice will be integrated and polished. Through extensive mentoring and performance evaluations completed by program faculty, CTE teacher candidates will be well prepared to meet the high standards for licensure and practice. Practicum II, the second semester of the practicum experience will provide formal supervision for the CTE candidate as they intern in their own CTE high school classroom. Five formal observations will be completed by an Education faculty member.

Prerequisite: Acceptance into the Alternative Certification for CTE Teacher Licensure program. Requirements for admission: Praxis I with a passing score, Minimum of an Associate Degree, Minimum of 3 years industry experience.

ED 296 Introduction To Art, Music & Movement (3)

This is an introductory course which will introduce students to the principles, concepts and values in integrating the arts into our elementary or special education classrooms. Educators are aware that children need to be engaged visually, auditorily and kinesthetically to enhance learning and support content. The arts support a balanced program of instruction across all content areas.

Prerequisite: ENG 22 with a grade of C or better OR placement in ENG 100 or equivalent or consent of the instructor.

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 211 Basic Circuit Analysis (4)

Study of linear circuits, time-domain analysis, transient and steady-state responses, phasors, impedance, and admittance; network or system functions, frequency response and filtering, resonance.

Prerequisite: Credit in MATH 206; credit or concurrent registration in PHYS 272, 272L

EE 213 Basic Lab Measurements & 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

ENGLISH (ENG)

ENG 8 Reading and Writing Basics (6)

A 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. In addition they also build vocabulary, identify main points, and locate supporting details. 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 8 with a C or better, 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 writing placement test score; or ENG 8 with a grade of C or higher; or approval from the Language Arts Division.

ENG 21 Introduction to College Reading (3)

Teaches reading and thinking skills used by successful college students. For example, English 21 students learn techniques that will improve their comprehension of any complex material; they increase their vocabulary and learn how to decipher unfamiliar words while reading; they become familiar with common organizational thought patterns and transitions, and use them to increase understanding and find main points.
Prerequisite: Appropriate reading placement test score COMPASS 56-78, or ENG 18 with a grade of C or better or equivalent, or approval from Language Arts Division.
Rec Prep: The ability to create written documents using a computer.

ENG 22 Introduction to Composition (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 writing placement test score or ENG 19 with a grade of C or higher; or approval from the Language Arts Division.
Rec Prep: Concurrent enrollment in ENG 22 and ENG 21; experience in using computers for writing.

ENG 24 Reading, Reasoning and Writing (6)

An introduction to the reading, reasoning, and writing skills essential to succeed in ENG 100. This six-credit course, through practice in analytical reading, extended discussion, summarizing of concepts, and incorporating ideas into writing, will familiarize new and returning students with the components of college-level critical thinking and composition. (ENG 24 is an accelerated course that counts in lieu of these four courses: ENG 18, 19, 21, and 22.)
Prerequisite: ENG 18/19 COMPASS placement or completion of ENG 8 with a C or better.

ENG 100 Composition I (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. (FW)

Prerequisite: Appropriate writing test score or ENG 22 with a grade of C or higher; and completion of ENG 21 with a grade of C or higher, or appropriate reading placement test score; or approval from the Language Arts Division.

Rec Prep: Experience in using computers for writing.

ENG 100E Composition I (3)

For non-native speakers of English only. Practice in writing clear, effective university-level prose. Attention to all stages of the writing process—generating ideas, drafting, revising, and editing. (FW)

Prerequisite: Placement into ENG 100E; or a grade of C or better in ESL 21 and 22, or approval from the Language Arts Division.

Rec Prep: Typing or computer experience.

ENG 102 College Reading (3)

Provides practice in advancing critical thinking 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, or ENG 21 and ENG 22 with a grade of C or better, or approval from Language Arts Division.

ENG 200 Composition II (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 or equivalent with a grade of C or higher; or approval from the Language Arts Division.

Rec Prep: Experience in using computers for writing.

ENG 204 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.

Prerequisite: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.

Rec Prep: Experience in using computers for writing.

ENG 207 Fiction Workshop (3)

ENG 207 is a writing workshop designed for students with some knowledge of fiction writing. Through the creation of original short stories and the analysis of published work and student drafts, students will gain knowledge and experience as well as develop creativity within the fiction genre.

Prerequisite: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division. This course may be repeated once for credit.

Rec Prep: ENG 204; experience using computers for writing.

ENG 208 Poetry Workshop (3)

English 208 is a poetry writing course designed for students with knowledge of the writing process and some experience in the writing of poetry. Through the creation of original poems and the analysis of published work and student drafts, students will gain knowledge and experience as well as develop creativity within the genre.

Prerequisite: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division. This course may be repeated once for credit.

Rec Prep: ENG 204; experience in using computers for writing.

ENG 209 Business Writing (3)

This course is designed for students interested in a career in business. It will teach how to organize and evaluate effective communication in writing—how to compose the various forms of letters and reports found in the business field; how to evaluate job resumes. Most course work must be typed.

Prerequisite: ENG 100 with a C grade or higher, or approval from the Language Arts Division.

Rec Prep: Experience in using computers for writing.

ENG 211 Autobiographical Writing (3)

Writing clear, effective prose based on the writer's own experience and ideas.

Prerequisite: ENG 100 or equivalent with a C grade or higher, or approval from the Language Arts Division.

Rec Prep: Ability to use computer for word processing and research.

ENG 212 Screenwriting Workshop (3)

ENG 212 introduces students to the narrative and technical aspects of screenwriting. Through the creation of adapted and original screenplays as well as the analysis of screenplays, films, student drafts and other supporting material, students will gain knowledge and experience as well as develop creativity within the screenwriting genre. (This course may be repeated once for credit.)

Prerequisite: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.

Rec Prep: ENG 204 with a C or higher; experience using computers for writing.

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 or ENG 100E with a C or better or equivalent.

Rec Prep: Computer experience.

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 C grade or higher, or approval from the Language Arts Division.
Rec Prep: Experience in using computers for writing.

ENG 250 American Literature (3)

An examination of American literature since its inception to the present day, giving emphasis to major authors, themes, and genres. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 251 British Literature I (Middle Ages-1789) (3)

An examination of British Literature from the Middle Ages to 1789, with emphasis on major authors, themes, and genres. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 252 British Literature II (1789–Present Day) (3)

An examination of British Literature from 1789 to the present day, with emphasis on major authors, themes, and genres. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 253 World Literature I (Beginnings–1650) (3)

An examination of World Literature from its inception to 1650, giving emphasis to major authors, themes, and genres of both eastern and western cultures. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 254 World Literature II (1650 to Present) (3)

An examination of World Literature from 1650 to the present day, giving emphasis to major authors, themes, and genres of both
eastern and western cultures. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 255 Types of Literature I (Short Story and Novel) (3)

An examination of the short story and the novel as literary genres. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 256 Types of Literature II (Drama and Poetry) (3)

An examination of drama and poetry as literary genres. (DL)
Prerequisite: ENG 100 or equivalent, with a grade of C or better.

ENG 257N Themes In Literature: Literature and Film (3)

An exploration of the art of literature and film through the study of film, poetry, short stories, novels, and drama from Western and non-Western cultures. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 270 Introduction to Literature: Literary History (3)

Study of significant works of selected historical periods (DL).
Prerequisites: ENG 100 or equivalent with a grade of C or better.
Rec Prep: Experience in using computers for writing.

ENG 271 Introduction to Literature: Genre (3)

Study of significant works of selected genres. (DL)
Prerequisites: ENG 100 or equivalent with a grade of C or better.
Rec Prep: Experience in using computers for writing.

ENG 272 Introduction to Literature: Culture and Literature

Study of significant works of selected cultures and cultural formations. (DL)
Prerequisites: ENG 100 or equivalent with a grade of C or better.
Rec Prep: Experience in using computers for writing.

ENGLISH LANGUAGE INSTITUTE (ELI)

ELI 10A Beginning Speaking and Listening (NC)

This course is designed to build the oral English skills of non-native speakers of English in order to prepare for academic work in English. This is a beginning listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: This is a beginning level course with placement into ELI 10A by exam. There are no prerequisite courses.
Corequisite: ELI 10 B, C, D.

ELI 10B Beginning Reading and Writing (NC)

This course is designed to build the reading and writing skills of non-native speakers of English in order to prepare for academic work in English. This is a reading and writing course and includes practice in the following: In reading, the focus is on comprehension, vocabulary development, reading rate and study skills. In writing it emphasizes sentence structure, paragraph organization and usage of formal English grammar. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: This is a beginning level course with placement into ELI 10B by exam. No prerequisites.
Corequisite: ELI 10 A, C, D.

ELI 10C Beginning Grammar (NC)

This course is designed to build the English grammar skills of non-native speakers of English in order to prepare for academic work in English. The course emphasizes usage of formal English grammar in written work and in speaking. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: This is a beginning level course with placement into ELI 10C by exam. No prerequisites.
Corequisite: ELI 10 A, B, D.

ELI 10D Pronunciation I (NC)

This course is designed to build the English pronunciation skills of non-native speakers of English in order to prepare for academic work in English. This is a pronunciation course and includes practice in discrimination and production of the NAE vowels and consonants and stress and rhythm of the language. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: This is a beginning level course with placement into ELI 10D by exam. There are no prerequisite courses.
Corequisite: ELI 10 A, B, C.

ELI 20A Low Intermediate Speaking and Listening (NC)

This course is designed to build the oral English skills of non-native speakers of English in order to prepare for academic work in English. This is a low intermediate listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 10A, 10B, 10C and 10D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 20 B, C, D.

ELI 20B Low Intermediate Reading and Writing (NC)

This course is designed to build the reading and writing skills of non-native speakers of English in order to prepare for academic work in English. This is a low intermediate reading and writing course and includes practice in the following: In reading, the focus is on comprehension, vocabulary development, reading rate and study skills. In writing it emphasizes paragraph organization, writing good paragraphs and short essays. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Successful completion of ELI 10A, 10B, 10C, 10D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 20 A, C, D.

ELI 20C Low Intermediate Grammar (NC)

This course is designed to build the English skills of non-native speakers of English in order to prepare for academic work in English. This is a low intermediate grammar course and emphasizes usage of formal English grammar in written work and in speech. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 10A, 10B, 10C, and 10D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 20 A, B, D.

ELI 20D Pronunciation II (NC)

This course is designed to build the English pronunciation skills of non-native speakers of English in order to prepare for academic work in English. This is a pronunciation course and includes practice in sounds in connected speech, intonation, sounds in grammar and pronouncing written English. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 10A, 10B, 10C and 10D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 20 A, B, C.

ELI 30A High Intermediate Listening and Speaking (NC)

This course is designed to build the oral English skills of non-native speakers of English in order to prepare for academic work in English. This is a high intermediate listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 20A, 20B, 20C and 20D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 30 B, C, D.

ELI 30B High Intermediate Reading and Writing (NC)

This course is designed to build the reading and writing skills of non-native speakers of English in order to prepare for academic work in English. This is a high intermediate reading and writing course and includes practice in the following: In reading, the focus is on comprehension, vocabulary development, reading rate and study skills. In writing it emphasizes paragraph and essay organization and construction. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Successful completion of ELI 20A, 20B, 20C, 20D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 30 A, C, D.

ELI 30C High Intermediate Grammar (NC)

This course is designed to build the English skills of non-native speakers of English in order to prepare for academic work in English. This is a high intermediate grammar course and emphasizes usage of formal English grammar in written work and in speech. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 20A, 20B, 20C, 20D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 30 A, B, D.

ELI 30D American Culture I (NC)

This course is designed to build the English and cross-cultural skills of non-native speakers of English in order to prepare for academic work in English. This is high intermediate American culture course and focuses on orienting students to the cultural values of the United States as well as other countries and fostering cross-cultural communication. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 20A, 20B, 20C, 20D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 30 A, B, C.

ELI 40A Advanced Speaking and Listening (NC)

This course is designed to build the oral English skills of non-native speakers of English in order to prepare for academic work in English. This is an advanced listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: Completion of ELI 30A, 30B, 30C, 30D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 40 B, C, D.

ELI 40B Advanced Reading and Writing (NC)

This course is designed to build the reading and writing skills of non-native speakers of English in order to prepare for academic work in English. This is an advanced reading and writing course and includes practice in the following: In reading, the focus is on comprehension, vocabulary development, reading rate, reading strategies and study skills. In writing it reviews paragraph organization and focuses on essay construction. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: Successful completion of ELI 30A, 30B, 30C, 30D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 40 A, C, D.

ELI 40C Advanced Grammar (NC)

This course is designed to build the English skills of non-native speakers of English in order to prepare for academic work in English. This is an advanced grammar course and emphasizes usage of formal English grammar in written work and in speech. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: Completion of ELI 30A, 30B, 30C, 30D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 40 A, B, D.

ELI 40D American Culture II (NC)

This course is designed to build the English and cross-cultural skills of non-native speakers of English in order to prepare for academic work in English. This is an advanced American culture course and focuses on orienting students to the cultural values of the United States as well as other countries and fostering cross-cultural communication. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: Completion of ELI 30A, 30B, 30C, 30D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 40 A, B, C.

ENGLISH AS A SECOND LANGUAGE (ESL)

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; or approval from the Language Arts Division.
Corequisite: 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; or approval from the Language Arts Division.
Corequisite: ESL 2A.

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.
Prerequisite: Completion of ESL 2A and 3A 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.
Prerequisite: Completion of ESL 2A and 3A with a grade of C or better; or placement into ESL 9B; or approval from the Language Arts Division.
Corequisite: ESL 8B.

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.
Prerequisite: Completion of ESL 8B and 9B 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.
Prerequisite: Completion of ESL 8B and 9B with a grade of C or better; or placement into ESL 19; or approval from the Language Arts Division.
Corequisite: ESL 18.

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 ENG 100E.
Prerequisite: Completion of ESL 18 and 19 with a grade of C or better; or placement into ESL 21; or approval from the Language Arts Division.
Corequisite: ESL 22.

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 ENG 100E.
Prerequisite: Completion of ESL 18 and ESL 19 with a grade of C or better; or placement into ESL 22; or approval from the Language Arts Division.
Corequisite: ESL 21.

ESL 23 Advanced Grammar (3)

This course is designed to build the grammar editing skills of Advanced 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.
Prerequisite: Completion of ESL 18 and ESL 19 with a grade of C or better; or placement into ESL 23; or approval from the Language Arts Division.

FAMILY RESOURCES (FAMR)

FAMR 230 Human Development (3)

FAMR 230 is a survey of human development from birth to death with emphasis on biological, cognitive and psychosocial development. (DS)
Prerequisite: Credit in MATH 22 or higher or equivalent.

FINANCE (FIN)

FIN 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.

FIN 160 Introduction to Financial Analysis (3)

Introduction to building out Earnings Per Share (EPS) projection models that reflect the findings of research as well as events (Macro, Sector, Industry, and Company) that may affect the primary assumptions in models, EPS estimates, and estimated stock prices. Students will present findings (written and orally) based on research, interpretation, and analysis on buy/sell recommendations for assigned coverage area companies which includes a complete breakdown of the key cost and revenue drivers for the assigned companies. This course features lecture and lab components which will require more increased class time as compared to a lecture only course.
Prerequisites: Instructor approval and ENG 21 and ENG 22 and MATH 82 all with a grade of C or better or equivalent.
Rec Prep: Computer application skills such as Microsoft Word, Excel, Outlook, and PowerPoint.

FIN 245 Principles of Finance (3)

An introduction to the critical financial management functions of the business firm. 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 155/BUSN 188 with grades of C or better or equivalent.
Rec Prep: MGT 120 and ACC 124 or ACC 201.

FIN 260 Intermediate Financial Analysis (3)

Builds upon the skills learned in FIN 160 to develop a comprehensive set of disaggregated relative value models, pitchbooks, and research reports at both the company and sub-industry level for the assigned coverage area. This course also introduces students to content that lays the foundation for a more advanced Mergers and Acquisitions (M and A) valuation course, which includes both relative and intrinsic valuation, and is commonly applied in the investment banking and private equity fields. This course includes a lecture and a lab component, which means there is more class time than a regular lecture only course.
Prerequisites: Completion of FIN 160 with a grade of C or better or instructor approval.

FRENCH (FR)

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 and outside of class, students learn to use the basic structures of French.
Rec Prep: ENG 22 with a grade of C or better or equivalent

FR 102 Elementary French II (4)

Continuation of FR 101. Basic structure of the French language with continued emphasis on listening and reading comprehension and spoken and written expression. Through practice in and outside of class, students learn to use the basic structures of French.
Prerequisites: FR 101 with a grade of C or better or equivalent, or consent of instructor
Rec Prep: ENG 22 with a grade of C or better or equivalent, or consent of instructor

FR 201 Intermediate French I (4)

Continuation of FR 102. Students will hone basic language skills acquired in FR 101-102 through reading, conversation, oral presentations, writing, listening, watching movie excerpts and making their own short videos. Through these activities, students will gradually develop confidence and fluency in written and oral expression. Cultural presentations will enhance knowledge and appreciation of the French language and the Francophone world. To this end special attention will be given to French Speaking Oceania, in particular Tahiti and New Caledonia.
Prerequisites: FR 102 with a grade of C or better or equivalent, or consent of instructor
Rec Prep: ENG 22 with a grade of C or better or equivalent

FR 202 Intermediate French II (4)

Continuation of FR 201. Students will hone basic language skills acquired previously through reading, conversation, oral presentations, writing, listening, watching movie excerpts and making their own short videos. Through these activities, students will gradually develop confidence and fluency in written and oral expression. Cultural presentations will enhance knowledge and appreciation of the French language and the Francophone world. To this end special attention will be given to French Speaking Oceania, in particular Tahiti and New Caledonia.
Prerequisites: FR 201 with a grade of C or better or equivalent, or consent of instructor
Rec Prep: ENG 22 with a grade of C or better or equivalent, or consent of instructor

FOOD SCIENCE & HUMAN NUTRITION (FSHN)

FSHN 100 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 will be covered as well as the application of sound nutritional principles toward a better understanding of food preparation, diet analysis, and recipe modification. (Formerly FSHN 185)
Prerequisite: ENG 22 and MATH 50H with a grade of C or better or equivalent.

FSHN 185 Science of Human Nutrition (3)

A biological science course which integrates the basic concept 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. (formerly FSHN 285) (DB)
Prerequisite: ENG 100 and MATH 83.

FSHN 190 Native Nutrition and Lifestyle (3)

A study of the relationship between nutrition, physical fitness and good health using a native model of interactive learning. The course provides a basic coverage of nutritional science and dietary practices of the Hawaiian culture related to health issues. Lectures cover a general introduction to the six categories of nutrients and plant based whole foods while incorporating physical fitness as a necessary component of strength and wellness. Principles and practices of food preparation, food safety, diet analysis, and recipe modification are covered. The basic nutrition and energy requirements of the human body are addressed. This course is not required for the AAS degree in Culinary Arts or Nursing.
Rec Prep: High School GPA 2.5 or better.

GEOGRAPHY (GEOG)

GEOG 101 The Natural Environment (3)

A survey of the basic elements of the natural environment, especially climate, soils, landforms, water and natural vegetation. An optional laboratory course is offered for those interested. (DP)
Rec Prep: ENG 21 or ENG 22 with a grade of C or better or equivalent; MATH 82 with a grade of C or better.

GEOG 101L The Natural Environment Lab (1)

Laboratory course available with GEOG 101. Class will meet three hours each week. Topics of the course are using maps, analyzing soils, interpreting the weather, and identifying rocks and minerals. Field trips may be taken. (DY)
Prerequisite: GEOG 101 must have been completed or concurrently enrolled.
Rec Prep: ENG 21 or 22 with grade of C or better; MATH 82 with a grade of C or better.

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. (DS)

Rec Prep: ENG 21 or ENG 22 with a grade of C or better or equivalent.

GEOG 151 Geography and Contemporary Society (3)

GEOG 151 is an introductory survey course on human society and culture. It examines patterns of population and migration, cultural diffusion and change, globalization, economic development, political systems, agriculture and urbanization. (FG, Group C)

Rec Prep: 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, volcanoes, earthquakes, external processes of weathering, mass wasting, erosion, the internal processes of magma movement and the dynamics of plate tectonics. Field trips to nearby sites to study local geology are optional. An optional lab course, GG 101L, is offered and students could register concurrently in the lab course. (DP)

Rec Prep: Completion of Math 22 and ENG 21 with a grade of C or better or equivalent.

GG 101L Introductory Geology Lab (1)

Laboratory course offered as an optional part of the introductory geology lecture course. The class will study structure and properties of the earth, rocks and minerals, make topographic maps, interpret geologic maps, interpret seismic data, groundwater properties, and geological time scale. On campus field trips conducted to learn about surface phenomena are optional. Class meets for 3 hours of lab per week. (DY)

Prerequisite: Completion of GG 101 with a grade of C or better or concurrent registration in GG 101.

Rec Prep: Completion of MATH 22 and ENG 21 with a grade of C or better or equivalent.

GG 103 Geology of the Hawaiian Islands (3)

Hawaiian geology and geologic processes: origin of Hawaiian Islands, volcanism, rocks and minerals, geomorphology, stream processes, coastal geology, landslides, earthquakes and tsunamis, groundwater, and geological and environmental hazards. Fieldtrips arranged. (DP)

Prerequisite: ENG 21 or ENG 24 with a grade of C or better or equivalent, and MATH 18 with a grade of C or better or equivalent.

Rec Prep: Completion of or concurrent enrollment in ENG 100, and completion of or concurrent enrollment in MATH 82.

HAWAIIAN (HAW)

HAW 101 Elementary Hawaiian I (4)

Development of the ability to communicate in Hawaiian through the study of basic structures with an emphasis on speaking, writing, reading and listening comprehension, and cultural understanding. Skills will further be developed through directed drill and practice in the classroom.

Rec Prep: ENG 22 with a grade of C or better or equivalent.

HAW 102 Elementary Hawaiian II (4)

HAW 102 continues to develop the ability to communicate in Hawaiian through the study of basic structures with an emphasis on speaking, writing, reading and listening comprehension, and cultural understanding. Skills will further be developed through directed drill and practice in the classroom.

Prerequisite: HAW 101 with a grade of C or better or equivalent.

HAW 201 Intermediate Hawaiian I (4)

HAW 201 is a continuation of HAW 102 in which communication skills that include reading, writing, speaking, and listening, are further developed. Students will become more proficient in Hawaiian while gaining knowledge of more complex structures.

Prerequisite: HAW 102 with a grade of C or better or equivalent.

HAW 202 Intermediate Hawaiian II (4)

HAW 202 is a continuation of HAW 201 focusing on further development and refinement of communication skills. Students will become more proficient in Hawaiian while gaining knowledge of more complex structures.

Prerequisite: HAW 201 with a grade of C or better or equivalent.

HAWAIIAN STUDIES (HWST)

HWST 105 Mea Kanu Hawai'i: Ethnobotany (3)

An introductory course studying the role of ethnobotany in cultures across the Pacific with special emphasis placed upon uses of Hawaiian plants.
Prerequisite: ENG 21 and ENG 22 or ESL 21 and ESL 22 with a grade of C or better or instructor approval.

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. (DH) and (H)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent or instructor approval.
Recommended Prep: HAW 101 with a C or better.

HWST 160 Hula (3)

This course is an introduction to hula and oli (chant). It will explore Hawaiian history and literature associated with hula as well as hula protocols, and traditional and contemporary hula dance forms, basic hula movements, hula instruments and oli. This course is repeatable once for additional credit. (HWST 160 replaces DNCE 160)
Prerequisites: ENG 21 and ENG 22 with a grade of C or better or instructor approval.
Rec Prep: HAW 101, HAW 102 or HWST 107 or HWST 270 or HUM 261 with a grade of C or better, or equivalent.

HWST 161 Hula Nei II (3)

HWST 161 is beginning hula and oli and is a continuation of HWST 160. Hula and oli are chosen from selected bodies of work used to facilitate increased complex movement sequences, rhythmic structures and techniques. The course work includes Hawaiian history and literature associated with oli and hula as well as hula protocols and traditional and contemporary dance forms.
Prerequisites: HWST 160 with a grade of C or better; or DNCE 160 with a grade of C or better.
Rec Prep: One or more of HAW 101, HAW 102 or HWST 107 or HWST 270 or HUM 261 is helpful but not necessary for admission to this class.

HWST 261 Hawaiian Literature (3)

A survey of 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. Hawaiian literature can include but is not limited to prose narration, poetry and orature. (Formerly HUM 261) (DL)
Prerequisite: ENG 100 with a grade of C or better or equivalent.
Rec Prep: HWST 107

HWST 270 Hawaiian Mythology (3)

An introduction to Hawaiian mythology and mo'olelo as a basis of understanding (or a reflection) of Hawaiian culture, values, metaphor and Worldviews. This course will investigate and analyze oral and written Hawaiian literary sources and the roles of akua, 'aumakua, kupua and kanaka. (DH)
Prerequisite: HWST 107 with a grade of C or better.

