

UNIVERSITY of HAWAI'I  
LEEWARD COMMUNITY COLLEGE  
CATALOG 2008-2009



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UNIVERSITY of HAWAI'I  
LEEWARD  
COMMUNITY COLLEGE

*celebrating forty years of student success*

University of Hawai'i  
**Leeward Community College**

96-045 Ala 'Ike | Pearl City, Hawai'i, 96782

www.leeward.hawaii.edu

**Important Academic Dates**

*(subject to change)*

**2008 Fall Semester**

First Day of Classes	August 25
Last Day to Late Register, Add or Change Sections*	August 29
Last Day for Textbook Refunds	September 12
Last Day to withdraw with a "W" grade*	November 3
Application Deadline for Spring 2009 Semester	December 1
Last Day of Instruction*	December 11
Final Exams	December 15–19
Fall Graduation Application Deadline	December 19**
Bookstore Buyback	December 15–19

**2009 Spring Semester**

First Day of Classes	January 12
Last Day to Late Register, Add or Change Sections*	January 16
Last Day for Textbook Refunds	January 30
Spring Graduation Application Deadlines**	
Name to appear in printed program	April 1
Participant deadline (walk in commencement, name will not appear in printed program)	May 6
Graduation Application Filing deadline	May 6
Last Day to withdraw with a "W" grade*	March 20
Last Day of Instruction*	May 6
Final Exams	May 11–15
Bookstore Buyback	May 11–15
Spring Commencement	May 15

*\*Semester-long courses only. For important dates affecting Part-of-Term courses, see table in the Fall or Spring registration guide and schedule of courses or at the College's website.*

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

**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 Schedule of Courses and the College website for the most current information.

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

# WELCOME TO



UNIVERSITY of HAWAII®  
**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.

**[www.leeward.hawaii.edu](http://www.leeward.hawaii.edu)**

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## A MESSAGE FROM THE CHANCELLOR



It is my privilege to welcome you to Leeward Community College. Wherever you are on your educational journey, we are glad you are here. Whether you have just finished high school and are wondering what the future holds, or you are choosing to redefine your life or discover new options, we are here to join with you on this journey.

We are proud to offer an exciting, friendly, and affordable entry to many paths in higher education and workforce training. Whether your dream is to become a teacher, a chemist, an artist or musician, a biologist, an astronomer, an automotive technician, computer technician, engineer, or if you want a career in process technology, digital media or culinary arts, Leeward CC provides these and many other directions.

Born and raised in Hawai'i and educated at home and on the mainland, I have been fortunate to be a part of Leeward Community College for 28 years. I am pleased to say that I have never worked with a more dedicated faculty and staff. When you join Leeward CC, you automatically have a whole team of instructors, counselors, librarians, and student supporters who are on your side and are dedicated to your success.

Education is your best strategy to add direction and promise to your life. Enjoy your time with us and take full advantage of the knowledge, camaraderie, and personal breakthroughs you will discover at Leeward CC. Here at Leeward, we're pleased that you're letting us be a part of your continuing life adventure.

A handwritten signature in black ink that reads "Manuel J. Cabral". The signature is written in a cursive, flowing style.

Manuel J. Cabral  
Chancellor

# MISSION

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

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

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

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

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

**Community Development** | To contribute to and stimulate the cultural and intellectual life of the community by providing a forum for the discussion of ideas; by providing leadership, knowledge, problem-solving skills, and general informational services; and by providing opportunities for community members to develop their creativity and an appreciation for the creative endeavors of others.

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

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

Our commitment to your success is embodied in our motto:

**to help people learn**

# A QUICK LOOK AT LEEWARD CC