HWST 291 Contemporary Hawaiian Issues (3)

This course is a critical study and interdisciplinary introduction to contemporary, domestic and international Hawaiian issues within their historical, social, cultural and political contexts.
Prerequisite: ENG 100 with a grade of C or better or equivalent and HWST 107 with a grade of C or better.

HEALTH (HLTH)

HLTH 110 Medical Terminology (2)

Medical Terminology includes pronunciation, spelling, and definition of medical terms pertaining to all systems of the body and supplementary terms applicable to specialty areas of medicine, selected paramedical fields, medical assisting and coding. Emphasis is on increasing professional vocabulary and proficiency in spelling and medical terms.
Prerequisite: ENG 21 with a grade of C or better or equivalent.

HLTH 120 Introduction to the Health Professions (1)

This course introduces students to the concepts of health and disease, health care systems, organizational structure and function of primary, tertiary, and community-based health facilities, health care ethics, and the health care team in individualized patient care.
Prerequisite: ENG 21 with a grade of C or better or equivalent.

HLTH 125 Survey of Medical Terminology (1)

HLTH 125 develops the students' knowledge of prefixes, suffixes, and word roots used in medical terminology to help students analyze, understand and correctly use medical terms. lt covers pronunciation, spelling, and definitions of selected medical words dealing with all human body systems. Commonly used medical abbreviations and pharmacological terms as well as singular and plural forms are also covered.
Prerequisite: ENG 21 with a grade of C or better or equivalent.

HEALTH INFORMATION TECHNOLOGY (HIT)

HIT 102 Introduction to Health Information Technology (3)

Give students the opportunity to design, develop, and process health information data. Students learn how health information is stored, retained, and retrieved in accordance with ethical, legal and voluntary rules, regulations and standards. Primary and secondary record systems will be covered, including numbering and filing systems, documentation and form requirements, screen designs and content, and usage and structure of health data sets. In addition, students learn about ambulatory care facilities, nursing homes, hospices, and home care offered in the United States. Students also explore the electronic health record, human resource supervision and resource management and the responsibilities of healthcare professionals. (Formerly BUSN 102)

Rec Prep: ENG 21 and ENG 22, each with a grade of C or better, or equivalent

HIT 106 Introduction to Medical Coding (3)

This course introduces the classification systems employed to organize medical information for future retrieval. The Current Procedural Terminology - 4 (CPT-4) coding system is emphasized including the impact to physician office coding and reimbursement. Course work focuses on understanding the coding procedures as well as the impact that coding has on the healthcare delivery system (in reimbursements, as well as gathering data for statistics and research). Professional certification in Medical Coding may require work experience and a more advanced course. (Formerly BUSN 106)

Prerequisites: HLTH 110, or equivalent or the consent of the instructor.

HIT 108 Introduction to Diagnosis Coding (3)

Introduces students to diagnostic coding related to ICD-10-CM and ICD-10-PCS and Diagnosis Related Groups (DRGs). Students learn the rules, methodology, sequencing, data sets, documentation requirements, ethics, and basic reimbursement technologies related to diagnostic coding in the medical field. (Formerly BUSN 108)

Prerequisites: HLTH 110, BIOL 130, BIOL 130L, or ZOOL 240 or ZOOL 241, or equivalent each with a grade of C or better or instructor's consent.

HIT 109 Introduction to Procedure Coding (3)

Introduces students to basic procedural coding, which includes Current Procedural Terminology (CPT) and Ambulatory Patient Classifications (APCs). Issues of fraud and abuse, coding compliance, and compliance programs are emphasized. (formerly BUSN 109)

Prerequisites: HLTH 110, BIOL 130, BIOL 130L or ZOOL 240 or ZOOL 241, or equivalent each with a grade of C or better or equivalent or instructor's consent.

Rec Prep: BUS 101

HIT 115 Reimbursement Methodologies (3)

Students become familiar with health insurance terminology and the health insurance claims processing cycle. The billing systems are introduced for various healthcare organizations including federal, Veterans Affairs, state, private, and managed care health insurance plans. Legal issues and regulations related to reimbursement are covered. (formerly BUSN 115)

Rec Prep: ENG 21 and ENG 22, each with a grade of C or better, or equivalent. BUSN 121 or BUSN 123 or BUS 101 or equivalent

HIT 171 Introduction to Medical Records, Health Information Management (HIM) Law, and Ethics (3)

Introductory course into medical records which integrates all phases of the records management cycle while complying with state and federal regulations and laws. Topics include: privacy and access laws, release of medical information , e-discovery, privacy and security audits; Health Insurance Portability and Accountability Act (HIPAA); American Recovery and Reinvestment Act (ARRA); and The Patient Protection and Affordable Care Act (PPACA) and the impact on health information. (Formerly BUSN 171)

HIT 176 Statistics with Healthcare Science Applications (3)

HIT 176 covers principles of statistics with applications to healthcare science. Statistical methods include collection, maintenance, organization, presentation, interpretation, and quantitative analysis of data from primary and secondary sources. Terminology, examples and assignments from healthcare science are incorporated throughout the course. (Formerly BUSN 198B)

Prerequisites: HIT 102 and BUS 101 with a grade of C or better or instructor consent.

Rec Prep: ENG 21, ENG, 22, Mathematical skills and practices at the Common Core level

HIT 197C Disease Pathology and Pharmacology (3)

Students learn the definition, cause, diagnosis, and symptoms of specific diseases. Therapy with medications (pharmacology) and the effects of drugs on the human body, in terms of absorption, distribution, metabolism, and excretion, are explored. (formerly BUSN 197C)

Prerequisites: A grade of "C" or better or instructor approval for: BIOL 130, BIOL 130L, HLTH 110

Rec Prep: ENG 21 & 22, BUS 101

HIT 209 Advanced Procedure Coding (3)

Students build on skills learned in BUSN 109 Introduction to Procedure Coding. This course reinforces the skills necessary to complete procedure coding and billing in hospitals, outpatient clinics, and physician office settings. Topics include the proper use of billing forms (CMS 1500 and the UB-04) and coding guidelines. Emphasis is placed on procedure coding with ICD-10-PCS, CPT, HCPCS, medical necessity, and the use of computer software to complete insurance claims and perform coding on advanced cases. (formerly BUSN 209)

Prerequisites: BUSN 109 with a grade of C or better or instructor approval

Rec Prep: ENG 21 and ENG 22, each with a grade of C or better, or equivalent

HIT 208 Advanced Diagnosis Coding (3)

Students build on skills learned in HIT 108 Introduction to Diagnostic Coding. Students apply ICD-10-CM diagnostic coding to advanced scenarios and complex patient records. Computerized coding systems and coding conventions will be covered. Students also analyze the impact of coding complications on healthcare reimbursements. (Formerly BUSN 208)

Prerequisites: HIT 108 with a grade of C or better or instructor approval

HEALTH & PHYSICAL EDUCATION (HPER)

HPER 130 Beginning Tennis (1)

Beginning Tennis introduces students to the basics of playing tennis. These basics include strokes, strategies, rules for playing tennis and court etiquette.

Rec Prep: Good physical health.

HISTORY (HIST)

HIST 151 World History to 1500 (3)

A global and historical survey focusing on human societies and cross-cultural interactions to 1500 CE. Emphasis is given to broad relationships and trends within the historical process and to political, religious, economic, and social changes. (FG, Group A)

Prerequisite: ENG 22 with a grade of C or better or equivalent, or consent of instructor.

Rec Prep: ENG 21

HIST 152 World History Since 1500 (3)

A global and historical survey focusing on human societies and cross-cultural interactions since 1500 CE. Emphasis is given to broad relationships and trends and to the political, religious, economic and social changes most relevant to contemporary society. (FG, Group B)

Prerequisite: ENG 22 with a grade of C or better or equivalent, or consent of instructor.

Rec Prep: ENG 21

HIST 231 Modern European Civilizations I (3)

Political evolution and major economic, social, and cultural development of European states, 1500-1800. (DH)

Prerequisite: ENG 22 with a grade of C or better, or its equivalent.

Rec Prep: HIST 152.

HIST 232 Modern European Civilizations II (3)

A survey of the political evolution, and major economic, social, and cultural development of European states, 1500-1800. (DH)

Prerequisite: ENG 22, ESL 22, or ENG 24 with a grade of C or better, or its equivalent; or consent of instructor.

Rec Prep: HIST 152.

HIST 241 Asian Civilizations I (3)

A survey of the history of Asian civilizations with emphasis upon Japan, China, Korea, South Asia, and Southeast Asia from their earliest development to approximately 1500 CE. (DH)

Prerequisite: ENG 22 with a grade of C or better or equivalent.

Rec Prep: HIST 151 is helpful but not necessary.

HIST 242 Civilizations of Asia II (3)

A continuation of HIST 241. Survey of East, South and Southeast Asian civilizations from 1500 CE to the present. (DH)

Prerequisite: ENG 22, ESL 22, or ENG 24 with a grade of C or better or equivalent, or consent of the instructor.

Rec Prep: HIST 152.

HIST 244 Introduction to Japanese History (3)

Introductory course emphasizing the institutional history of Japan, organized along chronological and topical lines.

Prerequisite: ENG 22, ESL 22, or ENG 24 with grade of C or above, or equivalent, or consent of instructor

Rec Prep: HIST 151 and/or HIST 152

HIST 251 Islamic Civilization (3)

History 251 focuses on the history and culture of the Muslim World from the rise of Islam in the seventh century to about 1500. (DH)

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

Rec Prep: HIST 151 or REL 151.

(formerly HIST 297C)

HIST 260 Twentieth Century World History (3)

This course covers the major individuals and political, economic, social, and culture events of the world during the twentieth century. Emphasis will be placed on global relationships, conflict, and changing patterns of interaction among cultures and peoples in an era of near-constant change. (DH)

Prerequisite: ENG 22, ESL 22, or ENG 24 with grade of C or above, or consent of instructor.

Rec Prep: HIST 152 is helpful but not necessary for admission to this class.

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 and Reconstruction. Emphasis is placed on the social and political evolution of the United States. (DH)

Prerequisite: ENG 22 with a grade of C or better or equivalent, or consent of instructor.

HIST 282 Introduction to American History II (3)

A survey of the continuing development of the United States from the end of Reconstruction 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. (DH)

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

HIST 284 History of the Hawaiian Islands (3)

This course is a survey of the history of the Hawaiian Islands from Polynesian origins to contemporary multi-cultural society. The course focuses on social, economic, and political developments through history, further examining the Hawaiian responses to these developments. (DH)

Prerequisite: ENG 100 or equivalent with a grade of C or better.

HIST 297A Latin American History (3)

A survey of Pre-Columbian civilizations to Modern era: Spanish and Portuguese colonization; political, economic, social, and religiuos evolution. Impact of independence within Latin America up to the 21th century.

Prerequisites: ENG 21 or ENG 22 with a grade of C or better, or its equivalent.

Rec Prep: HIST 151 or HIST 152

HORTICULTURE (HORT)

HORT 110 Hawai'i Horticulture & Nutrition (4)

Provides hands-on learning in Leeward CC'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. (DB+DY)

Three lecture and three lab hours per week.

Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

HOSPITALITY AND TOURISM (HOST)

HOST 140 Hotel and Lodging Operations (3)

Provides an overview of the history and evolution of the hotel and lodging industry. Emphasizes the interrelationship and management of various departments including front office, food and beverage, housekeeping, human resources, finance and marketing and sales.

Prerequisites: ENG 21 and ENG 22 or equivalent with a grade of C or better or with instructor's approval.

Rec Prep: TIM 101

HUMAN SERVICES (HSER)

HSER 100 Self Exploration (3)

his group process course provides an opportunity for student exploration of personal values, attitudes, and the development toward goals to attain greater insight and understanding of self and others. The students will be encouraged to identify and assess personal characteristics that are hampering their growth and a method for developing a personal action plan. Critical self-reflection and analysis within a life stage model of development will occur over the course of the semester. The focus will be on reflectively relating oneself to selected course topics to increase self and other awareness. It may specifically support the development of people interested in entering human services, and one of the helping professions, or other disciplines such as education, justice, or nursing, etc.

Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 140 Individual Counseling (3)

This course is designed to upgrade the knowledge and skills for people who are currently working in the counseling field and to introduce newcomers to the field who wish to pursue a possible career in the helping professions. Students will practice interviewing and attending skills through role plays and be exposed to various theories of counseling, and means for assessment and treatment.

Prerequisite: ENG 22 with a grade of C or better or equivalent and HSER 100, or consent of instructor.

HSER 160 Effective Parenting (3)

This course is intended for parents, individuals preparing for parenthood, and persons working with children and parents. The course explores various approaches and styles of successful parenting. It also exposes students to important developmental issues surrounding children and families, looks at functional and dysfunctional families and parenting styles, and introduces healthy parenting attitudes and behaviors. The 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)

This course provides theoretical and experiential training in facilitating self-exploration and growth groups. lt is designed to provide knowledge and skill development 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. Student will be a member of an in-class group and also be responsible for facilitating a group. Theories of group counseling will also be reviewed. This course supports the development of a knowledge and skill base for those students who are interested in entering or currently working in any of the helping professions.
Prerequisite: ENG 22 with a grade of C or better or equivalent and HSER 100, or consent of instructor.

HSER 256 Sexual Assault and Family Violence (3)

This course is designed to create an awareness of the problems of abuse, violence and sexual assault, to explore intervention strategies, and to identify community resources (medical, legal, and counseling services) which attempt to deal with these issues. In addition, the course provides individuals with an opportunity to explore their own personal feelings and values related to norms and trends in regards to family violence in our society.
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 learners' understanding of substance use and abuse. The course 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.
Rec Prep: HSER 100

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 and HSER 268 or consent of instructor.

HSER 294 Practicum (3)

The HSER Practicum course, 294 offers the student enrolled in the Certificate of Completion in Substance Abuse Counseling program graduated learning experiences in which s/he is able to complete 224 hours of onsite field work experience in an approved addiction treatment facility. As well, the student is offered opportunities to develop a professional identity as a beginning substance abuse counselor by experimenting and integrating into his/her own practice the knowledge, skills, and values that s/he has learned in the classroom.
Prerequisite: Acceptance into the Certificate in Substance Abuse Counseling program and completion of HSERV 140, 245, 268, 270 is required. On occasion, a student may request consent from the Coordinator of the program to enter practicum even though one of the two counseling courses (HSER 140, or 245) is still needed, and learner commits to take it concurrently.
Rec Prep: HSER 140, 245, 268, 270.

HSER 295 Practicum (3)

The HSER Practicum course, 295 offers the student enrolled in the Certificate of Completion in Substance Abuse Counseling program graduated learning experiences in which s/he is able to complete 224 hours of onsite field work experience in an approved addiction treatment facility. As well, the student is offered opportunities to develop a professional identity as a beginning substance abuse counselor by experimenting and integrating into his/her own practice the knowledge, skills, and values that s/he has learned in the classroom.
Prerequisite: HSER294 with a grade of C or better or equivalent.
Rec Prep: 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.

INFORMATION & COMPUTER SCIENCE (ICS)

ICS 100 Computing Literacy and Applications (3)

An introductory survey of computers and their role in the information world emphasizing computer terminology, hardware, and software. Opportunities for "hands-on" experience using applications software may include spreadsheets, word processing, presentations, communications, and databases. (45 lecture hours) (DO)
Prerequisite: ENG 21, ENG 22 and MATH 22 or equivalent, all with a grade of C or better, or consent of instructor.

ICS 101 Digital Tools for the Information World (3)

Hands-on computer class with emphasis on producing professional-level documents, spreadsheets, presentations, databases, and web pages for problem solving. Includes concepts, terminology, and a contemporary operation system. Meets requirements for College of Business (UH Manoa and UH Hilo) and UH Manoa Biology program and Botany Department.
Prerequisite: ENG 100 and MATH 100 or equivalent, all with a grade of C or better, or consent of instructor.
Rec Prep: ICS 100

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. (DO) (Formerly ICS 130)
Prerequisite: ENG 21, ENG 22 and MATH 82 with a C or better or equivalent.
Rec Prep: ICS 100.

ICS 111 Introduction to Computer Science I (3)

Intended for Computer Science majors and all others interested in the first course in programming. An overview of the fundamentals of computer science emphasizing problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language. (45 lecture hours) (DO)
Prerequisite: ENG 21 or ENG 22 or equivalent with a grade of "C" or better and MATH 103 with a grade of "C" or better or consent of instructor.

ICS 113 Database Fundamentals (3)

This course covers the fundamental concepts in database technology, including storage structures, access methods, recovery, concurrency and integrity. The relational model and its implementation will be covered in depth together with an overview of SQL and its role in application development. The course will also present an overview of database administration, including modeling and design activities. A substantial part of the course involves the development of an understanding of database concepts. * (45 lecture hours) (Formerly ICS 106)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent, and successful completion of MATH 82 or equivalent, or consent of instructor.

ICS 125 Personal Computer Maintenance and Repair (3)

Introduction to the hardware components of microcomputer systems. The specification, selection, installation, and configuration of PC hardware components including motherboards, RAM, video, sound, network cards, storage devices, monitors, and printers are covered. Advantages and disadvantages of hardware components, and compatibility issues are discussed. Opportunities for "hands-on" activities include the installation and configuration of said components and system software.
Prerequisite: ENG 21, ENG 22, and MATH 82 or their equivalents with grades of C or better; consent of instructor.
Rec Prep: ICS 100 or ICS 101.

ICS 136 Introduction to Mobile Device Application Development (3)

This course will provide the initial background on applications development for mobile devices, as well as tools to be used for development in mobile platforms. Students will learn to create basic web pages optimized for mobile devices. Usability, documentation and testing for mobile applications and mobile websites will also be covered.
Prerequisite: ENG 21 or ENG 22 or equivalent with a grade of "C" or better and MATH 103 with a grade of "C" or better or consent of instructor.
Rec Prep: ICS 113

ICS 141 Discrete Mathematics for Computer Science I (3)

Includes logic, sets, functions, matrices, algorithmic concepts, mathematical reasoning, recursion, counting techniques, probability theory. (FS) (45 lecture hours)
Prerequisite: MATH 103 College Algebra with a C or better, or equivalent, or consent of instructor.

ICS 151 Structured Database Programming (3)

An introduction to creating interactive webpages. Students will develop dynamic web applications using a programming language and a database. (45 lecture hours) (formerly ICS 151Z) (DO)
Prerequisite: Completion or concurrent enrollment in ICS 113, or consent of instructor
Rec Prep: DMED 120

ICS 170 Ethics for the Digital World (3)

An overview of ethical issues and regulations in the digital world related to networked communications, intellectual property, privacy, computer and network security, computer reliability, and workplace issues. (DH)

ICS 171 Introduction to Computer Security (3)

This course covers the essentials of computer security, including risk management, the use of encryption, activity monitoring, intrusion detection; and the creation and implementation of security policies and procedures to aid in security administration.
Prerequisite: ICS 184 with a grade of C or better, or consent of the instructor.
Rec Prep: ICS 170

ICS 172 Network Design and Administration (3)

This course covers the network design fundamentals including basic switching and routing, layer 2 and 3 protocols, wired and wireless networking and wide area networking. Fundamental network administration techniques will also be covered as the complement to network design.
Corequisite: ICS 184 with a grade of C or better or consent of instructor.

ICS 184 Introduction to Networking (3)

This course provides the student with the knowledge and skills to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, as well as to describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools.
Corequisite: ICS 125

ICS 211 Introduction to Computer Science II (3)

Reinforce and strengthen problem-solving skills using more advanced features of programming languages and algorithms such as abstract data types, recursion, pointers, and memory management. Emphasize the use of data structures such as arrays, lists, stacks, queues and trees.
Prerequisite: ICS 111 and ICS 141 or equivalent, all with a grade of "C" or better, or instructor consent. This is a second course in computer programming which builds upon the skills developed in ICS 111 and the concepts learned in ICS 141.

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 "B" or better, or instructor consent. This is the third course in computer programming which builds upon the skills developed in ICS 111 and ICS 211.

ICS 236 Mobile Device Management and Programming (3)

This course will prepare students to effectively manage and secure mobile devices within an enterprise system. This course will also cover advanced programming tools for at least two different mobile devices.
Prerequisites: ICS 136 with a grade of C or better or instructor consent.

ICS 240 Operating Systems (3)

This course will introduce students to various aspects of Operating Systems. This course will examine and explore the structure, basic functionality, user administration, troubleshooting, system and application installation. Advanced topics of shell scripting, system security, maintenance and essential services will be covered. (45 lecture hours)
Prerequisite: ICS 111 with a grade of C or better, or instructor consent.

ICS 241 Discrete Mathematics for Computer Science II (3)

Includes program correctness, recurrence relations and their solutions, divide and conquer relations, graph theory, trees and their applications, Boolean algebra, introduction to formal languages and automata theory. (FS)
Prerequisite: ICS 111 and ICS 141 both with a C or better, or consent of instructor.

ICS 251 Advanced Database Programming (3)

A second course in creating interactive webpages. Students will develop dynamic web applications using a programming language and a database with a focus on open source. (45 lecture hours)
Prerequisite: Completion or concurrent enrollment in ICS 113, or consent of instructor
Rec Prep: DMED 120

ICS 270 Systems Analysis (3)

Use of tools to analyze, design, develop, test, document and implement a system. (45 lecture hours)
Prerequisite: ICS 111 and ICS 113 each with a grade of C or better, or instructor consent.

ICS 281 Ethical Hacking (3)

This course covers basic ethical hacking techniques also known as white hat hacking. It stresses the moral and legal issues about hacking and how these techniques can be used to defend against attacks as well as to perform authorized system security evaluation testing.
Prerequisite: ICS 170 and ICS 171 with a grade of C or better or consent of instructor.

ICS 282 Computer Forensics (3)

This course covers basic computer forensics including operating system diagnostics, the use of forensic toolkits to examine and validate computer activity and techniques for the proper collection, examination and preservation of forensic evidence.
Prerequisite: ICS 170 and ICS 171 with a grade of C or better or consent of instructor.

ICS 283 Advanced Network Routing and Optimization (3)

This course covers the advanced network design components including advanced Internet Protocol Version 4 (IPv4) and Internet Protocol Version 6 (IPv6) routing, route optimization and three of the most widely used routing protocols.
Prerequisite: ICS 172 with a grade of C or better, or consent of instructor.

ICS 293D Cooperative Education (3)

Provides practical work experiences in the computer area to apply classroom knowledge and to 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. Acceptance into the courses is by permission of the instructor. A student may take both courses for a total of six credits.

INTERDISCIPLINARY STUDIES (IS)

IS 1B Assessment Semester (NC)

A non-credit 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 16 Math Study Skills (1)

Students in IS 16 study and apply essential study skills needed to succeed in mathematics and other mathematics-related courses. Techniques to reduce math and test anxiety, note-taking skills, time management, study techniques, and math test-taking skills are emphasized. This course is recommended for students taking their first developmental math course. Cross-listed as MATH 16

IS 100A Jump Start Your College Success (1)

IS 100A is a modular one-credit course providing students fundamental college success skills, i.e. using college resources, life management, goal setting, life planning, As a modular one-credit course it may be offered several times through the semester to accommodate instructors' and students' needs. (Students cannot take both IS 100A and IS 100 for credit.)

IS 100 Freshman Year Seminar (3)

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. (formerly IS 100 College Experience and Success)

IS 104 Career/Life Exploration and Planning (1)

Survey course offering preparation for initial career/life exploration and planning. Emphasis on career decision-making, assessment of self-information, world-of-work information, self-assessed interests, values, and a survey of occupational clusters and related academic preparation. Upon completion of this course, students will have developed a basic career action plan comprised of a career goal statement and short-term and long-term career and educational objectives. 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 106 Career Shadowing (1)

An exploratory opportunity to get a first-hand look at the work world in occupational areas related to the student's chosen career interest. Students will be placed at work sites with employers who will provide them an opportunity to observe the work environment and learn from professionals in the field. Through this experience, the student will have a chance to learn about various occupations and the skills needed to be successful on the job.
Rec Prep: ENG 18 with a grade of C or better or equivalent and ENG 19 with a grade of C or better or equivalent

IS 107V Student Leadership Concepts (2-3)

This course is designed to expose students to the basic skills essential for effective student leadership through hands-on learning exercises and student leadership theory development. This course facilitates a shared learning experience, allowing for networking with other students. Students may register for two credits (lecture only) or three credits (lecture and project assignment). Credit choice must be made at the time of registration.
Rec Prep: ENG 18 or ENG 19 with a C or better.

IS 221 Problems of War and Peace (3)

This course 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 there to nuclear deterrence and war? What are the conditions of a peaceful world?
Rec Prep: ENG 21 or ENG 22 with a grade of C or better or equivalent.

IS 250 HON 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. (DH)
Recommended: Acceptance in the Honors Program.
Prerequisite: ENG 100 or equivalent with a grade of C or better.

JAPANESE (JPNS)

JPNS 101 Elementary Japanese I (4)

A course designed to teach the fundamentals of the language and culture of modern Japanese. Emphasis is placed on development of listening, speaking, reading, and writing skills using hiragana and katakana.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

JPNS 102 Elementary Japanese II (4)

Continuation of JPNS 101. Continued emphasis is placed on listening and speaking skills, while an increased concentration is placed on reading and writing skills with introduction of kanji.
Prerequisite: JPNS 101 with a grade of C or better, or equivalent.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

JPNS 141 Japanese for Customer Service (3)

A course designed to develop basic oral communication skills in Japanese used in the customer service industry such as hotels, restaurants, or retail stores.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

JPNS 201 Intermediate Japanese I (4)

This course is a continuation of JPNS 102. Emphasis on listening and speaking skills continues while development of reading and writing skills are increased. Additional Kanji are introduced in the course. Students are expected to use more complex and compound sentences.
Prerequisite: JPNS 102 with a grade of C or better, or approval from the Language Arts Division.
Recommended Prep: ENG 22 with a grade of C or better or equivalent.

JPNS 202 Intermediate Japanese II (4)

Emphasize the continuation of the skills learned in Japanese 201. Classes are 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.
Prerequisite: JPNS 201 with a grade of C or better, or approval from the Language Arts Division.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

JOURNALISM (JOUR)

JOUR 205 Newswriting (3)

Practice and instruction in reporting, interviewing and news writing and feature writing techniques.
Prerequisite: ENG 100 with a grade of C or higher or equivalent or approval of Language Arts Division
Rec Prep: Keyboarding experience.

JOUR 285 Newspaper Production Laboratory (3)

Complete production of the student newspaper including fact gathering, writing editing, layout, and photography. May be repeated for credit with consent of instructor.
Prerequisite: Completion of ENG 100/ENG 100E with a grade of C or better or consent of instructor.
Rec Prep: Ability to use word processor. Basic knowledge of grammar, punctuation, and word usage.

KOREAN (KOR)

KOR 101 Elementary Korean I (4)

A course designed to teach the fundamentals of the language and the culture of the modern Korean. Emphasis is placed on the development of listening, speaking, reading, and writing skills.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

KOR 102 Elementary Korean II (4)

Korean 102 continues to build a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Korean in a linguistically and culturally appropriate manner.
Prerequisite: KOR 101 with a grade of C or better or equivalent.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

KOR 201 Intermediate Korean I (4)

KOR 201 is the first half of an intermediate course in Korean. Four language skills, speaking, listening, reading and writing introduced in the elementary-level course will be reinforced. This intermediate course deals with one-page long conversations and paragraph-level narrative text. Students in this course learn Korean expressions necessary for everyday situations and develop oral and written language skills at the low-intermediate level.
Prerequisite: Korean 102 with a grade of C or better, or Korean 102 equivalent by placement test or consent of instructor.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

KOR 202 Intermediate Korean II (4)

KOR 202 is a continuation of the Intermediate Korean I (KOR 201). Previous Korean learning experience (KOR 201) is required to register for this course.
This course covers all four language skills at the high-intermediate level in Korean : listening, speaking, reading, and writing. Vocabulary and grammar are also emphasized. By the end of the semester, students will be able to apply the language skills in Korean in the following situations: party invitation, beauty salons, hobbies, holidays, hospitals, marriage, etc. Also, students will learn about Korean culture, history and daily life.
Prerequisite: Korean 201 with a grade of C or better, or Korean 201 equivalent by placement test or consent of instructor.
Rec Prep: ENG 22 with a grade of C or better or equivalent.

LEARNING SKILLS (LSK)

LSK 110 College Success Strategies (3)

This course will acquaint students with the college and its services, prepare students for success in all college courses, and help students begin to explore career options. Students will (1) focus on learning and study skills, critical thinking, basic computer skills, and presentation skills while reinforcing reading, writing, and math skills; (2) learn to improve their ability to recall both spoken and written materials (memory and concentration skills), visualize concepts, control their anxieties in high stress situations such as during public speaking and test taking (relaxation techniques), and develop a positive image of themselves as effective learners; (3) engage in a service learning or other independent project; and (4) learn to understand their own cultural and personal learning styles and blend those with learning techniques expected of college students.
Rec Prep: Concurrent registration in or successful completion of appropriate level of writing (ENG 19), reading (ENG 18), and MATH 22 or higher.

LINGUISTICS (LING)

LING 102 Introduction to the Study of Language (3)

An investigation of the nature and workings of language: its composition (sound system, grammatical structure, and lexicon); representation (oral and written); and divergence (relationships between languages of the world). General linguistic principles applicable to all languages will be covered. (DH)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better, or consent of the Language Arts Division.

MANAGEMENT (MGT)

MGT 120 Principles of Management (3)

An 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 and ENG 22 with a grade of C or better or equivalent.

MGT 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.

MGT 122 Human Relations in Business (3)

Covers individual and group interactions in business today. Areas emphasized include communication, motivation, individual and group behavior, leadership, teamwork, change and diversity. (45 lecture hours)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

MGT 124 Human Resource Management (3)

Introduction to principles, organizations and techniques of personnel administration including procurement and placement, improvement of performance, management and labor relations, remunerations and security and other services provided to the firm by the personnel section. Designed to give students an operational knowledge of the activities involved in personnel management relations in regard to their future roles in business. (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.

MGT 125 Starting a New Business (3)

Surveys the business environment, establishment of a firm, decision-making processes, marketing assessments, financing, operations considerations, and government regulations. Covers development of a business plan. Designed for those who wish to start or are currently operating their own business.
Prerequisite: Completion of or concurrent enrollment in ENG 21 and ENG 22 or equivalent or consent of instructor.
Rec Prep: BUS 120, MKT 120.

MGT 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.
Rec Prep: Completion of or concurrent enrollment in ENG 21 or ENG22 or equivalent or consent of instructor.

MGT 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.
Rec Prep: Completion of or concurrent enrollment in ENG 21 or ENG 22 or equivalent, completion of BUS 125B or equivalent.

MGT 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.
Rec Prep: Completion of or concurrent enrollment in ENG 21 or ENG 22, completion of BUS 125C or equivalent.

MGT 135 Agricultural Entrepreneurship (3)

This in-depth course covers evaluating resources, planning and research, legal and management issues, marketing strategies, budgets and financial statements and cultivating money resources. The basic economic and business principles governing profitable and sustainable farm and agribusiness operations are emphasized. Participants produce a comprehensive business plan by the completion of the course. (Formerly MGT 197)

Rec Prep: ENG 21 and ENG 22 with a grade of C or better or equivalent.

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.

Prerequisite: BUS 120, MGT 120, MGT 122, MGT 124, ENG 209, and SP 151 all with a C grade or better.

Rec Prep: ACC 124 or ACC 201, MKT 120.

MARKETING (MKT)

MKT 120 Marketing in a Global Economy (3)

Introduction to marketing concepts and the application to the process of marketing products, services, and ideas to provide value and benefit to both for-profit and non-profit organizations. Student will develop an understanding of the marketing process, analyze marketing opportunities and develop strategies to fulfill the needs of target markets.

Prerequisite: ENG 21 and 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 is on the basic functions of a retail store, including finance and control, operations, personnel, merchandising and sales promotion.

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent or consent of instructor.

Rec Preparation BUS 120 and MKT 120.

MKT 150 Principles of Selling (3)

An introduction to personal selling that can be applied to retail selling, direct personal selling or business to business selling. This course covers the principles of obtaining, retaining and growing a profitable customer base through ethical principles of relationship selling. MKT 150 covers the steps in the selling process, sales presentations, and time and territory management.

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent, or consent of instructor.

Rec Prep: BUS 120 and MKT 120.

MKT 160 Principles of Advertising (3)

An introductory view of advertising and its marketing role in selling a product. A non- technical, practical approach involving basic media evaluation, media rates and purchasing methods, advertisement creation and production, including layouts and television. A hands-on application related to the business world is emphasized.

Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

MATHEMATICS (MATH)

MATH 9 Whole Number Skills (1)

Math 9 covers arithmetical operations with whole numbers, and introduces the concepts of fractions, decimals, and percent. Estimation and associated applications will also be included.

Corequisite: MATH 16

MATH 16 Math Study Skills (1)

Students in MATH 16 study and apply essential study skills needed to succeed in mathematics and other mathematics-related courses. Techniques are introduced to reduce math anxiety, improve note-taking skills, manage time effectively, employ effective study techniques, and practice sound math test-taking skills. This course is recommended for students taking their first developmental math course. (Cross-listed as IS 16)

MATH 22 Pre-Algebra (3)

MATH 22 prepares students for elementary algebra, technical mathematics, and/or select program requirements. Topics include operations with rational numbers; an introduction to variables, expressions, and equations; ratios, proportions, and percents; and applications. (Formally MATH 18)

Prerequisites: Either of the following, or an articulated equivalent, within the past two years: CR in MATH 9 OR qualifying placement test score (21 or higher in the COMPASS pre-algebra placement domain)

MATH 50C Technical Mathematics I: Automotive and Diesel Mechanics (3)

MATH 50C covers the mathematical techniques and applications necessary to perform tasks and solve problems encountered by automotive technologists. Mathematical topics include arithmetic operations, geometry, ratio, proportion, and percent. Applications include major automotive systems, including engines, electrical, drive train, chassis, and ventilation.

Prerequisite: Any one of the following within the past two years C or better in MATH 1B; OR CR in MATH 18; OR qualifying placement test score (30 or higher in COMPASS pre-algebra); OR consent of instructor.

MATH 50H Technical Mathematics: Food Service (3)

MATH 50H is a course that develops applications of mathematics necessary in hospitality education, especially in the area of food trades. Mathematical concepts and techniques that are introduced and developed in Pre-Algebra are used to interpret, model and solve a variety of problems relating to the food industry. Topics include dry and liquid measurements, measurements by weight, adjusting and costing recipes, yield percentage, basic nutrition, and simple business form and report preparation and analysis.

Prerequisite: C or better in ENG 19 and any one of the following (or articulated equivalent) within the past two years: C or better (or CR) in MATH 18, or C or better in MATH 22, or qualified placement test score (30 or higher in COMPASS Pre-Algebra).

MATH 82 Accelerated Algebraic Foundations (4)

MATH 82 covers elementary algebra topics. Topics include operations with real numbers; linear equations and inequalities; graphing; linear systems, properties of exponents; operations on polynomials; factoring; rational expressions and equations; roots and radicals; quadratic equations; and applications.

Prerequisite: Either of the following, or an articulated equivalent, within the past two years: CR in MATH 22 OR qualifying placement test score (30 or higher in the COMPASS algebra placement domain).

MATH 100C Survey of Math Culinary Arts (3)

MATH 100C includes a variety of selected mathematical topics designed to acquaint students with examples of mathematical and quantitative reasoning that demonstrate the beauty, power, clarity, and precision of mathematics. The core course content includes deductive, numeric, symbolic, graphical and statistical algorithms and reasoning with culinary arts application problems. MATH 100C is not intended as, and does not qualify as, a prerequisite for advanced mathematics courses. This course is for culinary arts certificate or degree programs. (A student cannot earn credit for both MATH 100 and MATH 100C.)

Prerequisites: Either of the following, or articulated equivalent, within the past two years will qualify a student for MATH 100C: CR in MATH 82, OR qualifying placement test score (50 or higher in the COMPASS Algebra placement domain). Special Approval: Academic Advisor Approval.

MATH 100 Survey of Mathematics (3)

MATH 100 includes a variety of selected mathematical topics designed to acquaint students with examples of mathematical and quantitative reasoning that demonstrate the beauty, power, clarity, and precision of mathematics. The core course content includes deductive, numeric, symbolic, graphical and statistical algorithms and reasoning. MATH 100 is not intended as, and does not qualify as, a prerequisite for advanced mathematics courses. (FS)

Prerequisite: Either of the following, or articulated equivalent, within the past two years will qualify a student for MATH 100: CR in MATH 82 OR qualifying placement test score (50 or higher in the COMPASS Algebra placement domain)

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, exponential and logarithmic 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. (FS)

Prerequisite: Any ONE of the following, or an articulated equivalent, completed within the past two years: CR in MATH 82 OR qualified placement test score (62 or higher in the COMPASS algebra placement domain).

MATH 111 Math for Elementary Teachers I (3)

This course covers understanding, communicating, and representing mathematical ideas, problem solving and reasoning. Topics includes operations and their operations, sets, counting, patterns, and algebra. This course is intended for elementary education majors.

Prerequisite: C or better in ENG 22 or equivalent; and any ONE of the following, or an articulated equivalent, within the past two years, will qualify a student for MATH 111: C or better in MATH 103 OR qualified placement test score (70 or higher in the COMPASS algebra placement domain).

MATH 112 Math for Elementary Teachers II (3)

MATH 112 is the second of a year-long sequence (MATH 111–MATH 112) designed to provide a rigorous background in mathematical concepts and reasoning for students intending careers in elementary education. The emphasis is on understanding, representing and communicating mathematical ideas, problem solving and reasoning, and constructing and writing elementary proofs. Topics covered over the year include operations (both standard and nonstandard arithmetic) and their properties, ordered n-tuples and their practical applications, set theory, counting, introduction to measurement, patterns and algebra. It is recommended that students needing both MATH 111 and MATH 112 take the courses in sequential semesters and from the same institution. (FS)

Prerequisite: MATH 111 with C or better, completed within the past two years.

MATH 115 Statistics (3)

MATH 115 is an introduction to statistics that covers descriptive statistics, elementary probability, and inferential statistics.

Prerequisite: Any one of the following, or articulated equivalent, completed within the past two years: C or better (or CR) in MATH 82 OR qualified placement test score (50 or greater in the COMPASS Algebra placement domain).

MATH 135 Pre-Calculus: Elementary Functions (3)

MATH 135 investigates linear, quadratic, polynomial, rational, exponential, logarithmic functions, and related topics. The course is the first part of the precalculus sequence. (FS)

Prerequisite: MATH 103 w/C or higher or COMPASS placement score of 75 in Algebra or 56 in College Algebra.

MATH 140 Pre-Calculus: Trigonometry and Analytic Geometry (3)

MATH 140 studies trigonometric functions, analytic geometry, polar coordinates, vectors, and related topics. This course is the second part of the precalculus sequence. (FS)

Prerequisite: MATH 135 w/ C or higher or COMPASS placement score of 71 in College Algebra.

MATH 140X Accelerated Pre-Calculus: Elementary Functions, Trigonometry, & Analytic Geometry (4)

MATH 140X is designed to provide an accelerated path to Calculus to students who have a strong background in College Algebra. Topics include the essential pre-calculus skills needed for success in calculus: functions, with special attention to polynomial, rational, exponential, logarithmic, and trigonometric functions; plane trigonometry; polar coordinates; and conic sections. Credit may not be earned for both MATH 140 and MATH 140X. (FS)

Prerequisite: Any one of the following, or an articulated equivalent, within the past two years: A grade of A in MATH 103 OR C in MATH 135 OR qualified placement test score (62 or higher in the COMPASS college algebra placement domain) OR "well prepared" designation in the Algebra II End-Of-Course exam OR instructor consent.

MATH 203 Calculus For Business and Social Sciences (4)

MATH 203 introduces and develops the basic calculus concepts and techniques, which include limits, derivatives, curve sketching, integration, and partial derivatives. These concepts and techniques are used to analyze and solve problems with an emphasis on applications commonly encountered in business management and the social sciences. (FS)

Prerequisite: C or better in MATH 135, OR C or better in MATH 140, OR C or better in MATH 140X, OR qualifying placement test score (71 or higher in the COMPASS College Algebra placement domain).

MATH 205 Calculus I (4)

Introduces and develops basic calculus concepts and procedures: limits, continuity, derivatives, and an introduction to integration of single-variable algebraic and trigonometric functions. Derivations of algorithms and formulas, and proofs of important theorems, are included. Applications of differentiation and integration are introduced to bridge theory and practice. (FS)

Prerequisite: Any one of the following, or articulated equivalent, within the past two years: C or better in MATH 140, OR C or better in MATH 140X, OR qualified placement test score (46 or higher in COMPASS Trigonometry).

MATH 206 Calculus II (4)

Second course in the calculus sequence. The course extends differentiation and integration to single-variable inverse trigonometric, logarithmic, and exponential functions. Topics include techniques of integration, convergence of improper integrals, sequences and series, Power and Taylor series representations of functions, and an introduction to differential equations.

Prerequisite: C or better in MATH 205 (numbered MATH 241 at UH Mānoa and UH West O'ahu), or articulated equivalent, within the past two years.

NOTES: The admissions and records office maintains a database of articulated equivalent courses. The two-year time limit on recognition of math course prerequisites is a UHCC system-wide agreement formulated by the Math Program Coordination Council (Math PCC).

MATH 206L Calculus II Computer Lab (1)

MATH 206L students will be introduced to the use of symbolic computer software for solving calculus problems such as differentiation, max-min theory, curve sketching, numerical integration, Newton's method, infinite series, elementary differential equations, and some supplementary topics. This course will enhance and add perspective to calculus, as well as demonstrate that mathematical computer software is an important tool in mathematics.

Prerequisite: MATH 206 concurrent, or C or better in MATH 206 (or articulated equivalent) within the past two years

MATH 231 Calculus III (3)

MATH 231 covers vector algebra, vector-valued functions, differentiation of functions of several variables, and optimization.

Prerequisite: C or better in MATH 206 (numbered MATH 242 at UH Mānoa and UH West O'ahu), or articulated equivalent, within the past two years. This course carries the Community College system-wide agreement of two-year limit on prerequisites for Math courses. This agreement is set by a policy formulated by the Math Program Coordinators Council (Math PCC).

MATH 232 Calculus IV (3)

Math 232 is the fourth course in the calculus sequence. Topics include multiple integrals, line integrals, Green's Theorem, surface integrals, Stokes' Theorem, Gauss's Theorem, and differential equations.

Prerequisite: C or better in MATH 231 or equivalent (within the past two years).

MECHANICAL ENGINEERING (ME)

ME 213 Introduction to Engineering Design (3)

Introductory 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)

This course covers the fundamentals of microbiology and the role of microorganisms in the environment and in human affairs. Viruses, bacteria, algae, protozoa and fungi are described and their economic importance is discussed. Other topics include cell structure and metabolism; microbial genetics; medical, food, water and soil microbiology. Emphasis is given to medical aspects—bacterial and viral diseases, immunology and chemotherapy. Class meets for 3 hours of lecture per week. (DB)

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. Primarily for students majoring in the health sciences. Class meets for two 2-hour lab sessions per week. (Formerly MICR 130L) (DY)

Prerequisite: Completion of MICR 130 with C or better, or concurrent registration in MICR 130.

MUSIC (MUS)

MUS 103 Guitar Ensemble I (3)

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 credits. (45 lecture/lab hours) (DA)
Rec Prep: MUS 121D.

MUS 104 Beginning Jazz Ensemble (2)

Performance of music for large Jazz Ensemble. Students are expected to be proficient performers on alto, tenor or baritone saxophone, trumpet or trombone, piano, guitar, bass or drums. Students should have good reading skills. Acceptance into the ensemble is by audition. May be repeated for additional credit. (45 lecture/lab hours) (DA)

MUS 106 Introduction to Music Literature (3)

Covers the history and development of Classical music. Emphasis is on music of the western hemisphere from the listener's point of view. (45 lecture hours) (DH)

MUS 107 Music in World Cultures (3)

Folk, popular, and art music from major regions of the world, with emphasis upon Asia and the Pacific; representative styles and regional characteristics. (FG, Group C)

MUS 108 Music Fundamentals (3)

Covers basic concepts of reading, notating and aurally recognizing music in Western culture. Notation of rhythms, pitch, diatonic scales, key and time signatures, the recognition of intervals and use of chords shall be presented. Emphasis will be on music reading, notation, and aural dictation. (45 lecture hours) (DA)

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) (DA)
Rec Prep: MUS 108 and either MUS 121Z or 122Z.

MUS 113 Hawaiian Ensemble II (2)

Hawaiian Ensemble II, a continuation of Hawaiian Ensemble I. will 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) (DA)
Prerequisite: MUS 112 or consent of instructor.
Rec Prep: MUS 108 and either MUS 121Z or MUS 122Z.

MUS 114 College Chorus (2)

MUS 114 is a performance-oriented course for all students interested in singing in a large ensemble. The selected repertoire is drawn from a range of classical, popular (jazz, musical theatre), and Polynesian/ethnic choral literature. Rehearsal and performing practices as well as basic music reading are included in the course of study. An extra-curricular concert is scheduled at the end of the semester. Previous choral experience is not required. May be repeated for additional credits. (DA)
Rec Prep: MUS 108, 121B, and 122B strongly recommended.

MUS 121B Beginning Voice (2)

MUS 121B is the first of a three-semester sequence in learning solo singing skills. This course will provide the student with the opportunity to explore their natural singing voice and find their vocal identity. Concepts and skills introduced in the class include the basic techniques in vocal production: alignment, breathing, vowels, resonance, and energy. Solo performances of memorized songs will be required. Concurrent enrollment in MUS 108 is strongly recommended. (DA)

MUS 121C Beginning Piano I (2)

An introduction to keyboard skills to include exploring and developing finger technique and elementary note reading skills as it relates to the piano keyboard. (DA) (45 lecture hours)

MUS 121D 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. (45 lecture hours) (DA)

MUS 121E Pop/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 hours) (DA)

MUS 121F Slack Key Guitar (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. An introduction to slack guitar technique history in Hawai'i is included. May be repeated for additional credit. (30 lecture/lab hours)

MUS 121Z 'Ukulele I (2)

Introductory classroom instruction in Hawaiian 'ukulele playing: technique, music reading, chord symbols, song accompaniment, stage etiquette and ensemble performance. (45 lecture/lab hours) (DA)

MUS 122B Intermediate Voice (3)

MUS 122B is the second of a three-semester sequence in learning solo singing skills. This course will provide the student with the opportunity to explore their natural singing voice and find their vocal identity. Four vocal styles are explored and studied to experience the different vocal and musical skills required for each genre. Performances of each style are required. Concurrent enrollment in MUS 108 is strongly recommended. (DA)
Prerequisite: MUS 121B or consent of instructor.
Rec Prep: MUS 108 strongly recommended

MUS 122C Beginning Piano II (3)

A continuation of Music 121C. This course emphasizes the art of piano playing in a solo and an ensemble setting. (DA)
Prerequisite: MUS 121C with C or better or consent of instructor.

MUS 122D Classic Guitar II (3)

A continuation of the skills and concepts in MUS 121D, Classic Guitar I: solo and ensemble performance, technique, interpretation, stage etiquette and music literature for guitar. (45 lecture hours) (DA)
Prerequisite: MUS 121D with C or better or consent of instructor.

MUS 122E Pop/Folk Guitar II (3)

A continuation of MUS 121E, Folk Guitar I. 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 hours) (DA)
Prerequisite: MUS 121E with C or better or consent of instructor

MUS 122F Slack Key Guitar (1)

A continued study of Hawaiian style slack key guitar performance begun in MUS 121F. More advanced compositions and techniques including C tunings. Memorization of compositions emphasized in relation to Hawaiian being an oral language. May be repeated for additional credit. (30 lecture/lab hours) (DA)
Prerequisite: MUS 121F or consent of instructor.

MUS 122Z ʻUkulele II (2)

A continuation of MUS 121Z, ʻUkulele, with classroom instruction in Hawaiian and popular styles of ʻukulele playing: technique, music reading, chord symbols, song accompaniment patterns, improvisation, stage etiquette and ensemble performance. (45 lecture/lab hours) (DA)
Prerequisite: MUS 121Z with a grade of C or better or consent of instructor.

MUS 140 Introduction to Audio Production (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. (45 lecture hours)

MUS 201 Vocal Ensemble (2)

MUS 201 is a performance-oriented course for all students interested in singing in a small ensemble. The selected repertoire is drawn from a range of classical, popular (jazz, musical theatre), and Polynesian/ethnic choral literature. Rehearsal and performing practices as well as intermediate music reading are included in the course of study. A mandatory concert is scheduled at the end of the semester where they will perform the learned repertoire. Previous choral experience is helpful but not required. May be repeated for additional credits. (DA)
Prerequisite: Audition or consent of instructor required.
Rec Prep: Previous choral experience and MUS 121B.

MUS 203D Keyboard Ensemble (2)

This is a 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. May be repeated for additional credit. Concurrent registration in Mus 215 is strongly recommended. (45 lecture/lab hours)
Prerequisite: MUS 122C or consent of instructor.

MUS 203G Guitar Ensemble II (3)

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 credits. (45 lecture/lab hours) (DA)
Prerequisite: MUS 103.

MUS 207 Music of the Pacific (3)

MUS 207 introduces the music of the Pacific island cultures, including those of Polynesia, Micronesia, and Melanesia. In each island study, the musical concepts, performance contents, and cultural processes will be surveyed and analyzed through aural and visual classroom activities.
Rec Prep: Enrollment in MUS 107 is recommended.

MUS 221B Advanced Voice (2)

MUS 221B is the third in a three-semester sequence in developing solo voice as a class. Students will enhance their vocal performance skills on an advanced intermediate level through the selected repertoire which includes musical theater scenes and/or opera scenes. May be repeated for additional credits. (DA)
Prerequisite: MUS 122B or consent of instructor;
Rec Prep: MUS 108

MUS 221C Intermediate Piano Class I (2)

Music 221C is a continuation of Music 122C, Beginning Piano Class II, with a focus on developing a repertoire of piano literature of intermediate levels. This course will 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) (DA)
Prerequisite: MUS 122C or consent of instructor.

MUS 221D Woodwind, Brass or Percussion (2)

Offers three hours per week of Master Classes and recital preparation. May be repeated for additional credit. This course is intended for students who are experienced on a wind or percussion instrument. (45 lecture/lab hours) (DA)
Prerequisite: MUS 122D or consent of instructor.

MUS 221H Classic Guitar III (2)

A continuation of MUS 122D, Classic Guitar II. Intermediate and advanced skills and concepts involving solo and ensemble performance, technique, interpretation, stage etiquette and music literature are addressed. May be repeated for additional credits. (45 lecture hours) (DA)
Prerequisite: MUS 122D with C or better or consent of instructor.

MUS 222C Intermediate Piano Class II (2)

Music 216 is a continuation of Music 215, Intermediate Piano Class I, with a focus on developing further a repertoire of piano literature of intermediate levels. This course will 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) (DA)

Prerequisite: MUS 221C 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 Classic 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. (DA) (7 1/2 lecture hours) (15 1/2 hour lessons)

Prerequisite: Audition and instructor approval

MUS 232B Applied Music: Voice (1)

Offers individual music instruction for intended music majors. May be repeated for additional credits.

Prerequisite: instructor's approval.

Rec Prep: MUS 121B

MUS 232G Applied Music: Classic Guitar

Private instruction in the art of classical guitar playing for intended music majors. May be repeated for additional credits. (DA)

Corequisites: Concurrent enrollment in guitar ensemble, MUS 103 or 203G.

Rec Prep: MUS 121D and 122D

MUS 240 Introduction to Digital Music Production (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 instructor consent

Rec Prep: MUS 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. (Required of UH Mānoa elementary education majors.) (DA)

Prerequisite: ENG 21 or 22; MATH 1B with a grade of C or better.

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) (DA)

Prerequisite: MUS 108 with a grade of C or better or consent of instructor

Corequisite: MUS 283.

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) (DA)

Prerequisite: MUS 281 with C or better or consent of instructor

Corequisite: MUS 284.

MUS 283 Aural Training I (1)

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 281. (45 lab hours) (DA)

Prerequisite: MUS 108 or consent of instructor.

Corequisite: MUS 281.

MUS 284 Aural Training II (1)

A 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) (DA)

Prerequisite: MUS 283 or consent of instructor.

Corequisite: MUS 282.

OCEANOGRAPHY (OCN)

OCN 101 Marine Option Program Seminar (1)

Statewide overview of ocean issues and the 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 from throughout the UH system. Orientation to the Marine Option Program.
Rec Prep: A grade of C or higher in ENG 18 or 19, 21 or 22.

OCN 196V Directed Studies (1-6)

This course provides an opportunity for students to design and carry out marine-related internships, practica, research projects, or field experience on or off campus under the supervision of a faculty member and the guidance of a science mentor. It includes a project proposal, execution of the project, and a final report. The course may be repeated any number of times.

OCN 201 Science of the Sea (3)

Structure, formation, and features of ocean basins; seawater properties and distributions; currents; waves; tides; characteristics of marine organisms; marine ecological principles; man and the sea. Field trip required. (DP)
Rec Prep: Completion of MATH 22 and ENG 21 with a grade of C or better or equivalent.

OCN 201L Science of The Sea Laboratory (1)

Experiments, exercises, and field trips demonstrating the geological, physical, chemical and biological principles of earth and ocean sciences. (DY)
Prerequisite: Credit or concurrent registration in OCN 201.
Rec Prep: Completion of MATH 22 and ENG 21 with a grade of C or better or equivalent.

PACIFIC STUDIES (PACS)

PACS 108 Pacific Worlds: An Introduction to Pacific Islands Studies (3)

Introduces students to the geography, societies, histories, cultures, contemporary issues, and arts of Oceania, including Hawai'i. Combines lecture and discussion that emphasize Pacific Islander perspectives and experiences. (DS)
Prerequisite: ENG 21 and ENG 22 or equivalent with a grade of C or better, or instructor approval.
Rec Prep: ENG 100 with a C or better.

PHARMACOLOGY (PHRM)

PHRM 203 General Pharmacology (3)

A lecture course 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.
Rec Prep: BIOC 251.

PHILOSOPHY (PHIL)

PHIL 100 Introduction to Philosophy: Survey of Problems (3)

Great philosophical issues, theories and controversies. (DH)

PHIL 101 Introduction to Philosophy: Morals and Society (3)

Social and individual values, obligations, rights, responsibilities. (DH)

PHIL 102 Introduction to Philosophy: Asian Traditions (3)

Universal themes and problems from Asian perspectives. (DH)

PHIL 110 Introduction to Deductive Logic (3)

Principles of modern deductive logic. (FS)

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. Discussion of computer applications. Crosslisted as ICS 140.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better.

PHIL 211 Ancient Philosophy (3)
An introduction to the history of philosophy based on translation of texts originally written in classical Greek or Latin.
Prerequisite: ENG 100 or equivalent with a grade of C or better.
Rec Prep: PHIL 100 or PHIL 101 or any other 100-level philosophy course.

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.
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.
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.
Rec Prep: PHIL 110.

PHYSICS (PHYS)

PHYS 100B Survey of Physics (4)

An introduction to the science of physics through topics selected from mechanics, thermodynamics, electricity and magnetism, relativity, atomic and/or nuclear physics. Emphasis will be placed on understanding basic principles and concepts. Simple algebra will be used. This course is a terminal physics course for non-science majors. A pocket calculator is required. (DP+DY)

Three lecture and three lab hours per week.

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. The course includes mechanics, kinetic theory and thermodynamics. Required: scientific calculator. (DP)

Offered Fall Semester only.

Prerequisite: C or better in MATH 140 or MATH 140X or by consent of instructor

PHYS 151L College Physics Laboratory (1)

An experimental analysis (laboratory) course paralleling PHYS 151 in content and mathematical level, intended for science majors. Class meets once a week for 3-hour sessions. (DY)

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. (DP)

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. Class meets once a week for 3-hour sessions. (DY)

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. (DP)

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. (DY)

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. Class meets for 3 hours of lecture per week. (DP)

Prerequisite: MATH 206 and PHYS 170.

PHYS 272L General Physics II Laboratory (1)

Experimental analysis in electricity, magnetism and optics. (DY)

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). Class meets for 3 hours of lecture per week.

Prerequisite: PHYS 152 or PHYS 272.

PLANT BIOSCIENCE TECHNOLOGY

PBT 100 Orientation to Hawai'i's Agriculture Industry (1)

Familiarizes students with different agricultural operations/ systems in Hawai'i through lectures, guest speakers and field trips.

PBT 122 Soil Technology (3)

Introduction to the physical, chemical, and biological properties of soil and growing media. Principles of soil formation, composition, texture, organic matter, soil water, pH, plant nutrients, amendment and fertilizers. Proper management of soil to optimize plant growth.

Rec Prep: ENG 22 and MATH 22

PBT 141 Integrated Pest Management (3)

Introduction to the principles involved in the control of plant pests including diseases, insects, mites, nematodes, and weeds. Various methods of controlling pests, including the correct method of selecting and applying pesticides will be covered. A presentation on one example of Integrated Pest Management will be required.
(6 lec/lab hrs.) (DB)

Prerequisite: CHEM 151B with a grade of C or better or equivalent or consent.

PBT 200 Introduction to Plant Science (3)

Introduces botany and plant physiology. Relation of plants, nutrients, and environment, cultural practices to tropical crop production. (3 hr. lecture) (DB)

Prerequisite: A grade of C or better in a) BIOL 101 or b) BOT 101 and BOT 101L or c) BIOL 171 and BIOL 171L or consent of instructor.

Corequisite: PBT 200L.

PBT 200L Introduction to Plant Science Lab (1)

Cultivation of selected economic crops using seed to seed model in student gardens or greenhouse. Perform field and laboratory tests involving plant, soil and seeds. (DY)

Prerequisite: A grade of C or better in a) BIOL 101 or b) BOT 101 and BOT 101L, or c) BIOL 171 and BIOL 171L, or consent of instructor.

Corequisite: PBT 200 or consent of instructor.

PTB 210 Introduction to Environmental Science (3)

Analysis of the environment with emphasis on understanding relationships and interactions of physical, biological, technological, and political components using scientific methods of inquiry. Food supply and safety, water quality, pollution control, biodiversity, environmental policy.
Rec Prep: BOT 130L or HORT 110

PBT 250 Tropical Landscape (3)

Introduction of principle and practice to maintain plant and landscape.
Prerequisites: ENG 22 and MATH 22 or equivalent
Rec Prep: PBT 200 or BOT 130

PBT 264 Introduction to Horticulture and Plant Propagation (3)

Introduces various divisions of horticulture with a focus on plant propagation. Theoretical and applied aspects of sexual and asexual reproduction of plants. Propagation of selected plants by seed, cuttings, grafting, layering, and micropropagation/tissue culture. (lecture/lab) (DB+DY)
Prerequisite: A grade of C or better in PBT 200 and PBT 200L or consent of instructor.
Rec Prep: CHEM 151B or equivalent.

PBT 269 Ornamental Plant Materials (3)

Identify major ornamental plants used in Hawaii's landscapes, including trees, shrubs, vines, ground covers, flowers, house plants and natives. Properly select ornamental plants for landscape according to their habits and growing requirements.
Rec Prep: PBT 200 Introduction to Plant Science

PBT 275 Introduction to Crop Improvement (4)

Introduces the genetic principles and practices for the improvement of crop plants. Through lectures and hands-on laboratories, students will learn tools employed by plant breeders to create genetic variation and perform selection on self-pollinated, cross-pollinated and clonally propagated crops.
Prerequisite: PBT 200 or equivalent with a C or better or instructor's consent.

PBT 290V Plant Biology & Tropical Agriculture Internship (1-4)

The course provides supervised experiential-learning with an employer. The nature of the job or project is variable but will be designed to provide opportunity for workplace experience. Maximum credit for PBT internships may not exceed 4 hours in an agricultural enterprise. The number of credits earned depends upon the number of hours spent on the job or project during the semester. PBT 290V for one credit and requires 60 to 119 hours of work; PBT 290V for two credits and requires 120 to 179 hours of work; PBT 290V for three credits and requires 180 to 239 hours of work; PBT 290V for four credits and requires 240 or more hours of work. Students can take another PBT 290V class in a subsequent semester; however, the total number of credits in PBT 290V are limited to four credits.
Prerequisite: A grade of C or better in PBT 275 or consent of instructor.

POLITICAL SCIENCE (POLS)

POLS 110 Introduction to Political Science (3)

This course is an introduction to the discussion of politics as an activity and of political problems, systems, ideologies, and processes.(DS)
Rec Prep: ENG 21 and ENG 22 with a grade of C or better or equivalent.

POLS 120 Introduction to World Politics (3)

Power and contemporary world politics since 1945 with emphasis on the role of the United States. (DS)
Rec Prep: ENG 21 and ENG 22 with a grade of C or better or equivalent.

POLS 130 Introduction to American Politics (3)

American political processes and institutions, as seen through alternative interpretations. Emphasis on opportunities and limitations for practical political participation. (DS)
Rec Prep: ENG 21 and ENG 22 with a grade of C or better or equivalent.

POLS 180 Introduction to Politics in Hawai'i (3)

A study of Hawai'i political history, institutions, processes, and issues; Hawai'i's place in the national and international political arenas; and the future of politics in Hawai'i. (DS)
Rec Prep: ENG 21 and 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, and emotion, as they relate to the individual. (DS)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

PSY 202 Psychology of Gender (3)

Survey of topics relevant to gender and its impact on the lives of women and men: socialization of gender, mental health, racial identity, majority-minority status, sexual orientation, life-span issues and violence (cross-listed as WS 202). (DS)
Prerequisite: PSY 100 or WS 151 with a grade of C or better.

PSY 240 Developmental Psychology (3)

Emotional, mental, physical, social development from infancy to adulthood; interest and abilities at different age levels. (DS)
Prerequisite: PSY 100 with a grade of C or better, or consent of instructor.

PSY 250 Social Psychology (3)

Interpersonal relations: social attitudes; group dynamics; intergroup 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. (DS)
Prerequisite: PSY 100 with a grade of C or better or consent of instructor.

QUANTITATIVE METHODS (QM)

QM 107C Quantitative Methods in Automotive Tech (3)

QM 107C covers the quantitative methods, reasoning, and applications necessary to perform tasks and solve problems encountered by automotive technologists. The quantitative methods covered include computational operations; geometry and measurement; ratio, proportion, and percent; statistics and probability; and trigonometry. Applications include major automotive systems such as engines, drive train, chassis, and suspension. QM 107C is designed for Automotive Technology degrees and certificates but does not satisfy the Foundation Symbolic Reasoning (FS) core requirement of an Associate in Arts degree.
Prerequisites: Any one of the following within the past two years qualifies a student for QM 107C: CR in MATH 18 or CR in MATH 22 or qualifying placement test score (COMPASS pre-algebra 40 or higher) 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 major religions. Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, Shinto, Taoism, and indigenous traditions. (FG, Group C)
Prerequisite: ENG 22 with a grade of C or better or equivalent or consent of instructor.

REL 151 Religion & the Meaning of Existence (3)

Basic ideas and issues in contemporary religious thought about the meaning of existence. (DH)
Prerequisite: ENG 22 with a grade of C or better or equivalent or consent of instructor.

REL 200 Understanding The Old Testament (3)

Examination of the Old Testament (Hebrew Bible) as an expression of the religious life, history, and thought of ancient Israel and as a sacred text within later Judaism and Christianity. (DH)
Prerequisite: ENG 22 with a grade of C or better or equivalent or consent of the instructor.

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. (DH)
Prerequisite: ENG 22 with a grade of C or better or equivalent or the consent of instructor.

REL 202 Understanding Indian Religions (3)

Teachings and practices of major religious traditions of India, to include Hindu traditions, Buddhism, Jainism, and Sikhism. Some attention will be given to the influences of Islam and Christianity on these traditions. (DH)
Prerequisite: ENG 22 with a grade of C or better or equivalent.
Rec Prep: REL 150

REL 203 Understanding Chinese Religions (3)

Taoist, Confucian, Buddhist, Socialist and folk beliefs and practices in their social and historical context.
Prerequisite: ENG 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. (DH)
Prerequisite: ENG 100 with a grade of C or better or equivalent or consent of instructor.

REL 205 Understanding Hawaiian Religion (3)

A general introductory survey of Hawaiian religious teaching and practice from ancient times to the present. (DH)
Prerequisite: ENG 22 with a grade of C or better or equivalent or consent of instructor.

REL 207 Understanding Buddhism (3)

Survey of major forms and practices. (DH)
Prerequisite: ENG 22 with a grade of C or better or equivalent or consent of instructor.

REL 209 Understanding Islam (3)

REL 209 focuses on the history, scriptures, beliefs, practices, law, and philosophy of Islam.
Prerequisite: ENG 100 with a grade of C or better or equivalent.

REL 210 Understanding Christianity (3)

History of ideas concentrating on events, persons, and issues with the greatest impact on the development of Christianity. (DH)
Prerequisite: ENG 22 with a grade of C or better or equivalent or the consent of instructor.
Rec Prep: REL 150

SCIENCE (SCI)

SCI 103 Environmental Science of Hawai'i (4)

This course introduces students to the environment of the Hawaiian Islands and the factors that endanger Hawai'i's unique ecosystems. Students will examine the biological, botanical, chemical, geological, meteorological, oceanographic, and physics-related aspects of the Hawaiian Islands. Hands-on exercises and laboratory and fieldwork are emphasized to enable students to understand the application of scientific methods to environmental stewardship.
Rec Prep: MATH 22 and ENG 21 (or equivalent) with a grade of C or better.

SCI 122 Introduction to Science-Physical (4)

An introduction to the philosophy and history of science form 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. The lab is required and allows the student to perform discovery-type activities. (DP+DY)
Rec Prep: MATH 83 or one year of high school algebra.

SOCIAL SCIENCE (SSCI)

SSCI 101 Self-Development (3)

This course will increase students' awareness and acceptance of their own personal and cultural values and background, develop learning strategies and communication skills, and address personal attitudes and barriers so as to provide opportunity for educational success. This course is repeatable.
Rec Prep: ENG 18 and 19 or equivalent

SSCI 130 Human Sexuality (3)

A survey of various aspects of human sexuality, academic and personal. Resource persons, films and reading will be used to examine human sexual functions, behavior and attitudes with emphasis on contemporary research and thought in the fields of anthropology, economics, philosophy, physiology, sociology, psychology, ethics and religion.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

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. (DS)
Prerequisite: ENG 22 with a grade of C or better or equivalent.

SOC 151 Introduction to Sociology of Food (3)

Introduction to the sociological analysis of food by challenging students to think critically about issues involving food production, food consumption behaviors, and the controversies surrounding food production and the environmental impact of food production practices. Students will also evaluate social justice issues related to food and current social movements that have emerged to address these issues. (Formerly GEOG 197) (DS)
Prerequisite: ENG 22 with a grade of C or better.

SOC 214 Introduction to Race and Ethnic Relations (3)

This course examines race and ethnic relations from a global perspective. Social, economic and political problems associated with perception, existence, and accommodation of varying racial and ethnic groups within the wider society are examined. (DS)
Prerequisite: ENG 22 with a grade of C or better or equivalent.
Rec Prep: SOC 100

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. (DS)
Prerequisite: ENG 22 with a grade of C or better or equivalent.

SOC 231 Introduction to Juvenile Delinquency (03)

This course 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. (DS)
Prerequisite: At least one Social Science course at 100-level or higher with a grade of C or better.
Rec Prep: SOC 100 or equivalent.

SOC 250 Community Forces in Hawai'i (3)

This course is designed to acquaint the student with sociological principles and the application of these principles to aid in the awareness, understanding, and appreciation of the unique social environment of the State of 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. (DS)
Rec Prep: ENG 21, ENG 22, or ENG 24 with a grade of C or better or equivalent

SOC 251 Sociology of the Family (3)

This course is a survey of contemporary family life. Variations in relationships and family patterns are examined from a cross-cultural perspective. The course focuses on choices in relationships; current patterns, trends, and changes in these choices and family life. Love, sex roles, sexual attitudes and their relationship within the institution of the family are discussed along with partner selection, dating, marriage, singlehood, divorce, separation or widowhood. Major issues in family life today will be addressed including: career and family conflicts, alternative family forms, family planning and parenthood, spouse and child abuse, et al. (DS)

Prerequisite: ENG 22 with a grade of C or better or equivalent.

SOC 297 Advanced Issues in the Sociology of Food (3)

Advanced Issues in the Sociology of Food provides students opportunities to explore and analyze issues involving food production, food consumption behaviors, and the controversies surrounding food production and the environmental impact of food production practices. Students will also evaluate social justice issues related to food and current social movements that have emerged to address these issues. Formerly GEOG 297.

Prerequisites: SOC 151

Rec Prep: ENG 100

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 workbook/laboratory manual activities, students learn to use the basic structures of Spanish.

Rec Prep: 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 workbook/laboratory manual activities, students learn to use the basic structures of Spanish.

Prerequisite: SPAN 101 with a grade of C or better or equivalent, or instructor's approval.

SPAN 201 Intermediate Spanish I (3)

Continuation and refinement of basic language skills acquired in Spanish 101 and 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 will acquire competency in speaking and writing, will gain an increased awareness and appreciation of Hispanic culture and will be able to express ideas and opinions about aspects of American society and the Hispanic world.

Prerequisite: SPAN 102 with a grade of C or better, or equivalent, or instructor approval.

SPAN 202 Intermediate Spanish II (3)

Continuation and refinement of basic language skills acquired in SPAN 201. 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 will acquire competency in speaking and writing, will gain an increased awareness and appreciation of Hispanic culture and will be able to express ideas and opinions about aspects of American society and the Hispanic world.

Prerequisite: SPAN 201 with a grade of C or better, or equivalent or instructor approval.

SPEECH (SP)

SP 151 Personal and Public Speech (3)

Introduction to major elements of speech. Activities for students to acquire competence in two-person, small group, and public situations. Designed primarily for non-majors. (OR)

Rec Prep: 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: This course is frequently taught as a Writing Intensive course, for which students must have completed ENG 100 or equivalent with a C or better.

Rec Prep: If SP 251 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.

TAGALOG (TAG)

TAG 101 Elementary Tagalog/Filipino I (4)

Basic structures of Tagalog with emphasis on listening comprehension, speaking, reading, and writing. Through directed drill and practice in class, the student learns to communicate in idiomatic Tagalog.

Rec Prep: ENG 22 with a grade of C or better or equivalent.

TAG 102 Elementary Tagalog/Filipino II (4)

Basic structures of Tagalog with emphasis on listening comprehension, speaking reading and writing. Through directed drill and practice in class, the student learns to communicate in correct Tagalog.

Prerequisite: TAG 101 with a C or better, equivalent placement test, or instructor's approval.

Rec Prep: ENG 22 with a grade of C or better or equivalent.

TAG 201 Intermediate Tagalog/Filipino I (4)

Emphasizes a variety of sentence constructions in Tagalog/Filipino: non-verbal sentences, exclamatory sentences, primary active and passive affixes, secondary active and passive affixes, causation, and formal and informal ways of communicating with people daily. Emphasizes reading and translating simple dialogues in various situations, both formal and informal. Emphasizes speaking and listening and includes reading and writing.

Prerequisite: TAG 102 with a grade of C or better, or instructor's approval.

TAG 202 Intermediate Tagalog/Filipino II (4)

Emphasizes a variety of sentence constructions in Tagalog/Filipino: non verbal sentences, exclamatory sentences, primary active and passive affixes, secondary active and passive affixes, causation, and formal and informal ways of communicating with people daily. Emphasizes reading and translating simple dialogues in various situations, both formal and informal. Emphasizes speaking and listening and includes reading and writing. Emphasizes translating paragraphs and answering comprehension questions into English on various topics: weather, Filipino food, the family, holidays, courtship, marriage, divorce, and others.

Prerequisite: TAG 201 with a grade of C or better, or instructor approval.

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.

Rec Prep: 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.

Prerequisite: ENG 100 or higher, or equivalent and MATH 100 or higher or equivalent, or instructor's approval and TVPR 101, 126, 136, 142 and 151 or instructor's approval.

Corequisite: TVPR 226 and 251 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.

Corequisite: TVPR 101, 136, 142 , and 151 or instructor's approval.

Rec Prep: ENG 100 or higher, and MATH 100 or higher, or equivalent.

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.

Corequisite: TVPR 126, 142, and 151 or instructor's approval.

Rec Prep: ENG 100 or higher, and MATH 100 or higher, or TVPR 101 taken concurrently, or instructor's approval.

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.

Corequisite: TVPR 126, 136, and 151 or instructor's approval.

Rec Prep: ENG 100 or higher, and MATH 100 or higher or equivalent.

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.

Corequisite: TVPR 126, 136, and 142 or instructor's approval.

Rec Prep: ENG 100 or higher, and MATH 100 or higher or equivalent.

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.

Prerequisite: ENG 100 or higher or equivalent, and MATH 100 or higher or equivalent or instructor's approval; TVPR 101, 126, 136, 142, 151, and 211 or instructor's approval.

TVPR 211 Introduction to 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.

Rec Prep: 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.

Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 126, 136, 142, and 151 or instructor's approval.

Corequisite: TVPR 121 and 251 or instructor's approval.

TVPR 227 Advanced Film and Video Storytelling and Scriptwriting (3)

This course builds upon knowledge and skills from TVPR 211 - Introduction to Film/Video Storytelling & Scriptwriting. Students will generate fiction and non-fiction stories for visual media in various genres. Stories will then be produced in standard professional film and video script and storyboard forms. Emphasis will be on dramatic narrative form including classic Act structures, plot, characterization, and visualization.

Prerequisite: ENG 100 or higher or equivalent; MATH 100 or higher or equivalent; TVPR 211 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, continuity, 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.

Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 126, 136, 142 , 151 and 211 or instructor's approval.

Corequisite: TVPR 121, 210, and 226 or instructor's approval.

TVPR 276 Advanced Digital Cinematography, Composition & Lighting (3)

This course will provide students with advanced camera and lighting techniques while offering an appreciation of applied film and video aesthetics.

Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 121, 126, 136, 142, 151, 226, and 251 or instructor's approval.

Corequisite: TVPR 291, 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 both film and video, both in the studio and during location production.

Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 121, 126, 136, 142, 151, 210, 211, and 251.

Corequisite: TVPR 276, 292, 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.

Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, and TVPR 101, 121, 126, 136, 142, 151, 210, 211, and 226.

Corequisite: TVPR 276, 291, and 294 or instructor's approval.

TVPR 293C Internship & Practicum (3)

This course provides practical work experiences in television where students will apply classroom/lab knowledge and develop job competencies. The course requires a minimum of eighty hours in internship and 15 hours in classroom instruction. Positions may be offered on Leeward CC campus and/or in other off-campus television assignments. Practicum class includes: resume writing, job interviewing skills, and creation of demo reels.

Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval and TVPR 101, 121, 126, 136, 142, 151, 210, 211, 226, 227, and 251.

TVPR 294 Advanced Film and Video 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.

Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval and TVPR 101, 121, 126, 136, 142, 151, 211, 226, and 251, or instructor's approval.

Corequisite: TVPR 276, 291, and 292, or instructor's approval.

THEATRE (THEA)

THEA 101 Introduction to Drama and Theatre (3)

This course in 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. (DA)
(formerly DRAM 101)
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

THEA 170 Introduction to Children's Theatre

This course examines the dramatic structure, audience needs, directing, and acting techniques that are employed in the production of theatre for children. Students will use movement, vocal exercises, improvisation, script writing, scripted material, and puppet and shadow theatre to increase knowledge of and comfort with theatre for children. Students will perform a short children's theatre piece for a young audience as part of their final for the class. (formerly DRAM 170) (DA)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

THEA 220 Beginning Voice and Movement (3)

This course is an introduction to the basic fundamentals of voice and movement for the actor. Students will concentrate on breathing and relaxation exercises, neutral mask and other approaches to increase self-awareness and potential for self-expression. The work in this class is intended as preparatory for a wide range of acting/movement/vocal techniques. (DA) (formerly DRAM 220)
Rec Prep: There is no academic preparation necessary. For the class, students should wear appropriate clothing. Students will be lying down, stretching, rolling, jumping and sweating to the best of their ability.

THEA 221 Beginning Acting I (3)

An introduction to acting with individual and group exercises in movement for the stage, improvisation, monologue preparation and performance. (DA) (formerly DRAM 221)

THEA 222 Beginning Acting II (3)

Advanced work in improvisation and character development. Vocal and physical training is emphasized, particularly on scene work. Actors are expected to work together to present scenes to the class. (DA) (formerly DRAM 222)
Prerequisite: THEA 221 (formerly DRAM 221) with a grade of C or better or equivalent.

THEA 230 Storytelling and Solo Performance (3)

THEA 230 is a practical performance-oriented course emphasizing the history, forms and art of storytelling and solo performance. Students create and rehearse individual and group stories/monologues, as well as perform in a solo piece. This course examines the dramatic structure, audience needs, directing, and acting techniques that are unique to the craft of a solo performer or storyteller. (formerly DRAM 230)
Prerequisites: ENG 100 or equivalent with a grade of C or better; or approval from instructor.
Rec Prep: THEA 221 or THEA 101.

THEA 240 Basic Stagecraft (3)

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

THEA 260 Dramatic Production (3)

Practical introduction to the process of converting a script into a performance. Students are required to participate in at least two aspects of a public performance. (DA) (formerly DRAM 260)
Prerequisite: THEA 221 (formerly DRAM 221) with a grade of C or better, or consent of the instructor.
Rec Prep: Students are encouraged to take THEA 222 (formerly DRAM 222) before taking this class.

THEA 262 Local Style Theatre (3)

A practical performance-oriented theatre course that presents the local experience in a theatrical production. The actual production activities the student undertakes will vary with the production requirements of the play being produced. (DA) (formerly DRAM 262)
Prerequisites: THEA 221 (formerly DRAM 221) with a grade of C or better, or equivalent; or instructor approval.

THEA 280 Beginning Playwriting (3)

The course introduces structure, guidelines, and format of the one-act and ten-minute play; beginning with the conception of an idea, followed by effective outlining techniques, subsequent drafts, and the final product in a polished one-act play and ten-minute play. (DA) (formerly DRAM 280)
Prerequisites: ENG 100 or equivalent with a grade of C or higher; or approval from instructor.

TRAVEL INDUSTRY MANAGEMENT (TIM)

TIM 101 Introduction to Travel Industry Management (3)

Provides an overview of the travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism.

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 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. (Leeward CC offers PSY 202, Psychology of Gender, which is cross-listed as Women Studies 202 at UH Mānoa.) (DS)

Rec Prep: ENG 21 or ENG 22 with a grade of C or better or equivalent.

WS 202 Psychology of Gender (3)

Survey of topics relevant to gender and its impact on the lives of women and men: socialization of gender, mental health, racial identity, majority-minority status, sexual orientation, life-span issues and violence. Pre: PSY 100 or WS 151. Cross-listed as PSY 202. (A student cannot earn credit for both WS 202 and PSY 202.)

Prerequisites: PSY 100 or WS 151 with a grade of C or better.

WS 290V Topics in Women's Studies (3-6)

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. This course may be taken for a maximum of 2 times and for a maximum of 6 credits.

Prerequisite: At least one Social Science course at 100-level or higher with a grade of C or better.

Rec Prep: WS 151 and/or an introductory-level course in a contributing discipline area for the selected 290 topic courses.

ZOOLOGY (ZOO)

ZOOL 101 Principles of Zoology (4)

An introduction to the study of animal life. Basic principles of biology are covered including the role of plants as primary producers of chemical energy. The mechanisms of digestion, circulation, osmoregulation, excretion, locomotion, nerve action and reproduction in representative animals are discussed. The chemical and cellular mechanisms involved in the transmission of inheritance are studied. The evolution of plant and animal life, the interaction of organisms in their environment, food chains and trophic levels, and ecological distributions are introduced. Representative animal phyla including both invertebrates and vertebrates are studied from the viewpoint of systematics and structural characters. This course is designed to provide the student with basic information and vocabulary in preparation for advanced courses in zoology and biology. Class meets for 3 hours of lecture and 3 hours of lab per week. (DB+DY)

Three lecture and three lab hours per week.

Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

ZOOL 200 Marine Biology (4)

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. Class meets for 3 hours of lecture and 3 hours of laboratory or field work per week. (DB+DY)

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

Three lecture and three lab hours per week.

Rec Prep: ZOOL 101.

ZOOL 240 Human Anatomy and Physiology (4)

First semester of a comprehensive two-semester course which provides a thorough introduction to the structure and function of the human body. ZOOL 240 covers gross anatomy, histology, and physiology of the integumentary, skeletal, muscular and nervous systems, with particular emphasis on the physiology of muscular contraction and nerve signaling. Students will be expected to learn details of anatomy and physiology as well as applying those details in the broader context of whole body function and homeostasis. ZOOL 240 includes a lab component which will include the use of anatomical models and preserved animal dissections and physiology exercises. (DB+DY)

Three lecture and three lab hours per week.

Prerequisite: ENG 100 with a grade of C or better or equivalent; CHEM 151B or CHEM 161B or BIOC 241 with a grade of C or better, or 1 year of high school college-prep chemistry with a grade of B or better within the last 5 years.

Corequisite: Concurrent or prior credit in HLTH 125.

Rec Prep: (Strongly recommended) MICR 130 or BIOL 101 with a grade of B or better.

ZOOL 241 Human Anatomy and Physiology (4)

Zoology 241 is the second semester of a comprehensive two-semester course which provides a thorough introduction to the structure and function of the human body. ZOOL 241 covers gross anatomy, histology, physiology of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive systems, as well as basic concepts of inheritance and development. Students will be expected to learn details of anatomy and physiology as well as applying those details in the broader context of whole body function and homeostasis. ZOOL 241 includes a lab component which will include the use of anatomical models and preserved animal dissections and physiology exercises.(DB+DY)

Three lecture and three lab hours per week.

Prerequisite: ZOOL 240 with a grade of C or better.

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 Leeward CC 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.

SUPPORT AND SERVICES FOR STUDENTS

ACADEMIC RESOURCES

EMPLOYMENT ASSISTANCE

CAMPUS RESOURCES

FACILITIES & SPECIAL EVENTS

STUDENT LIFE

CONNECT ONLINE

ACADEMIC RESOURCES — GETTING STARTED

Admissions and Records

AD-220 455-0642
Monday–Friday 8:00 a.m.–4:30 p.m.
Admissions email: leeapply@hawaii.edu
Records email: lccar@hawaii.edu

The Admissions and Records Office provides admission services and maintains academic records for all current and former students. Throughout your 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, and Veterans' Administration (G.I. Bill) Certifications. The office also handles enrollment certification and graduation processing.

International Admissions

BE-109 455-0570
Monday-Friday 8:00 a.m.-4:30 p.m.

The Office of International Programs provides admission and services for international students. The International Programs staff is here to help you succeed — not only in your studies, but also in your adjustment to living in the United States. We want to see all our international students reach their academic and personal goals. The Office of International Programs offers a wide range of services to international students on campus, including an international student orientation for new students, visa information and counseling, and social activities designed to help you make friends and enjoy your experience in the United States.

Counseling and Advising

AD-208 455-0233/0234
email: leeward@hawaii.edu

Counselors offer a variety of appointments types to assist students. Counselors are available to meet with students through scheduled appointments that can vary between 30 or 45 minutes. Evening appointments are also available on specific days of the week. Express services are available for quick questions each day, these appointments are scheduled for 15 minutes. Please contact the counseling office for specific information and to make an appointment.

Counselors are available to help you develop a program of study to meet your educational objectives. Meeting with a counselor provides an opportunity to develop an individualized educational plan and career exploration, 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 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.
email: lccfao@hawaii.edu

Leeward CC 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 113 for details.

MyUH

MyUH is part of is the University of Hawaiʻi's integrated student information system. The University will provide each student an official UH Username and a password that are required to access UH online servies, including registration. The username is the prefix for the email address; i.e. username@hawaii.edu, which shall be the official email address within the University. Features include a common interface for all students, 100% web based services and the ability to register at multiple UH campuses. Students having difficulty entering their MyUH account should email the University's Help Desk at help@hawaii.edu or call 956-8883.

New Student Orientation (NSO)

NSO is mandatory for new students. NSO offers campus tours, information on campus resources and how to get involved on campus, Laulima training, and opportunities to meet faculty and current students. Students will also sign up for a counseling appointment to help register for courses, and to develop an educational plan. Information about NSO is mailed after a student is accepted to Leeward.

Placement Testing

Learning Commons 101
Mon, Tues, Thurs, Fri: 8:00 a.m.–2:00 p.m.
Wednesday: 8:00a.m.–2:30 p.m.
Placement testing is available on a walk-in basis in Learning Commons 101.

ACADEMIC RESOURCES — HELP ALONG THE WAY

Hours of operation may vary from service to service, depending on time of year. Please contact the specific office for current information.

Computer Resources

College Computing Center (CCC)
LC 201 455-0623

Leeward Community College provides computer resources to help students succeed. Computer labs are located in the Learning Commons, the Math Lab, Chemistry and Physics Labs. The Learning Commons also provides access to laptop computers and iPads.

Students are required to present a current validated student ID to access computer resources.

Leeward Community College also provides wireless access throughout its campus. Reference to further information can be found at http://emedia.leeward.hawaii.edu/itg/wireless/

Setting up Your MyUH Account

Every Leeward CC 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 Leeward CC Helpdesk (LC 101) for assistance in setting up the account and for help in changing or retrieving forgottenpasswords.

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 LC 101. 455-0271

Success Connection Workshops, offered throughout the semester, include free, hands-on training on computer topics such as word processing, spreadsheet and presentation software. No signup is needed. Schedules are available in the LRC or on the web, with flyers posted around campus.

The Leeward CC 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.

Distance Education (DE)

The Educational Media Center (see below) coordinates and supports DE programs by providing orientation and one-on-one technology support for students enrolled in distance education classes.

Educational Media Center

LC 112 455-0222

The EMC provides face-to-face and online support for teaching and student learning through the integration and use of instructional technology. In addition to the support of DE students, the EMC operates facilities and equipment for Digital Media and TV Pro students.

The EMC also operates:

- Copy Center: Pay for copies or prints.
- Television Classrooms: Studios for cable course production and reception of distance learning courses through HITS.
- Video Studio: Facilities supporting instruction and program production.

Learning Commons

Located in the center of the campus, the Learning Commons is a student-centered learning space that integrates a variety of services in a flexible, technology-rich setting that encourages collaboration. Partners in the Learning Commons are the Learning Resource Center, Writing Center, Library, and Services for Students with Disabilities (KI Program). The Learning Commons also hosts a KiMOBEAN Coffee Shop.

Learning Resource Center

LC 2nd Floor 455-0412

The Learning Resource Center (LRC) provides free instructional support services to help students succeed at Leeward CC:

- Free help from peer content tutors. Assistance is offered for a wide variety of courses, including accounting, logic, computer skills, languages, psychology, and sciences. Online help is available for some subjects.
- Language conversation groups led by native speakers for students enrolled in language classes
- Interactive workshops facilitated by tutors that offer success strategies for specific subject areas
- Pre-exam review sessions led by tutors
- Assistance in organizing study groups for classes
- A group study room
- Online and print resources for study skills and other useful topics
- Several computers for student use

ACADEMIC RESOURCES — HELP ALONG THE WAY

Library

Learning Commons
Circulation Desks, 2nd and 3rd Floors
455-0210, lcccirc@hawaii.edu
Reference Desk, 2nd Floor
455-0379, lccref@hawaii.edu
Website: www.leeward.hawaii.edu/lib/

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 all Leeward CC distance education participants. Its collection of books, magazines, journals, videotapes, DVDs, and other items are selected to support the Leeward CC curriculum. Specialized collections include the Hawaiian/Pacific collection and the ESL readers collection. In addition, the Library works closely with the other libraries of the University of Hawaiʻi system to share resources. The Library subscribes to many electronic research databases and reference sources, which provide access to information from an extensive range of publications and electronic books. Students can access these electronic resources from off-campus through the library's web site.

The Library provides instruction on how to find and use information, through class presentations, an information literacy instruction and testing program, and workshops. Individualized assistance with finding information, conducting research and using library resources is provided by librarians at the Reference Desk.

The Library also has desktop and laptop computers for performing research and doing coursework; wireless Internet access; and group study rooms.

Math Lab

MS 204 455-0400

The Math Lab offers you instructional assistance in mathematics when you are enrolled in Math courses at Leeward CC. Tutoring is available at no charge, on a first-come-first-serve-basis at the Help Station.Graphic and scientific calculators and books on Arithmetic, Algebra, Pre-calculus, and Calculus are available for student use, along with computer stations.

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 or visit our website www.ocewd.org for current information on non-credit courses.

Services for Students with Disabilities

Kaˉkoʻo ʻIke (KI)–Support for Learning
LC 213 455-0421, TTY 455-0532

The Kakoʻo ʻIke program provides support 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 informational handouts related to disabilities and strategies for success in college.

Some of the other services we provide include:

Computer lab—Four assistive technology stations, Internet access, special adaptive software, scanner and printer.

Accommodations—Learn about classroom and test-taking accommodations that may be appropriate for you based on your 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 preference inventories, discover and understand your own unique learning style.

A counselor knowledgeable about disabilities can help with course advisement, course selection, and career exploration.

The range of academic support services we provide includes recorded textbooks, note takers, testing alternatives, and extended time limits. These accommodations in no way afford students with disabilities an unfair advantage. Rather, they are in place to "level the playing field" and to assist students to overcome the disadvantages that would otherwise hinder their success.

ACADEMIC RESOURCES — HELP ALONG THE WAY

Success Connection Workshops

Success Connection (SC) workshops are free college success skills workshops offered weekly throughout the semester. No advance sign-up is needed. The SC Workshop schedule is posted on the college website and available at the Writing Center and the LRC. For more information, contact the SC Workshop Coordinator at 808-455-0414.

Writing Center

LC 2nd Floor 455-0409

The Writing Center provides free and friendly peer support services to help students strengthen their writing skills and develop their college success skills. Writing consultants (peer tutors) assist students with–

- Writing assignments for any Leeward CC course;
- Scholarship essays;
- COMPASS placement test preparation and review; and
- Reading, time management, note taking, organization, and other college success skills.

The writing consultants work with students in person in the Writing Center, online, by phone, via campus workshops, and in the classroom.

The Writing Center also provides online resources via its website (http://leeward.hawaii.edu/writingcenter) and has print handouts and computers available for students.

Writing Intensive Program

Writing Intensive courses give you an opportunity to practice and improve your writing skills in many subject areas. These courses, indicated 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 ENG 100 or equivalent with a grade of C or better. Two Writing Intensive courses are required for the Associate in Arts degree.

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.

Leeward CC 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 a Leeward counselor for general assistance in academic advising, selecting a major, and planning an educational program.

Contact the Veterans Clerk in the Leeward CC Admissions Office regarding V.A. (G.I. Bill) enrollment/course certifications.

EMPLOYMENT ASSISTANCE

Job Prep Services

AD 222 455-0240
Monday–Friday 8:00 a.m.–4:00 p.m.
(or by appointment)

The JPS staff can help you look for jobs, both on and off-campus. We can help you organize your resume, prepare for interviews and create employment strategies. Stop by and find out all we can do for you!

For Leeward CC students:

- Regularly updated job postings
- Interviewing tips
- Career exploration
- Job search assistance
- Assistance in filling out applications
- Assistance in writing resume and cover letters
- Free resume/application faxing
- Computers to apply for jobs
- Find a mentor in your career area

For the business community:

- Free job posting on our website and bulletin boards
- Assistance in arranging on-campus recruitment
- Internship opportunities
- On-campus testing sites
- Opportunity to participate in Leeward Community College's annual job fairs
- Opportunities for other partnership activities
- Be a mentor to our students

For Leeward CC faculty:

- Interactive and informational workshops on employment for individual classes
- Online career/job exploration assessments and resources for class assignments
- Online job preparation tutorial support and training
- Labor market information
- Assistance in administering online career exploration assessments and activities

For more information:
AD-222
(808) 455-0240
jobprep@hawaii.edu
http://www.leeward.hawaii.edu/jobs

On Campus Student Employment

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.

http://www.hawaii.edu/sece/

CAMPUS RESOURCES

Automatic Teller Machines
Two ATMs are inside Uluwehi Cafe.

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, Lower Level, facing the Lion Courtyard.
455-0308
lcc.cashier@hawaii.edu
Monday-Friday 8:00 a.m. - 3:30 p.m.

Campus Health Center
AD 122 455-0515
Hours are posted.

The Campus Health Center offers a variety of low cost services:

General Medical Clinic:
- Visits for illnesses and injuries
- Minor nursing urgent care and referrals
- Physical exams
- Limited laboratory services
- Limited prescription and over the counter medications

Women's Health & Family Planning
- Breast and pelvic exams
- Counseling, testing and treatment for sexually transmitted infections
- Contraceptive methods
- Emergency Contraception
- Pregnancy testing & referral

Immunizations:
- TB testing, MMR, Hepatitis A&B, Flu shot, Tetanus/ Diphtheria, Polio, Gardasil, Meningitis and Varicella(chicken pox)
- Student medical and dental insurance applications
- Health promotion and wellness programs
- Pamphlets and booklets covering a wide variety of health subjects

Emergency—Medical
In case of emergency please notify the Security Office at 455-0611. If you are disabled by sickness or injury, you can contact the Campus Health Center by calling 455-0515. 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 offers an Escort Service on request from anyone on campus by calling 455-0611. 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. In the event of an emergency, any blue box on campus will also connect you to a security officer.

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 Leeward CC 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, send applications to:
Honolulu Community College,
Early Childhood Program,
874 Dillingham Blvd., Honolulu, HI 96817

CAMPUS RESOURCES

Copy Center

GT 104 455-0323
Monday–Friday 8:00 a.m.–4:00 p.m.

The Leeward CC Copy Center provides black & white and color copying, printing, scanning and faxing services. Finishing services include lamination, binding, folding and three-hole punching.

Food Options

The College offers a variety of food options on campus:

Uluwehi Café

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.

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 makai side of the Campus Center Building, this fine dining restaurant features casual elegance and upscale contemporary cuisine. Culinary Arts Program students prepare contemporary menu items and provide dining services. Special dinners are offered throughout the academic year, which are are listed online at www.leeward.hawaii.edu/ThePearl

Other Options

Additional food options are offered by Subway, located in the Uluwehi Café; KimoBean, located on the second floor of the Learning Commons Bldg; and Hot Dog Hawai'i, located on the Concourse.

Hours of operation for these outside vendors may vary each semster.

Lost and Found

Please contact the Security Office in LA 238,
or call 455-0611.

Parking

The College provides parking to the maximum extent possible for which there is no charge. Obey all signage rules and regulations. A copy of the Rules and Regulations for Campus Parking at Leeward Community College is available at the Security Office (LA 238). If you believe your vehicle has been towed, contact Security at 455-0611.

Photocopiers

The Learning Commons has two self-service copying machines, one on each floor. Copying services are also available at the Leeward CC 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 the campus. Coins and dollar bills
are accepted.

FACILITIES, ACTIVITIES AND SPECIAL EVENTS

Facilities Use

Many of Leeward's facilities (e.g. theatre, cafeteria, classrooms, outdoor courtyards, recreational facilities) are available for use by college constituencies and the community. Rental fees are typically assessed to non-University of Hawai'i affiliated groups.

To reserve facilities, complete a Facilities Use Application available from the Facilities Office, LA 232 (455-0558) or online at http://www.leeward.hawaii.edu/FacilitiesUse. The application should be received at least two weeks prior to the date of intended use in order to accommodate the review, authorization, and scheduling process.

For rental of the Leeward Theatre, please contact the Theatre Administrative Offices directly at 455-0380 or visit the Theatre website at http://lcctheatre.hawaii.edu/rental.html.

Special Facilities

Biotech Lab

Opportunities for undergraduate research and experience in molecular techniques including gene cloning, sequencing and bioinformatics. Dr. Kabi Neupane, 455-0418.

Educational Media Center

Support for teaching and student learning through the integration and use of instructional technology. The EMC operates several facilities and services for the campus. LC 112, 455-0222

Foyer Art Gallery

A showcase for island artists and Leeward CC faculty and students. AD Building, first floor

Hawai`i National Great Teachers Seminar

Unique staff development opportunity that encourages teaching innovations. Held annually in Volcano National Park on the Big Island. Cindy Martin at 455-0483

Ho`oulu `Āina, Plant Propagation Facility

Propagation center serving a wide variety of classes. Shade House Manager at 455-0474.

Leeward CC Observatory

Astronomical Observatory offering learning opportunities for the Leeward students, K-12 school students, and the community. Appointments are required for visiting the observatory. Kakkala Mohanan, 455-0442

Leeward CC Theatre

Leeward and Central O'ahu's only major performing arts facility. http://LCCTheatre.hawaii.edu

Native Plant Conservation, Ethnobotanical and Polynesian Introduced Gardens

Extensive native Hawaiian plant collection with more than 100 native species, 30 of which are endangered. Shade House Manager, 455-0398.

Television Studio

New facilities opened in 2014 with the studio sound stage supporting the Television Production program.

Tennis Courts

Located on the 'ewa end of campus and are available for use. 455-0558 for reservations.

Special Events

Career, College and Job Fair

The annual opportunity for students and community to meet employers and college representatives.

College Bash

Annual fall Welcome Back Event coordinated by the Student Life office.

Discovery Fair

Annual fall event features educational activities for families, food, games, and interactive exhibits.

International Education Week

November event offering lectures, presentations, cultural entertainment and food.

Ka Mole o Nā Pua Festival

The day long family event is dedicated to sustainability, rooted in respect for the land and culture, in accord with Hawaiian values. Bobbie Martel, 455-0632.

L'ulu

Leeward Culinary Arts Gala features Hawai'i's finest chefs alongside the Culinary Arts Program's instructors and students. Offered annually in early May.

The Pearl

Fine dining with upscale contemporary cuisine in a casually elegant atmosphere. Second level of the Campus Center, call 455-0475,

Scholarship Brunch

Annual event to raise scholarship funds for area high school culinary students. Held in February.

Volunteer Income Tax Assistance Program

Provides free assistance for low income families, January–March. Roy Kamida, 455-0294

STUDENT LIFE

Student Life Office

AD 223B 455-0208
Monday–Friday 8:00a.m.–4:30p.m.

The Student Life Office provides leadership opportunities through the advisement of the ASUH -Leeward Student Government, Student Activities Board, Budget and Finance Committee, and New Student Orientation Leaders. The Student Life Office also facilitates co-curricular learning experiences through Registered Student Organizations and the IMLeeSports. Campus involvement enables students to gain life skills, increase their civic responsibility, and develop leadership skills that enrich their personal and professional development.

The Student Life staff also manages the Campus Center Student Lounge and the Senate Chambers meeting room, approves bulletin board postings, provides discount movie tickets and the use of sports equipment.

Campus Center Student Lounge

Second Level Campus Center Building
Monday–Thursday 8:00a.m.–4:00p.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, studying, and relaxing between classes. The Lounge is equipped with comfortable furniture, bus schedules, board and table games, a ping pong table, and magazine swap table. The Lounge also hosts student events such as poetry slams, live entertainment, and other departmental events.

Registered Independent Student Organizations

The Student Life Office facilitates the Registered Independent Student Organizations (RISO). For an updated list of organizations please check the Student Life website. If you would like to start a RISO please refer to the registration guidelines.

For more information on the Student Life Office please visit: www.leeward.hawaii.edu/studentlife

Student Government—Associated Students Of UH-Leeward Community College (ASUH-Leeward CC)

Campus Center Building 455-0560
Monday–Friday 9:00a.m.–4:00p.m.

ASUH-Leeward CC is governed by an Executive Board comprised of the President, Vice President, Secretary, and Treasurer. They oversee six Senators, including a Wai`anae Senator, who were elected by the Associated Students of Leeward CC. The Student Government represents the Associated Students of Leeward CC to administration and system-wide.bThey advocate for students concerns and needs. Their major responsibilities include the budgeting and management of the student activities fees, advocating student needs at the campus and system level, and the establishing of policies and programs for students.

Terms of all offices are for one year. The ASUH-Leeward CC Constitution allows students with a GPA of 2.0 or better to run for office. All students are eligible (and encouraged) to vote.

Student Activities Board—Associated Students Of UH-Leeward Community College (ASUH-Leeward CC)

AD 223B 455-0208
Monday–Friday 8:00a.m.–4:30p.m.

The Student Activities Board (SAB) is governed by the Student Government and advised by the Student Life Coordinator. The purpose of the Student Activities Board is to provide fun, educational, and diverse programs and events for the student body. Events can include video game tournaments, poetry slams, live entertainment, cultural events, and many more.

If interested in joining the Student Activities Board please contact Lexer Chou, achou@hawaii.edu

Budget and Finance Committee – Associated Students of the University of Hawai'i – Leeward Community College

The Budget and Finance Committee (B&F) is a sub-committee of the ASUH-Leeward CC Student Government. This committee focuses on properly allocating funding to student organizations and campus departments in co-sponsoring their events/programs to educate and provide social and learning programs outside of the classroom.

Board of Student Communications

The Board of Student Communications encourages and supports student work and publications in journalism, literature, the arts and multimedia. The student produced magazine, Ka Mana'o, is looking for journalists, photographers, and more. Contact Stanley Lee, stanleyl@hawaii.edu for more information.

Commencement Ceremony

The Student Life Office coordinates the Spring Commencement Ceremony. For updates on deadlines, fees, and general information please visit the Student Life Office website.

IM LEESPORTS: Intramurals Program

The Student Life Office coordinates the IM LeeSports League that invites campuses on the island to participate in the intramurals league. This is an opportunity for Leeward students to compete against other community college or UHWO students. The Student Life Office also provides intramurals on the Leeward campus for Leeward students only. If you have any questions please email: leeintramurals@gmail.com

New Student Orientation(NSO)

The Student Life Office recruits, hires, and trains the NSO Leaders. If interested please contact Lexer Chou, achou@hawaii.edu

For more information on the Student Life Office please visit: www.leeward.hawaii.edu/studentlife

REGISTERED INDEPENDENT STUDENT ORGANIZATIONS *(as of May 8, 2014)*

Club	Advisor(s)	Phone	Email
Baha`i Faith Club	Doug Hartman	455-0347 / 799-6389	drhartma@hawaii.edu
Book Club	Summer Miles	454-4713	summerls@hawaii.edu
Campus Lightfor Christ	Jessica Choi / Larry Andres	455-0212 / 455-0211	choi@hawaii.edu / andresl@hawaii.edu
Catholic Club	Ernest Libarios	455-0242	Libarios@hawaii.edu
Ceramic Club	Shigeru Miyamoto	455-0371	shigerum@hawaii.edu
Children's Center Family and Friends Club	Eva Moravcik	455-0488	moravcik@hawaii.edu
Chinese Culture Club	Natalie Kahn	455-0209	nkahn@hawaii.edu
Chinese Language Club	Jue Wang	455-0672	juewang@hawaii.edu
Community Service Team at Leeward CC Wai`anae	Summer Miles	454-4713	summerls@hawaii.edu
Digital Media Club	Christian Ganne	455-0496	ganne@hawaii.edu
Every Nation Campus Ministries	Rick Kang	455-0544	rlkang@hawaii.edu
Fitness Club	Shigeru Miyamoto	455-0371	fitnessclub808@gmail.com
Future Teachers Club	Cameron Rivera	455-0574	cameronr@hawaii.edu
Grey Hats	Petersen W. Gross	455-0494	grossp@hawaii.edu
Health Information Technology Student Society	Patrice Jackson	455-0571	patricejackson@hawaii.edu
Health Occupation Students of America (HOSA)	Will Castillo / Rien Vidad	455-0501	wkcastil@hawaii.edu / rien@hawaii.edu
Homeschool Alumni Organization	Jessica Choi	455-0212	choi@hawaii.edu
Japan Circle	Mamiko Kosuge / Kazuko Nakamitsu / Tomoko Akemoto	455-0359 / 455-0429	kosuge@hawaii.edu / ioroi@hawaii.edu / atomoko@hawaii.edu
Kahiau Hawaiian Club	Genai Keli'ikuli Lu'ukia Archer	455-0660 / 455-0627	genai@hawaii.edu / archer@hawaii.edu
KASAMA	Raymund Liongson	455-0557	liongson@hawaii.edu
Korean Culture and Language Club	Hye Ri Joo	455-0340	hyeri@hawaii.edu
La French Turtles	Didier Lenglare		lenglare@hawaii.edu
Multicultural Club	Anne Jund / Greg Nakai	455-0622	annec@hawaii.edu / gnakai@hawaii.edu
Phi Beta Lambda / Enactus	Kay Ono / Warren Kawano	455-0223/ 455-0224	kayono@hawaii.edu / warrenk@hawaii.edu
Phi Theta Kappa	Steve Laycock / Michael Bauer / Suezette Scotti / Didier Lenglare	455-0310	laycock@hawaii.edu / mbauer@hawaii.edu / sdscotti@hawaii.edu lenglare@hawaii.edu
Ping Pong Club	Larry Andres / Jue Wang	455-0211 / 455-0672	andresl@hawaii.edu and juewang@hawaii.edu
Reaching Out	Ann Dorado / Laurie Libarios	455-0652	adorado@hawaii.edu
Soccer Club	Jeremiah Boydstun / Catherine Walker	455-0283	boydstun@hawaii.edu / walkercl@hawaii.edu
Student Enrichment Activities (S.E.A.)	Summer Miles	454-4713 / 696-6378	summerls@hawaii.edu
Student Veterans of America	LeeAnne Santos Egan	455-0274	leeanne@hawaii.edu
The Gathering	David Carr	455-0535	dcarr@hawaii.edu
Writers' Guild	Mia Reisweber / Melanie Van Der Tuin	455-0338 / 455-0331	mreisweb@hawaii.edu / malaniev@hawaii.edu

CONNECT ONLINE

www.facebook.com/LeewardCC

http://twitter.com/LeewardCC

www.flickr.com/photos/leewardcc/

www.youtube.com/theleewardchannel

http://leewardcommunitycollege.tumblr.com/

http://pinterest.com/leewardcc

POLICIES

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies

Leeward CC 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:

- 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.
- Demonstrations or interference with campus operations
- Furnishing false or fraudulent information
- Stealing or mutilating college property
- 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

The student conduct code and the approved procedures are available at the Office of the Dean of Student Services and on the College's website: www.leeward.hawaii.edu/policies

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.

Lethal Weapons

Firearms, spear guns, bows and arrows, martial arts and blade instruments, and swords are some examples of prohibited weapons on campus.

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.

There are five designated smoking areas on campus. They are:

- Arts & Music (AM) Building: Corner lanai area, makai of the building, facing Tuthill Courtyard
- Student/Campus Center: Diamond Head of the Bookstore
- Theatre: Mauka of the closed second level, near the top of the stairs
- Language Arts: Ewa of the Language Arts building on the parking lot side
- Campus: By the bus stop (outside of covered area)

Additional restrictions can be found online at www.hawaii.edu/smokingpolicy

Prohibited Activities

Non-approved activities such as skateboarding, roller-blading, bicycling, ball-playing, and frisbee, etc. are prohibited on campus.

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies

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.

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, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied letters of verification or certification, grades, transcripts, diplomas, and registration. Financial obligations not cleared will be sent to a collection agency. 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 the Dean of Student Services.

Academic Rights and Freedoms of Students

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.

The College subscribes to that part of the 2007 "Joint Statement on Rights and Freedom of Students," adopted by a diverse number of higher education organizations including the American Association of University Professors, which relates to classroom instruction: "The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards."

A. Protection of Freedom of Expression
   Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation
   Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time they are responsible for adhering to standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure
   Information about student views, beliefs and political association which professors acquire in the course of their work as advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Academic Grievance Procedures

A student who seeks to appeal the assignment of a course grade may initiate action to achieve a remedy. The actions available are outlined in the Academic Grievance Procedures and must be initiated within 30 calendar days after the student has become aware, or could have reasonably been expected to become aware, of the assignment Complete details of the Academic Grievance Procedure are available through the Office of the Dean of Student Services and online at www.leeward.hawaii.edu/policies

A student who seeks to appeal the assignment of a course grade must first make every reasonable attempt to discuss the matter with the faculty member involved. The faculty member must be afforded the opportunity to initially handle these matters before the grievance progresses to the next level.

Failing to resolve the matter with the faculty member, the student should discuss the matter with the faculty member's Division Chair (DC). Within fourteen (14) calendar days of receipt of the student's report, the DC shall complete any consultation and shall notify the faculty member and the student in writing of his/her conclusion(s) and recommendation(s).

Failing to achieve satisfactory resolution of an appeal of a final grade, the student may file an academic grievance, in writing, with the Chairperson of the Faculty Senate Student Committee.

Copies of the Academic Grievance Procedures are available through the Office of the Dean of Student Services and online at www.leeward.hawaii.edu/policies

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies

Family 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 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 student, (b)Local address and zip code maintained in the campus locator printout, (c)Local telephone number maintained in the campus locator printout, (d)Major field of study, (e)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 (j) email address, (k) enrollment status (full-time or part-time).

   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.

Information Technology Policy

UH Executive Policy, Administration E 2.210
Use and Management of Information Technology Resources
Responsible Use, Privileges and Responsibilities:
The University of Hawai'i defines and provides access to institutional computers, information systems and networks as a privilege rather than a right. All users must respect the rights of others, the integrity of the facilities and controls which are implemented to maximize the community's reliable access, and all pertinent license and contractual agreements that underlie the University's technology infrastructure. It is the policy of the University to deny access to any member of the user community who violates this policy or who uses the University's technology resources to violate other duly established policies and/or Federal or State laws.

The complete IT Usage policy can be found at http://www.hawaii.edu/apis/ep/e2/e2210.pdf

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, or fails to complete at least 50% of the total credits for that term.**

   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 and passes 50% of the total credits for that term.**

   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, or fails to complete at least 50% of the total credits for that term.**

   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-registered for more than 13 credits, the student will be required to drop the excess credits. A student on Academic Probation is also ineligible for 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, t**he student fails to earn a term and cumulative GPA of 2.0 or higher, or fails to complete at least 50% of the total credits for that term.**

   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 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 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, or fails to complete at least 50% of the total credits for that term, the student will be placed on Academic Dismissal** (see section 7 below).

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies

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, or fails to complete at least 50% of the total credits for that term.**

   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 and passes 50% of the total credits for that term**, 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 dismissed 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. When an "I" (incomplete) grade is assigned to a student at the end of the semester deadline, the "contingency" grade submitted by the instructor will be used to calculate GPA.

13. In computing GPAs for purposes of this policy, the College's grading system shall be observed. Courses for which "N" grades are received shall be considered as failing.

    Term and cumulative GPAs will be calculated after repeated courses have been noted on a student's academic record.

14. Students on Academic Suspension or Academic Dismissal are not eligible to graduate.

Policy of Nondiscrimination and Affirmative Action

Leeward Community College declares and reaffirms its commitment to the University of Hawai'i's policy of equal education and employment opportunity. The College is committed to the principles and practices of nondiscrimination on the basis of race, sex (including sexual orientation, gender identity and expression), age, religion, color, national origin, citizenship status (except as permissible by applicable law), ancestry, physical and mental disability, genetic information, marital status (including civil union), arrest and court record (except as permissible under State law), National Guard absence, uniformed services, status as a protected veteran, income assignment for child support, credit history (unless directly related to a bona fide occupational qualification), pregnancy, breastfeeding, or status as a victim of domestic or sexual violence (includes stalking), provided the victim provides notice to her/his employer of such status or the employer has knowledge of such status.

The College further declares its commitment that as part of the University's equal opportunity policy to implement reasonable accommodations, to the extent required by law, for individuals with disabilities, sincerely held religious practices, victims of domestic or sexual violence, pregnancy, and breastfeeding.

In addition, employees and applicants for employment are protected under Title IX, Title II 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 or applicants for admission or employment on the basis of sex is prohibited and will not be tolerated.

Individuals designated to coordinate the University of Hawai'i Community Colleges' nondiscrimination and affirmative action programs are:

Michael C.K. Wong
EEO/AA Coordinator
Title IX Coordinator
Leeward Community College
96-045 Ala 'Ike, AD 121
Pearl City, HI 96782
Phone: 808-455-0277

Mary Perreira
Director of EEO/AA
UH Community Colleges
2327 Dole Street
Honolulu, HI 96822
Phone: 808-956-4650 (V/T)

Dean of Academic Services (Paul Kuehn)
Section 504 and Title II Coordinator
Leeward Community College
96-045 Ala 'Ike, AD 107
Pearl City, HI 96782
Phone: 808-455-0440

Dean of Student Services (Christopher Manaseri)
ADA
Leeward Community College
96-045 Ala 'Ike, AD 224
Pearl City, HI 96782
Phone: 808-455-0260

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies

Discrimination Complaints

Leeward Community College further declares discrimination against students, employees, and applicants for admission or employment as articulated in the Policy on Nondiscrimination and Affirmative Action (Policy) is prohibited and will not be tolerated. Violation of this Policy from any individual may subject a member of the University community to adverse treatment/action based on the protected category as set forth in the Policy.

Discrimination complaints will be processed using the University's Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment and Admissions.

Complaints of discrimination may be addressed to:

College Employees (to include student employees):
Michael C.K. Wong
Human Resources Manager and Equal Employment Opportunity/Affirmative Action Coordinator
Title IX Coordinator
Leeward Community College
96-045 Ala 'Ike, AD 121
Pearl City, HI 96782
Phone: 808-455-0277

Students:
Dean of Academic Services (Paul Kuehn)
Section 504 and Title II Coordinator
Leeward Community College
96-045 Ala 'Ike, AD 107
Pearl City, HI 96782
Phone: 808-455-0440

Dean of Student Services (Christopher Manaseri)
Title IX Coordinator
Leeward Community College
96-045 Ala 'Ike, AD 224
Pearl City, HI 96782
Phone: 808-455-0260

The process of addressing allegations of discrimination are described in the University of Hawai'i Administrative Procedure A9.920, Discrimination Complain Procedures for Students, Employees, and Applicants for Admission or Employment, August 2002.

Complaints of discrimination may also be filed with:
Mary Perreira
Director of EEO/AA
UH Community Colleges
2327 Dole Street
Honolulu, HI 96822
Phone: 808-956-4650 (V/T)

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 outside on the ʻewa 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 at 455-0421. See details in the next section.

Services for 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 may be provided classroom accommodations (reader, note-taker, American Sign Language Interpreters, adaptive technology) and/or other academic support services as needed.

For further information about accessing services, call or visit:

Kris Hernández
Program Coordinator

JoAnn Cagasan
Disabilities Specialist

Kākoʻo ʻIke
LC 213, Learning Commons Building
Leeward Community College
96-045 Ala ʻIke; Pearl City,
Hawaiʻi 96782
Phone: 455-0421; TTY: 455-0532

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies

Policy on Sexual Harassment

Leeward Community College is committed to providing a safe and comfortable learning and working environment for its students, employees, and applicants for admission or employment. Sexual harassment constitutes illegal discrimination under Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights of 1964, as amended, and the Hawai'i State Fair Employment Practices Action, Chapter 378, as amended. As such, sexual harassment is prohibited by University policies and procedures, and will not be tolerated in any part of the College's programs, activities, or employment.

While sexual harassment may occur in different forms, there are two kinds:

Hostile environment: The form of sexual harassment is defined as sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature (e.g., sexual assault, unwanted/unnecessary touching, suggestive sexual remarks, pressure for sexual activity, offensive literature, indecent images, or other sexually-oriented materials), when such conduct is unwelcome to the person to whom it is directed or to others directly aware of it, and when such conduct is (1) severe or pervasive; and (2a) either unreasonably interferes with the employee's work performance or student's academic performance, or (2b) creates and intimidates, hostile, or offensive work or educational environment.

Quid pro quo: A form of sexual harassment in which sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature when submission to such conduct is, explicitly or implicitly (1) a condition of advancement; (2) a factor in performance evaluation; (3) a condition for participating in the College/University activities; or (4) a condition for receiving any other benefit given by the College/University.

Acts of sexual harassment undermine the trust and mutual respect which are essential for the College fulfilling its educational mission. As such, members of the College/University community who violate this policy may be disciplined subject to the appropriate collective bargaining or University procedure, or sanctioned in accordance with the College's Student Conduct Code.

For more information or assistance:

Students:
Dean of Student Services (Christopher Manaseri)
Leeward Community College
96-045 Ala 'Ike, AD 224
Honolulu, HI 96782
Phone: 808-455-0260

College Employees (to include student employees):
Michael C.K. Wong
Human Resources Manager and EEO/AA Coordinator
Leeward Community College
96-045 Ala 'Ike, AD 121
Pearl City, HI 96782
Phone: 808-455-0277

Sexual Assault Policy

As required by the Higher Education Amendments of 1992, the University of Hawai'i Executive Policy E1-204, Sexual Assault, January 2006, explains the University's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting offenses.

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 Mānoa, at 956-9250.

College Security

In compliance with the Crime Awareness and Campus Security Act of 1990 and Higher Education Amendments of 1998, the College's Security policies and crime statistics can be found online at http://www.leeward.hawaii.edu/campusecurity.

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.

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.

Graduation Participation Policy

Graduation is one of the most rewarding experiences in our students' academic journey. To be awarded a diploma from the College, the student must submit an "Application for Degree/Certificate" It is recommended that students schedule a Degree/Certificate check appointment with a counselor. A non-refundable $15 fee is required for an Associate Degree or Certificate of Achievement. For students denied graduation, the fee may be applied to subsequent graduation applications. Proof of payment is required for the fee to be waived for subsequent semesters.

Applications for graduation will be denied if all requirements, including incompletes, have not been met by the end of the graduating semester. An "I" grade, regardless of the contingency grade assigned, is considered non-completion of a course. The student will be eligible for graduation in the semester that the "I" grade has been changed and is required to re-apply for graduation.

To participate in the annual Commencement Ceremony, students may exercise their right to participate according to their eligibility described below:

Participation in the annual Commencement Ceremony at Leeward Community College will be based on the following criteria:

- candidates for any Associate Degree must be within nine (9) credits of completing the requirements for the degree.
- candidates for any Certificate must have earned, or be enrolled in, all of the requirements for the certificate.
- candidates must have an official "Application for Degree/Certificate" on file with the Records Office by the published deadline.

UNIVERSITY OF HAWAIʻI

GRADUATION AND PERSISTENCE RATES, FALL COHORTS
FIRST-TIME, FULL-TIME, DEGREE OR CERTIFICATE-SEEKING UNDERGRADUATES

	Fall 2007 Cohort			Fall 2010 Cohort							
	Mānoa	Hilo	West Oʻahu	UHCC Avg	Hawaiʻi	Honolulu	Kapiʻolani	Kauaʻi	Leeward	Maui	Windward
GRADUATION RATE - 150% of normal time to completion	**57%**	**36%**	**25%**	**14%**	**19%**	**13%**	**15%**	**16%**	**12%**	**14%**	**12%**
Gender											
Men	54%	31%	#	12%	21%	10%	10%	9%	10%	11%	10%
Women	59%	40%	36%	16%	18%	17%	20%	21%	14%	16%	13%
IPEDS Race/Ethnicity											
Nonresident Alien	71%	30%	#	29%	18%	#	34%	#	#	#	#
Hispanic/Latino	40%	33%	#	15%	24%	12%	8%	21%	11%	8%	17%
American Indian or Alaska Native	#	#	#	#	#	#	#	#	#	#	#
Asian	69%	38%	#	16%	30%	13%	14%	14%	16%	19%	12%
Black or African American	44%	#	#	5%	#	#	#	#	6%	#	#
Native Hawaiian or Other Pacific Islander	53%	37%	#	9%	10%	15%	13%	18%	7%	8%	5%
White	39%	34%	#	13%	27%	7%	10%	16%	9%	13%	12%
Two or more races	52%	44%	#	13%	16%	13%	8%	16%	11%	16%	13%
Race and ethnicity unknown	41%	#	#	10%	#	#	#	#	11%	#	#
Federal Grant/Loan Recipient											
Recipient of a Federal Pell Grant	57%	34%	#	14%	18%	17%	20%	15%	8%	14%	7%
Recipient of a subsidized Stafford Loan who did not receive a Pell Grant	38%	33%	#	21%	13%	#	#	#	#	20%	27%
Student who did not receive either a Pell Grant or a subsidized Stafford Loan	58%	38%	17%	14%	22%	10%	13%	16%	15%	13%	16%
PERSISTENCE RATE - Still enrolled after 150% of normal time to completion	**6%**	**6%**	**6%**	**20%**	**15%**	**16%**	**18%**	**23%**	**24%**	**21%**	**19%**
TRANSFER OUT RATE	**N/A**	**N/A**	**N/A**	**22%**	**14%**	**25%**	**29%**	**19%**	**23%**	**16%**	**24%**

A pound sign (#) denotes any cohort/subcohort with fewer than ten students.

This information is provided for the Student Right-to-Know Act, Public Law 101-542. It provides a partial description of the graduation and enrollment patterns of students. It should not be used to infer or predict individual behavior.

Institutional Research and Analysis Office, University of Hawai'i, February 2014

FACULTY, STAFF, AND ADMINISTRATION LISTING

UNIVERSITY OF HAWAI`I

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Lynne Waters, Associate Vice President for External Affairs and University Relations
Nainoa Thompson, Advisor on Hawaiian Affairs

LEEWARD COMMUNITY COLLEGE ADMINISTRATION

Office of the Chancellor

Manuel J. Cabral, Chancellor; B.A.(mathematics and French), Lewis & Clark College; M.A. (mathematics), Indiana University

Patricia Kimokeo, Private Secretary

Kathleen R. Cabral, Marketing Officer; B.A., University of Toledo
Tomi A.P. Rivera, Graphic Designer; B.F.A., University of Hawai'i at Mānoa

Office of the Vice Chancellor for Academic Affairs

Michael H. Pecsok, Vice Chancellor/Chief Academic Officer; B.A., University of California, Berkeley; M.Ed., University of Hawai'i at Mānoa
James Goodman, Dean of Arts and Sciences; B.F.A., M.F.A., University of Hawai'i at Mānoa
Paul Kuehn, Dean of Academic Services; B.A., Augsburg College, Minneapolis; M.A., Chapman University, Orange, CA.
Ron Umehira, Dean of Career and Technical Education; B.B.A., M.Ed., University of Hawai'i at Mānoa; Certified Hospitality Educator (CHE), American Hotel and Lodging Educational Institute; Certified Program Planner (CPP), The Learning Resources Network

Harriet Miyasaki, Banner Officer, B.S. University of Hawai'i at Mānoa; M.A. Central Michigan University

Aulii Silva, Professor CC, NHCTEP Project Coordinator; B.A. Asian Studies, University of Redlands; M.A. Education Counseling, University of Redlands

Shirlene Callejo, Secretary to Vice Chancellor, Academic Affairs
Vaughnelle O'Neal, Secretary to the Dean of Career and Technical Education
Arlene Prado, Secretary to the Dean of Arts and Sciences
Stella Yamamoto, Secretary to the Dean of Academic Services

Ho'oulu Program

Coordinator/Instructor:
Paul Kalani Flores,

Winona Aguero, Educational Specialist
Hannah Aldridge, NH Pre-Engineering Specialist
Kathleen Ballesteros, Administrative Assistant
Sharon Tsunoda, Academic Specialist

Sulong Aral Program

Trixia Soria, Sulong Aral program manager

Office of the Vice Chancellor of Administrative Services

Mark Lane, Vice Chancellor, Administrative Services; B.S., Troy University, Montgomery; M.Ed., University of Hawai'i at Mānoa

Harumi Hatchie-Leong, Secretary; A.S., Kapi'olani Community College

Office of Planning, Policy and Assessment

Della Anderson, Director; Associate Professor CC, Accounting; B.B.A., Texas Tech University; M.B.A., University of Washington

Alicia Brown, Policy Analyst; B.S. Sociology, M.S. Public Policy, University of Utah
Jon M. Caffery, Grant Coordinator; B.S., Business Administration, Colorado Christian University
Guy Nishimoto, Institutional Effectiveness Officer; B.A., University of Hawai'i at Mānoa; M.A., Claremont Graduate School; M.A., University of California, Los Angeles
Charlotte Watanabe, IT Specialist; B.S., University of Hawai'i at Mānoa
Shuqi Wu, Institutional Analyst; B.A. East China Normal University; M.Ed., Ph.D., University of Hawai'i at Mānoa

Office of Student Services

Christopher B. Manaseri, Dean of Student Services ; B.A., SUNY Geneseo; M.S., Elmira College; M.A., Colgate University; C.A.S. SUNY Cortland; Ph.D. Syracuse University

Charlene Mimuro, Secretary to the Dean of Student Services

INSTRUCTIONAL FACULTY AND STAFF

Arts and Humanities Division

Division Office: FA 109
Telephone: 455-0350
Division Chair: **James A. West**
Division Secretary: **Terry Richter**

Lu'ukia Archer, Instructor CC, Hawaiian Studies; B.A., M.A., University of Hawai'i at Mānoa
Elizabeth K. Burdick, Assistant Professor CC, Theatre; B.A., Mills College; M.F.A., University of Hawai'i at Mānoa
Joseph Chernisky, Professor CC, Religion; B.A., Muskingum College; M.A., University of Hawai'i at Mānoa
Jessica Choi, Instructor CC, Music; B.M.,Julliard School of Music; M.M., Northwestern University
Peter Kun Frary, Professor CC, Music; B.A., Western Washington University; M.A., University of Hawai'i at Mānoa
James H. Fujita, Assistant Professor CC, History, B.A., M.A., University of Hawai'i at Mānoa
Michael Harada, Assistant Professor CC, Art, UH, B.F.A., M.F.A., University of Hawai'iat Mānoa
Sania Fa'amaile Betty P. Ickes, Instructor, History; A.A., Leeward Community College; B.A., University of Hawai'i at West O'ahu; M.A., University of Hawai'i at Mānoa; Ph.D., University of Hawai'i at Mānoa
Momiala Kamahele, Associate Professor CC, Hawaiian Studies; B.A., M.A., A.B.D., University of Hawai'i
Abdul Karim Khan, Professor CC, History; M.A., University of Peshawar, Pakistan; M.A., Eastern Washington University, Ph.D., University of Hawai'i at Mānoa
Steven W. Laycock, Professor, Philosophy; B.A., M.A., Ph.D., Indiana University
Alan Leitner, Professor CC, Art; B.S., Woodbury University; M.F.A., University of Hawai'i at Mānoa
Raymund L. Liongson, Associate Professor CC, Asian and Philippine Studies; B.A., M.A., Northwestern University; Ph.D., University of the Philippines
Paul Lococo, Professor CC, History; B.A., M.A., Ph.D., University of Hawai'i at Mānoa
Tracie K.C. Losch, Associate Professor CC, Hawaiian Studies, B.A., M.A., University of Hawai'i at Mānoa
Susan K. Lum, Professor CC, Literature; B.A., M.A., University of Hawai'i at Mānoa
D. Mark Minasian, Professor CC, Music; B.A., California State University, Chico; M.M., Indiana University School of Music
Shigeru Miyamoto, Assistant Professor CC, Art; B.A., M.A., California State University, San Jose
Wayne M. Muromoto, Associate Professor CC, Digital Arts; B.A., Cornell University; M.A., University of Hawai'i at Mānoa
Barry Nakamura, Professor CC, History; P.D., B.A., M.A., University of Hawai'i at Mānoa
Michael T. Oishi, Instructor CC, English Literature; A.A., Leeward Community College: B.A., University of Hawai'i at Mānoa; M.A., University of Washington
Stephanie Palombo, Associate Professor CC, Dance; B.A., University of California, Santa Cruz; M.F.A., University of Hawai'i at Mānoa
Jay S. Sakashita, Associate Professor CC, Religion; B.A., M.A., University of Hawai'i at Mānoa; Ph.D., Stirling University
Suzette Scotti, Instructor CC, Art History; B.A., Vassar College; M.A., University of Virginia; M.A. Louisiana State University; Diploma in Legal Studies, Queens' College, Cambridge University
John Signor, Instructor CC, Music; B.M., Willamette University; M.M., The Juilliard School; D.M.A., University of Miami; M.F.A., California Institute of the Arts
Andria Tupola, Instructor CC, Music; B.A., Brigham Young University; M.A., University of Hawai'i at Mānoa
James West, Professor CC, Philosophy; B.A., M.A., University of Hawai'i at Mānoa
Gailynn Williamson, Professor CC, Philosophy; B.A., Wheaton College-Norton; M.A., Ph.D., University of Hawai'i at Mānoa

Business Division

Division Office: BE 213
Telephone: 455-0344
Division Chair: **Kay Ono**
Division Secretary: **Serina Makaiwa**
Business Counselor: **Joy Lane**

Beau Beadel, Instructor CC, Business Technology; B.A., California State University Fullerton, M.S., Nova, Southeastern University
Douglas Choy, Instructor CC, Management; B.B.A., University of Hawai'i at Mānoa; M.B.A., Hawai'i Pacific University
Ross Higa, Assistant Professor CC, Management; B.B.A., University of Hawai'i at Mānoa
Patrice Jackson, Instructor CC, Business Technology, B.S. Stephens College, B.S., B.A. Park University
Roy Y. Kamida, Professor CC, Accounting; C.P.A.; B.B.A.,University of Hawai'i at Mānoa; M.B.A., University of Southern California
Warren Y. Kawano, Instructor CC, Business Technology; B.Ed., University of Hawai'i at Mānoa, M.B.A., Hawai'i Pacific University
Tina Lee, Instructor CC, Accounting, B.B.A, M.Acc., University of Hawai'i at Mānoa
Lynette Kuuipo Lum, Assistant Professor CC, Business Technology; B.S., Central Michigan University
Stanley May, Professor CC, Business Technology; B.A., University of Pennsylvania; M.B.A., University of Hawai'i at Mānoa
Kay Ono, Professor CC, Business Technology; B.S., M.A., Loma Linda University
Shelley S. Ota, Professor CC, Accounting; B.A., University of Washington; M.Acc., University of Hawai'i at Mānoa
Cynthia Spencer, Instructor CC, Management; M.B.A., Chaminade University; B.S., Business Administration, University of Southern California
Evelyn Wong, Instructor CC, Accounting, B.B.A., Temple University

Language Arts Division

Division Office: LA 201
Telephone: 455-0330
Division Chair: **Kay Caldwell**
Division Secretary: **Evelyn Kamai**
Office Assistant: **Dorothy Simon**
Counselor: **Nicole Keim-Fortuno**

Sandra Albers, Assistant Professor CC, English, Writing; B.A., M.A., University of Wisconsin Madison
Yumiko Asai-Lim, Professor CC, Japanese; B.A., University of Hawai'i at Hilo; M.A., University of Hawai'i at Mānoa
Paula Asamoto, Assistant Professor CC, Speech; B.A., M.A., University of Hawai'i at Mānoa
Kristi Ayers,Assistant Professor CC, Dev & Remedial English; B.A., M.A. Central Washington University
Joseph Badis, Assistant Professor CC, Hawaiian Language; B.A., M.A. University of Hawai'i at Mānoa
Ann Berner, Professor CC, English, Writing; B.A., San Diego State University; M.A., University of San Francisco
Dave Bird, Associate Professor CC, English; B.A., University of Puget Sound; M.A., University of Hawai'i at Mānoa
Jeremiah Boydstun, Assistant Professor CC, English, Writing; B.A., M.A., University of Hawai'i at Mānoa
Eileen Cain, Assistant Professor, CC, English, Writing; B.A., Catholic University of America; M.A., Ph.D., University of Hawai'i at Mānoa
Kay Caldwell, Professor CC, ESL; B.A., University of North Carolina at Charlotte; M.A., University of Hawai'i at Mānoa
Kathryn Fujioka-Imai, Associate Professor, CC, English, Writing; B.A., M.A., University of Hawai'i at Mānoa
Stephen Herr, Assistant Professor CC, English, Writing; B.A., Northwestern University; M.A., University of Hawai'i at Mānoa
Pat K. Hurley, Professor CC, English; B.A., M.A., University of the Pacific
Michelle Igarashi, Instructor CC, English; M.A., University of Hawai'i; Ph.D., State University of New York at Stony Brook
Juliet Lee, Associate Professor CC, English; B.A., M.A., University of Hawai'i at Mānoa
Meredith J. Lee, Instructor CC; English; B.A., University of Hawai'i at Mānoa; M.A., Ph.D., University of Washington
Gail K. L. Levy, Professor CC, English; B.A., University of Hawai'i at Mānoa; M.A., University of Sussex, Ph.D., University of Hawai'i at Mānoa
Michele M. Mahi, Instructor CC, Speech; B.A., M.A., University of Hawai'i at Mānoa
Donna Matsumoto, Professor CC, English; B.A., M.A., University of Hawai'i at Mānoa
Lance K. Morita, Assistant Professor CC, English; B.A., University of Hawai'i at West O'ahu, M.A., University of Hawai'i at Mānoa
Kazaku Nakamitsu, Instructor CC, Japanese; B.A., Kansai Gaidai University; M.A., Monterey Institution of International Studies
Mary Anne Nakano, Associate Professor CC, English, Reading; B.A., Portland State University; M.Ed., University of Hawai'i at Mānoa
Brandi L. Reyes, Instructor CC, English-Creative Writing; B.A., University of Hawai'i at Mānoa; English; M.A., University of Hawai'i at Mānoa
Tara Rojas, Associate Professor CC, Spanish; B.A., M.A., University of Hawai'i at Mānoa
Julie Sagliano, Associate Professor CC, English as a Second Language; B.A., Russell Sage College; M.A., Fairfield University
Michael Sagliano, Professor CC, English as a Second Language; B.A., Sacred Heart University; M.A., Fairfield University
Alan Smolka, Associate Professor CC, English, Reading; B.S., M.Ed., University of Utah
Christy Takamure, Assistant Professor CC, Speech; B.A., M.A., University of Hawai'i at Mānoa
Dayle K. Turner, Assistant Professor CC, English; B.A., University of Hawai'i at Mānoa; M.A., Northern Arizona University
Lani Uyeno, Professor CC, English, Reading; B.Ed., M.Ed., University of Hawai'i at Mānoa
Melanie Van der Tuin, Assistant Professor CC, English; B.A., Western Michigan University; M.A., Wayne State University
Susan Waldman, Instructor CC, English; B.A., University of Massachusetts; M.F.A., Emerson College
Rae Watanabe, Assistant Professor CC, English; B.A., M.A., University of Hawai'i at Mānoa
Frances K. Won, Instructor CC, English; B.A., De Pauw University; M.F.A. Eastern Washington University
Susan Wood, Professor CC, English; B.A., Lewis and Clark College; M.A., University of Hawai'i at Mānoa
Carleen Yokotake, Professor CC, Speech, Communications; B.A., M.A. University of Hawai'i at Mānoa

Language Arts Division
Office of International Programs

Steve Jacques, Coordinator; B.A., Boston College; M.A., University of Hawai'i at Mānoa
Pauline Filemoni, International Student Advisor; B.A., University of Arizona

Mathematics and Natural Sciences Division

Division Office: BS 106A
Telephone: 455-0251
Division Chair: **Jennie Thompson**
Division Secretary: **Cheryl Hyatt**

William M. Albritton, Assistant Professor CC, Information and Computer Science; B.A. Physics, Oberlin College; M.S. ICS, University of Hawai'i at Mānoa

Bradley O. Ashburn, Assistant Professor CC, Chemistry, Biochemistry; B.S., University of California at Davis, Ph.D., Oregon State University

Michael J. Bauer, Assistant Professor CC, Information and Computer Science; B.S., University of Wisconsin-Parkside, , M.B.A., University of Hawai'i at Mānoa

Patricia F. Domingo, Lab Manager; B.S., University of Hawai'i at Mānoa

Daniela Dutra Elliott, Instructor CC, Biology, B.A., Florida Atlantic University; Environmental Horticulture, M.S.,University of Florida

Petersen W. Gross, Instructor CC, Information and Computer Science; B.S. ICS, M.S. ICS, University of Hawai'i at Mānoa

Rhea P Hautea, Instructor CC, General Science; B.S. Biology/ Biomedical, Santa Clara University; M.S. Biological Sciences, University of the Pacific

Alyssa M Haygood, Instructor CC, Biology; B.S. Biology, M.S. Fisheries Science, University of Massachusetts Dartmouth

Helmut DJ Kae, Assistant Professor CC, General Science; B.S. Integrated Sci, Ph.D. Microbiology and Immunology, University of British Columbia

Mana'o Kaluhiokalani, Assistant Professor CC, Mathematics; B.S., M.S., Brigham Young University-Provo, Utah

Lisa Kodgis, Instructor CC, Mathematics; B.S., University of Alabama in Huntsville; M.A., University of Hawai'i at Mānoa

Siu Lung Kwok, Associate Professor CC, General Science, B.S., M.S. (Physics), University of Hawai'i at Mānoa

Michael E. Lane, Associate Professor CC, General Science, B.A. (Spanish), B.S., M.S., (Geology),Wichita State University

Vincent Lee, Assistant Professor CC, Information and Computer Science; B.S., M.S., University of Hawai'i at Mānoa

Eric Matsuoka, Professor CC, Mathematics; B.A., M.A., University of Hawai'i at Mānoa

Wanda H. Miyamoto, Assistant Professor CC, Mathematics; B.ED, Secondary, M.P.H., Biostatistics, University of Hawai'i at Mānoa; M.S., Teaching Mathematics, University of Illinois

Kakkala Mohanan, Assistant Professor, Astronomy, Geology, Oceanography, Science; B.S., M.S., Physics, University of Kerala; M.S., University of Hawai'i at Mānoa; PH.D., Geophysics, University of Hawai'i at Mānoa

Darci Miyashiro, Lab Manager, B.A., Mathematics, University of Hawai'i at Mānoa

Kabi Neupane, Professor CC, Biology, Biotechnology, B.S., M.S., University of Agricultural Sciences, Bangalore, India, M.B.A., Ph.D., University of Hawai'i at Mānoa

Paul Nguyen, Instructor CC, Mathematics

Nikolaj Nordkvist, Instructor CC, Engineering and Physics; M.S., Engineering (Applied Mathematics), Ph.D., Engineering (Applied Mathematics), Technical University of Denmark

James Ogg, Instructor CC, Mathematics; B.S., Grove City College; B.G.S., Roosevelt University; M.B.A., University of Hawai'i at Mānoa

Frani Okamato, Shade House Manager, B.S. (Animal Technology) University of Hawai'i at Mānoa

Robert Oshiro, Lab Manager, B.A., Zoology, University of Hawai'i at Mānoa

Bryson E. Padasdao, Instructor CC, Engineering, Physics; B.S., Ph.D., Electrical Engineering, University of Hawai'i at Mānoa

Donnabelle B. Pascual, Professor CC, Mathematics; B.S.M.T. (Bachelor of Science in Mathematics for Teachers), Philippines; M.S., Normal College; M.A.T., Math (Masters of Arts in Teaching), University of Philippines

Blanca Polo, Associate Professor CC, Information and Computer Science; B.S. MIS, Universidad Regiomontana; M.S. ICS, Ph.D. Computer and Information Sciences, University of Hawai'i at Mānoa

Alejandro A. Ramos, Assistant Professor CC, Information and Computer Science; Bachelor of Business Administration, University of Hawai'i at Mānoa

Michael Reese, Assistant Professor CC, Chemistry; B.S., University of Maine; M.S., University of Hawai'i at Mānoa

Natalia Schmidt, Associate Professor CC, General Science/ Biology; M.D., St. Petersburg Medical Institute; Ph.D., Federal Scientific Research Institute(Russia)

Jiajia Seffrood, Associate Professor CC, Mathematics; B.S., M.A., Ph.D, University of Hawai'i at Mānoa

Yawadee Srimake, Instructor CC, Plant Bioscience Technology; B.S., M.S. Botany, Chulalongkorn University, Ph.D. Tropical Plant and Soil Sciences, University of Hawai'i at Mānoa

Frank G. Stanton, Professor CC, Biology; B.S., Iowa State University; M.S., Florida Atlantic University; Ph.D., University of Hawai'i at Mānoa

Jennie Thompson, Professor CC, Mathematics; B.Ed., M.Ed., University of Hawai'i at Mānoa; M.S., University of Illinois

Catherine Walker, Assistant Professor CC, Mathematics; B.A., Rutgers University; M.S.Ed., University of Pennsylvania

Jennifer Watada, Assistant Professor CC, Mathematics; B.S., M.Ed., University of Hawai'i at Mānoa

Andrea L. Wichman, Instructor CC, Mathematics; B.S., M.S., University of North Carolina at Wilmington

Social Sciences Division

Division Office: FA-220
Telephone: 455-0360
Division Chair: **Wesley Teraoka**
Division Secretary: **Kristina Rodrigues**
Patricia Dela Cruz, Office Assistant IV

Corey Adler, Assistant Professor CC, Sociology, B.A., University of Maryland; M.A., University of Hawai'i at Mānoa
Kelsie Aguilera, Instructor CC, Anthropology; B.A. University of Miami, M.A. State University of New York
Patricia Jayne Bopp, Instructor, CC, Sociology; B.A., Arizona State University, M.P.H., M.A., University of Hawai'i at Mānoa
Eunice Brekke, Assistant Professor CC, Sociology, B.S. Hawai'i Pacific University, M.A., University of Hawai'i at Mānoa
Weirong Cai, Assistant Professor CC, Anthropology; B.A., Hebei Teachers University, P.R. China; M.A., Ph.D., University of Hawai'i at Mānoa
Michael Cawdery, Assistant Professor CC, Education, B.A., University of Buffalo, The State University of New York, M.Ed., University of Maryland College Park
Zenaida R. Estrada, Professor CC, Psychology; B.S.Ed., Philippine Women's University; M.Ed., University of Hawai'i at Mānoa
David Fry, Educational Specialist
Elsie H. Hyde, Professor CC, Psychology; B.A., M.A., Ph.D., University of Hawai'i at Mānoa
Jeffrey Judd, Assistant Professor CC, Education, B.S., Post Bac Secondary Science, University of California at Davis, M.Ed., University of Hawai'i at Mānoa; Ph.D Educational Psychology, University of Hawai`i at Mānoa
Dennis W. Kaibara, Professor CC, Economics; B.A., M.B.A., University of Hawai'i at Mānoa
Gholam Khaleghi, Assistant Professor CC, Economics; B.S., Worcester State College; M.S., University of Hawai'i; Ph.D., University of Hawai'i at Mānoa; Post Doctoral Certificate, Harvard University
Eiko Kosasa, Instructor CC, Political Science; B.A., M.A., Ph.D., University of Hawai'i at Mānoa
Judy M. Lee, Professor CC, Economics; B.A., M.A., University of Hawai'i at Mānoa
Bruce Lindquist, Instructor CC, Geography; B.S., Weber State University; M.A., Ph.D., University of Hawai'i at Mānoa
Roberta "Bobbie" M. Martel, Associate Professor CC, Education; B.S., Russell Sage College; M.S. Counseling/Pupil Personnel Certificate University of LaVerne
Cameron Rivera, Intructor CC and Student Support Specialist, Education Program; B.B.A., Marketing; M.Ed., Educational Technology, University of Hawai'i at Mānoa
Jaydene Silva, Instructor CC, Education, B.A., Hawaiian Studies, University of Hawai'i at Mānoa; M.Ed., Secondary Education, Chaminade University of Honolulu
Wesley Teraoka, Professor CC, Geography; B.A., M.A., University of Hawai'i at Mānoa
Ralph E. Vaughn, Professor CC, American Studies, Economics; B.S., Fordham University; M.B.A., St. John's University; M.A., University of Hawai'i at Mānoa
Gwen E. Williams, Professor CC, Human Services; B.A., Psychology; B.A., Environmental Studies, University of California at Santa Cruz; M.S.W., University of Hawai'i at Mānoa
Richard C.D. Yu, Assistant Professor CC, Psychology; B.A., Chaminade University; M.A., University of Northern Colorado; Ph.D., Ohio State University; M.Ed., University of Hawai'i at Mānoa

Professional Arts and Technology Division

Division Office: GT 116
Telephone: 455-0300
Division Secretary: **Fabiola Castellano**

Milton Ayakawa, Lab Manager, Automotive Technology; CC, AS Leeward Community College; Certified Master Technician by the National Institute for Automotive Service Excellence (ASE); Certified Advanced Level ASE Technician; Master Technician, Toyota; Certified Mechanic, State of Hawai'i
Tommylynn Benavente, Professor CC, Culinary Arts; A.S., Food Service, Leeward Community College; B.Ed., University of Hawai'i at Mānoa; Certified Hospitality Educator (CHE), American Hotel and Motel Association
Jacob Darakjian, Jr., Professor CC, Automotive Technology; A.S., Automotive Technology, Leeward Community College; Master Technician, NRI Institute Washington, D.C.; Specialist, Electrical & Tuneup, NRI Institute Washington, D.C.; Certified Technician, Automotive, State of Hawai'i; Certified Technician, Motorcycle, State of Hawai'i; Certificate, Honda Training Corp.; Certificate, Outboard Marine Corporation; Graduate in Research Development and Telecommunications Service; Certified General Motors Electronics Instructor; Certified Automotive Technician by the National Institute for Automotive Service Excellence (ASE); Certified Ford Motor Company Instructor; Certified Advanced Level (ASE)
Jason Fernandez, Lab Manager, Food Service; A.S. in Food Service
Christian Ganne, Professor, Digital Media; B.T.S., College Enseignement Technique Superior de Massy (Paris, France); M.Ed., University of Hawai'i
Rodney Hirokawa, Assistant Professor CC, Automotive Technology; B.S. in E.E.; Certified Technician, Daimler Chrysler Corporation; Certified Automotive Technician by the National Institute for Automotive Service Excellence (ASE); License-State of Hawai'i Motor Vehicle Repair Industry Board, License State of Hawai'i Safety Inspector
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Donald Maruyama, Instructor CC, Culinary Arts; B.A. Grinnell College
David Millen, Associate Professor CC, Culinary Arts; B.S., Political Science, UCLA; AOS, Culinary Arts, Culinary Institute of America
Loretta Monroy, Instructor CC, Culinary Arts
Carol Noland, Account Clerk
Eric Pang, Professor CC, Automotive Technology; A.S., Automotive Technology, A.A., Leeward Community College; B.Ed., Trades & Industry Education, University of Hawai'i; Certified Automotive Technician by the National Institute for Automotive Service Excellence (ASE); Certified General Automotive Mechanic; License-State of Hawai'i Motor Vehicle Repair Industry Board; Certified Mechanic License
Ian Riseley, Associate Professor, CC, Culinary Arts, O.N.D. Hotel Management and Catering Operations, Salisbury, England U.K.; City & Guilds 706/3 Advanced Cookery, London, England, UK; Certified Hospitality Educator (CHE), American Hotel and Motel Association
Michael Scully, Assistant Professor CC, Culinary Arts; A.S. Kapiolani Community College, B.A., M.B.A. University of Hawai'i at Mānoa
Ray Tanimoto, Assistant Professor CC, Automotive Technology; A.S., Honolulu Community College; B.Ed., University of Hawai'i at Mānoa; Certified Automotive Technician by the National Institute for Automotive Service Excellence (ASE); Certified General Automotive Mechanic; License-State of Hawai'i Motor Vehicle Repair Industry Board
Keith Tyau, Professor CC, Automotive Technology; A.S., Automotive Technolgoy, Leeward Community College; B.S., University of Hawai'i West O'ahu; Certified Automotive Technician by the National Institute for Automotive Service Excellence (ASE); Certified General Automotive Mechanic; License-State of Hawai'i Motor Vehicle Repair Industry Board; General Motors Hands-On Instructor/Hawai'i; Certified Advanced LI Level (ASE)
Linda Yamada, Assistant Professor CC, Culinary Arts; A.S. Kapi'olani Community College
Irwin Yamamoto, Assistant Professor CC, A.A., Liberal Arts, Leeward Community College; B.A., Speech; M.Ed., Educational Technology, University of Hawai'i at Mānoa
Brian Yoshii, Cook II

Leeward Community College at Wai'anae

Office: 86-088 Farrington Highway, Suite 201
Wai'anae, HI 96792 (near Wai'anae Mall)
Telephone: 454-4702 Fax: 696-4024

Academic Coordinator:
Laurie J. Lawrence, Associate Professor CC, Education; B.S., Delaware Valley College; M.Ed., Temple University

Faculty
Darwin Bohnet, Instructor CC, Science; B.S. Biology, Brigham Young University, HI; M.S., Biology, Eastern New Mexico University
Genai Keliikuli, Assistant Professor CC, Hawaiian Studies; B.A. Hawaiian Studies, M.A. Political Science, University of Hawai'i at Mānoa
W. Gregg Longanecker, Assistant Professor CC, Mathematics; M. Ed., University of Georgia; B.B.A, Ohio University
Summer Miles, Instructor CC; B.S., University of Puget Sound; M.E.T., University of Hawai'i at Mānoa
Jennifer Wharton, Instructor CC, English, B.A. Political Science, Holy Cross College; M.A. Asian Studies, University of Hawai'i at Mānoa; M.A. in ESL, University of Massachusetts
Danny Wyatt, Assistant Professor CC, English; M.A., Southern Illinois University

Secretary:
Walterbea Aldeguer, A.S., A.A., Leeward Community College

Office Assistant:
Danielle Saito

Educational Specialist:
Emi Kaneshiro, B. Ed., M. Ed., University of Hawai'i at Mānoa

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Jean StavRue-Peahi, Assistant Professor CC Counselor; B.A., Psychology, Hawai'i Pacific University; MSCP, Community Counseling, Chaminade University

Emeritus Faculty

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Kathleen Young , Professor CC, Business Technology

ACADEMIC SERVICES

Paul Kuehn, Dean of Academic Services
Office: Administration Building AD 125A
Telephone: 455-0440
Secretary: **Stella Yamamoto**

Educational Media Center

Office: Learning Commons Building, LC 112
Telephone: 455-0222
Media Center Coordinator: **Leanne Riseley**
Secretary: **Elizabeth Mano**

Educational Technology Developer:
Leanne Riseley, Professor CC; B.S., Electrical Engineering, University of Colorado; M.Ed., University of Hawai'i at Mānoa

Educational Technology Developers:
Brent Hirata, Assistant Professor CC, A.S., Electronics Technology, Mt. San Antonio College; B.Ed, Secondary Education, M.Ed., Educational Technology, University of Hawai'i at Mānoa
Rachael Inake, Assistant Professor CC; B.B.A., Management Information Systems, Marketing, University of Hawai'i at Mānoa; M.Ed., Educational Technology, University of Hawai'i at Mānoa
Greg Walker, Assistant Professor CC, B.A., Communications, University of Northern Colorado; M.A., Educational Technology, George Washington University; Ph.D, Education, Capella University

Educational and Media Specialists:
Camden Barruga , Producer-Director, A.S., Television Production, Leeward Community College
Robert Oshita, Producer-Director, B.A., Communications, University of Hawai'i at Mānoa
Les Matsuura, Production Manager, B.A. English, M. Ed., University of Hawai'i at Mānoa

Electronics Technicians:
Reef Amano, Electronics Technician II, A.S., Engineering Technology, Honolulu Community College; A.A., Liberal Arts, Kapi'olani Community College; Certificate, Electronic Engineering Technology, Electronics Institute of Hawai'i

Blythe Sakashita, Electronics Technician II, A.A.S, Computers, Electronics, Networking Technology, A.S., Electronics Technology, Honolulu Community College, A.S., Medical Laboratory Technician, Kapi'olani Community College, B.A., Sociology, University of Hawai'i at Mānoa

Copy Center Supervisor:
Ronald Felipe, Copy Center Manager, A.A., Liberal Arts, Leeward Community College: B.A. Public Administration/ General Public Administration, University of Hawai'i West O'ahu

Information Technology

Office: BS 109A
Telephone: 455-0595
IT Coordinator:
Jennifer DiGiacinto, Assistant Professor CC, B.S. Information Science, University of Pittsburgh; M.S. Software Engineering, West Virginia University

IT Specialists:
Randall Araki, B.A., University of San Diego
Therese Nakadomari, B.S., University of Hawai'i at Mānoa
Lionel Shigemura, B.A. Communication, B.A. Political Science, University of Hawai'i at Mānoa
Troy Oshiro, B.S, Hawai'i Pacific University

CCL/Help Desk Managers:
Denise Araki, A.S. Digital Media, Leeward CC, A.S. ICS Leeward CC; B.A. University of Hawai'i at Mānoa
Horacio Rojas, Tecnico Profesional en Sistemas, Instituto Tecnico De Comercio
Penny Uyehara, B.B.A., University of Hawai'i at Mānoa

IT Support Services Assistant Manager:
Gwen Hirai, A.S., Leeward Community College; B.A., University of Hawai'i at Mānoa

Innovation Center for Teaching and Learning

Office: Learning Commons, LC 111
Telephone: 455-0483
Staff Development Coordinator:
Cindy Martin, Professor CC, B.S., University of Hawai'i; M.P.H., University of California at Los Angeles
Doreen Tanoue, Office Assistant

Learning Resource Center

Office: Learning Commons, 2nd Floor
Telephone: 455-0412
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Office Assistant:
Barbara Donios, A.S., Leeward Community College

Writing Specialist:
Laurie Kuribayashi, Associate Professor CC; B.A, with high honors, M.A, University of Hawai'i at Mānoa; J.D., William S. Richardson School of Law

KI Program Coordinator/Disabilities Specialist:
Kris Hernández, Assistant Professor CC; B.A., M.Ed., University of Hawai'i at Mānoa

Disabilities Specialist:
JoAnn Cagasan, B.Ed. University of Hawai'i at Mānoa; M.A. University of San Diego

Leeward Theatre

Theatre Manager/Program Coordinator:
Kemuel DeMoville, B.A. Creative Writing, California State University at San Bernardino; M.F.A. Theatre, University of Hawai'i at Mānoa

Technical Director
Donald J. Ranney, Jr., B.A., Chaminade University, M.F.A., University of Hawai'i at Mānoa

Assistant Technical Director:
Sarah Whitehead, B.A. University of Hawai'i West O'ahu

Assistant Theatre Manager:
Arielle Lehua Simon, B.A. Chapman University

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Office: Learning Commons Building, LC 301
Telephone: 455-0377
Head Librarian:
Wayde Oshiro, Assistant Professor CC, B.A., M.L.I.S., University of Hawai'i at Mānoa

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Technical Services Librarian/Reference Librarian:
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Public Services Specialist:
Carina Chernisky, B.A. Communication, Lewis & Clark College; M.L.I.Sc., University of Hawai'i at Mānoa

Library Technician:
Gloria Santiago

Library Assistants:
Karen Mitsui
Eileen Sakamato

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Christopher B. Manaseri, Ph.D., Dean of Student Services
Student Services Coordinator: **Blake Hunrick**
Secretary: **Charlene Mimuro**
Office: AD 224
Telephone: 455-0260

Kami Kato, Student Services Program Officer, B.A. University of Hawai'i; MSW Boston University
Elizabeth Mangrobang, Office Assistant III

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Assistant Registrar:
Sheryl Higa, B.B.A., University of Hawai'i at Mānoa

Transcript Evaluator:
Janel Oshiro, B.A.,Psychology, University of Hawai'i at Mānoa

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Deanne Ishida
Cindy Miyamoto
Pauline Sugiura

Campus Health Center

Dr. Sharon Hiu, Physician; Doctor of Osteopathic Medicine College of Osteopathic Medicine of the Pacific, CA
Jilleen Charette, Registered Nurse; BSN Liberty University

Counseling and Advising

Amy Amper, Instructor CC Counselor; B.S. Chaminade University, M.S. Chaminade University
Larry Andres, Associate Professor CC Counselor; B.A., University of Hawai'i at Mānoa; M.Div., Fuller Theological Seminary
Nancy Buchanan, Professor CC Counselor; B.S., Radford University; M.Ed. University of North Carolina; M.B.A., University of Hawai'i at Mānoa
Sharleen Chock, Instructor CC Counselor; B.S., M.Ed., University of Hawai'i at Mānoa; M.S., Chaminade University; Ph.D., Arizona State University
Ann C. Dorado, Professor CC Counselor, B.A., University of Hawai'i West O'ahu; M.Ed., University of Hawai'i at Mānoa
LeeAnne Egan, Instructor CC Counselor; A.A., Leeward CC; B.A., M.P.A., University of Hawai'i at Mānoa
Anna Pi'ikea Hardy-Kahaleo'umi, Assistant Professor CC Counselor; B.S. Behavioral Science/Criminal Justice, Chaminade University; M.A. Cross-Cultural Counseling Psychology, John F. Kennedy University
Candace Anne F. Hochstein, Professor CC-Counselor; B.S., M.Ed, University of Hawai'i at Mānoa
Blake Hunrick, Professor CC Counselor; A.A., Diablo Valley College; B.A., University of California, Santa Barbara; M.S., Oregon State University; 5th Year Professional Diploma, California State University, Hayward
Ricky Kang, Counselor-Native Hawaiian Male Mentoring; B.A., University of Hawai'i West O'ahu
Nicole Keim-Fortuno, Instructor CC Counselor; A.A., Leeward Community College; B.S., Colorado State University
Joy Lane, Assistant Professor CC Counselor; B.A., M.Ed., University of Hawai'i at Mānoa
Ernest Libarios, Professor CC-Counselor; B.A., Chaminade College; M.Ed., University of Hawai'i at Mānoa
Laurie Libarios, Associate Professor CC Counselor; A.A., Leeward CC; B.S.,University of Maryland, M.S., Chaminade University,
Erin N.K. Thompson, Associate Professor CC Counselor; B.B.A., M.Ed., University of Hawai'i at Mānoa
Tiana Loo, Instructor CC Counselor; B.A., Chapman University; M.Ed., University of Hawai'i at Mānoa
Kaleialoha Lum Ho, Counselor-Native Hawaiian STEM Success; B.A., University of Hawai'i at Hilo; M.A. and Ph.D. University of Hawai'i at Mānoa
Kristin Mullin, Retention Specialist; B.S. Secondary Education in Business, Western Michigan University; B.S. Business Administration in Finance, Grand Valley State University
Jan M. Shimabukuro Lee, Associate Professor CC Counselor; B.A., M.Ed., University of Hawai'i at Mānoa
Heather Takamatsu, Counselor CC; B.S., University of Hawai'i at Mānoa; M.S. Chaminade University
Stuart Uesato, Professor CC-Counselor; B.A., University of Hawai'i at Mānoa; M.A., New York University
Rien Vidad, Retention Specialist
Jonathan A. Wong, Associate Professor CC Counselor; B.S., M.Ed., University of Hawai'i at Mānoa

Office Assistants:
Melinda Lee
Vacant

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Jenny Cheung, B.A., M.Ed. University of Hawai'i at Mānoa
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Aileen Lum-Akana, B.S. University of Hawai'i at Mānoa
Aileen Matsuda

Recruiting Office

Recruiter
Vacant

Job Prep Services

JPS Coordinator
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Job Prep Specialist
Cori Conner, B.A., University of Nevada, Las Vegas

Office Assistant:
Samson Ho

Student Life

Lexer Chou, Assistant Professor CC, Student Life Coordinator, B.S. University of CA, Davis, M. Ed., California State University, Sacramento

Office Assistant:
May Lapa, B.A. in Public Administration, University of Hawai'i West O'ahu

Ka Mana'o Advisor:
Stanley Lee, B.A., American Studies and Interdisciplinary Studies, University of Hawai'i at Mānoa; M.Ed. Administration, University of Hawai'i at Mānoa;

ADMINISTRATIVE SERVICES

Mark Lane, Vice Chancellor of Administrative Services
Office: Administration Building, AD 112
Telephone: 455-0213
Harumi Hatchie-Leong, Secretary; A.S., Kapiʻolani Community College

Human Resources Office

Human Resources Manager & EEO/AA Coordinator
Michael C.K. Wong, B.Ed., M.Ed., University of Hawaiʻi at Mānoa

Human Resources Assistant Manager
Lori Lei Hayashi, B.A., University of Hawaiʻi West Oʻahu

Human Resources Officers:
Darren Wastell, B.A., University of Hawaiʻi West Oʻahu
Rae Wakimura, B.A., University of Hawaiʻi West Oʻahu

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Cecilia B. Lucas. B.A., Louisiana Tech University

Senior Fiscal Specialists:
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Cori M. Wakamura, B.A. University of Hawaiʻi at Mānoa

Administrative/Fiscal Support Specialist:
Ann N. Shimabukuro, A.A., A.S., Leeward Community College; B.F.A., University of Hawaiʻi at Mānoa

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Carol Todoroki
Michele Willing

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Sylvia Honda, Bookstore Manager, B.Ed., University of Hawaiʻi at Mānoa

Clerk
Lois Iwasaki, Accounting

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Security

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Johnnuel Alves
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Auxiliary and Facilities Services Manager
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Auxiliary and Facilities Services Officer
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Auxiliary Services Project Assistant
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Patrick S. Leddy, Associate Professor and Senior Workforce Development Coordinator, B.A., St. Anthony Seminary College, Hudson, NH, M.S./Ph.D. Kansas State University, Manhattan, KS

Office: Continuing Education Building CE 101
Telephone: 455-0477

Secretary:
Grace Yoshimura, B.A., University of Hawai'i at Mānoa

Office Assistants:
Lisa Daclison, A.A., Leeward Community College
Cheryl Ball, A.A.S., Heald College
Marissa Mier

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William Castillo, Workforce Development Coordinator, B.S., B.A. Hawai'i Pacific University
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Winona Kitaoka, CRM, Records Management Resources
Brian Moriki, Records Management Department, First Hawaiian Bank
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Digital Media
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Susan Hashimoto, St. Francis Hawai'i
Nam Collins, C & S Wholesale Grocers
Paul Dun, Aqua Resorts
Jan Scroggs, United-Continental
Noreen Chavez-Kim, Costco Wholesale
Ed Saunders, Pacific Beach Hotel
Dan Waxman, Outrigger Hotels and Resorts
Joann Seery, BNI International
Derek Tam, American Savings Bank

Substance Abuse Counseling
Irene M. Mazurok, LCSW, CSAC Manager of Adult Clinical Services, Hina Mauka
Stacy Kracher, MSN. APRN Rx, PMHCNS BC, CSAC, Helping Hands Hawai'i
Greg Lippert, CSAC, LMHC, Family Intervention and Training Services Coalition for a Drug-Free Hawai'i
Patti Isaacs, PhD, Executive Director, Ho'o mau ke ola
Barbara Naki, RN, M.A., Counseling Lecturer, Human Service Leeward CC
Jonelle Kaaihue, Student Representative

Television Production
Dennis Burns, Pacific Focus
Nick Carter, KGMB-TV9
Georja Skinner, Hawai'i Film Office
Bryan Kam, KHNL/KFVE
Jay Park, KGMB-TV9
Bob Pritchard, KMTV
Lori Silva, KHON-TV2
Candy Suiso, Wai'anae High School
Leslie Wilcox, PBS, CEO
John Wray, KITV-TV

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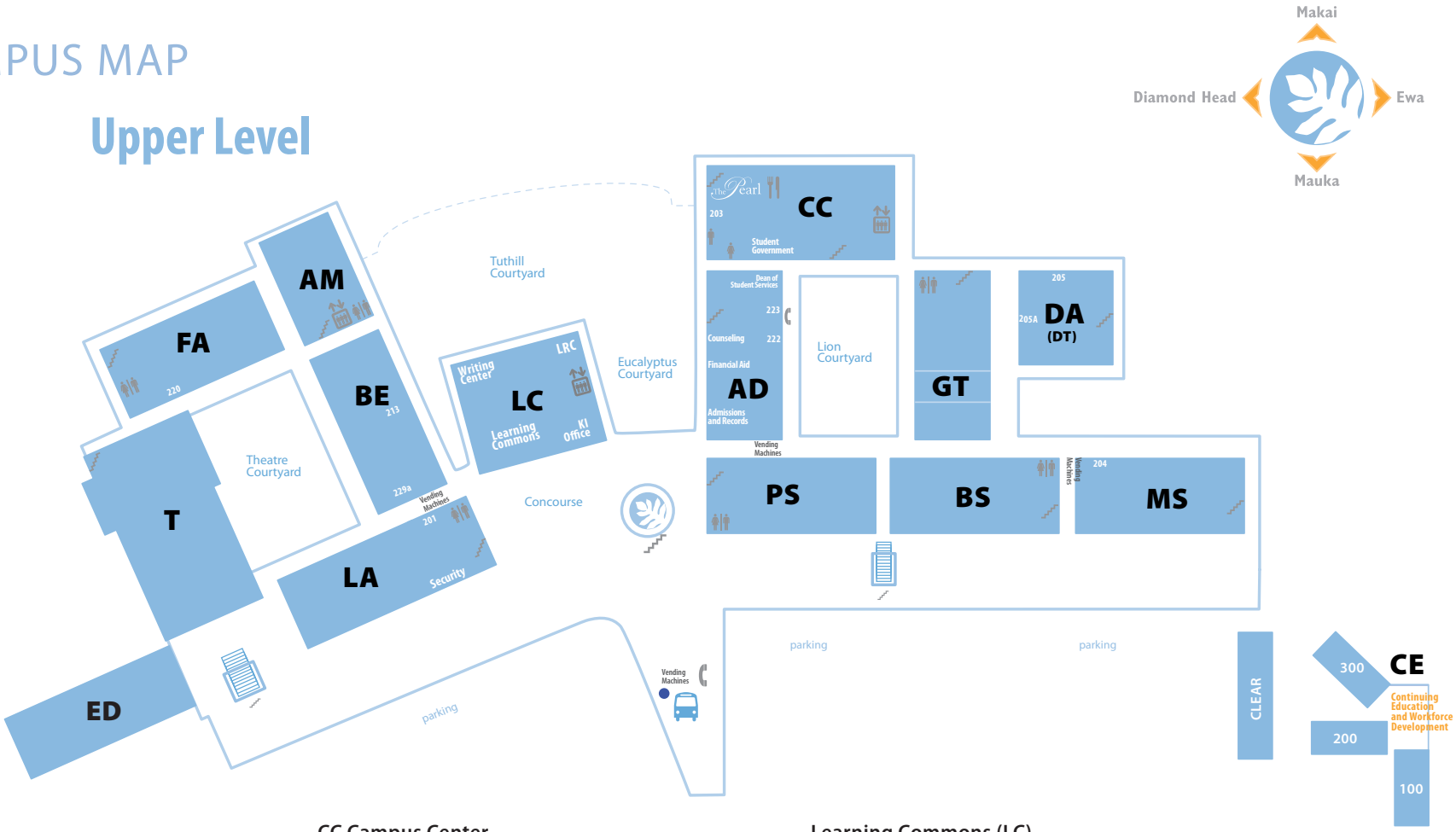
CAMPUS MAP

Upper Level



AD Bldg
Admissions & Records AD 220
Counseling & Advising AD 208
Dean, Student Services AD 224
Financial Aid AD 210
Job Prep Services AD 222
Student Life Office AD 223

AM Bldg

BE Bldg
Business Division Office BE 213
Business Division Conference Room BE 229a

CC Campus Center
The Pearl
Student Government
Student Lounge
Student Senate Chambers CC 203

DA (DT) Bldg
AAT Office DA 205A
Office of Planning, Policy & Assessment DA 205

ED Bldg

FA Bldg
Social Sciences Division Office FA 220

Learning Commons (LC)
College Computing Lab
Learning Resource Center
Library (Reference Center, 2nd floor; Circulation, 3rd floor)
Kākoʻo ʻIke (Services for Students with Disabilities) L 208
Writing Center

LA Bldg
Language Arts Division Office LA 201
Campus Security LA 238B

MS Bldg
Math Lab MS 204

Theatre

AD Bldg
Academic Affairs Office AD 109
Administrative Services AD 112
Business Office AD 113
Cashier
Chancellor's Office AD 102
Deans: Arts & Sciences,
CTE, & Academic Services AD 107
Foyer Art Gallery
Health Center AD 122
Human Resources AD 121

BE Bldg
Office of International Programs BE 109

BS Bldg
Math & Science Division Office BS 106A

CC Campus Center
Bookstore
Uluwehi Cafe

DA Bldg (DT)
Children's Center DA 107

EP Complex
Hālau `Ike O Pu`uloa EP Bldg D (temp location)

ET Complex
Automotive Technology Complex

FA Bldg
Arts & Humanities Division Office FA 109

GT Bldg
Copy Center
Ka'ala Room GT 105
Professional Arts & Technology Division Office GT 106

Learning Commons (LC)
Computer Help Desk LC 101
Educational Media Center LC 116
Innovation Center for Teaching & Learning LC 111
Test Center LC 101

HS Bldg
Health Science Division

OM Bldg
Auxiliary Services Office
Mail Room

Theatre
Box Office & Lab Theatre

QUICK DIRECTORY

Leeward Community College
96-045 Ala ʻIke
Pearl City, HI 96782
808-455-0011

Leeward CC at Waiʻanae
86-088 Farrington Highway, Suite 201
Waiʻanae, HI 96792
808-454-4702

Admissions and Records	AD 220	455-0642
Arts & Humanities Division Office	FA 109	455-0350
Bookstore	CC 1st Fl	455-0205
Business Division Office	BE 213	455-0344
Business Office	AD 113	455-0324
Campus Directory Assistance		455-0011
Cashier's Office	AD 113	455-0308
Chancellor	AD 102	455-0215
Chemistry Lab	PS 213	455-0263
Children's Center (Child Care)	DA 107	455-0488
College Computing Labs	LC 201	455-0623
Computer Help Desk	LC 101	455-0271
Counseling & Academic Advising	AD 208	455-0233
Dean, Arts & Sciences	AD 101B	455-0668
Dean, Career & Technical Education	AD 101A	455-0228
Dean, Academic Services	AD 125A	455-0440
Dean, Student Services	AD 224	455-0260
Continuing Education & Workforce Development	CE 101	455-0477
Educational Media Center	LC 116	455-0222
English Language Institute	BE 109	455-0570
Emergency	LA 238	455-0611
Financial Aid	AD 210	455-0606
Health Center	AD 122	455-0515
Hoʻoulu,		
Native Hawaiian CTE Program	East Portables, Bldg. D	455-0225
Human Resources Office	AD 121	455-0326

Innovation Center for Teaching & Learning	LC 111	455-0483
International Programs Office	BE 109	455-0570
Job Prep Services	AD 222	455-0240
Language Arts Division Office	LA 201	455-0330
Learning Resource Center	LC 2nd Fl	455-0412
Lost and Found	LA 238	455-0611
Library Circulation Desk	LC 2nd &3rd Fl	455-0210
Library Reference Desk	LC 2nd Fl	455-0379
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
Professional Arts and Technology Division Office	GT 116	455-0300
Security	LA 238	455-0611
Social Sciences Division Office	FA 220	455-0360
Student Life Office	AD 223B	455-0208
Student Government Office	CC 2nd Fl	455-0603
Services for Students with Disabilities Kākoʻo ʻIke	LC 213	455-0421
Test Center	LC 101	455-0273
Theatre Box Office		455-0385
Theatre Manager	TH 207	455-0380
Uluwehi Café	CC 1st Fl	455-0630
Vice Chancellor, Academic Affairs	AD 109	455-0453
Vice Chancellor, Administrative Svcs.	AD 112	455-0213
Waiʻanae campus		454-4702
Writing Center	LC 2nd Fl	455-0409

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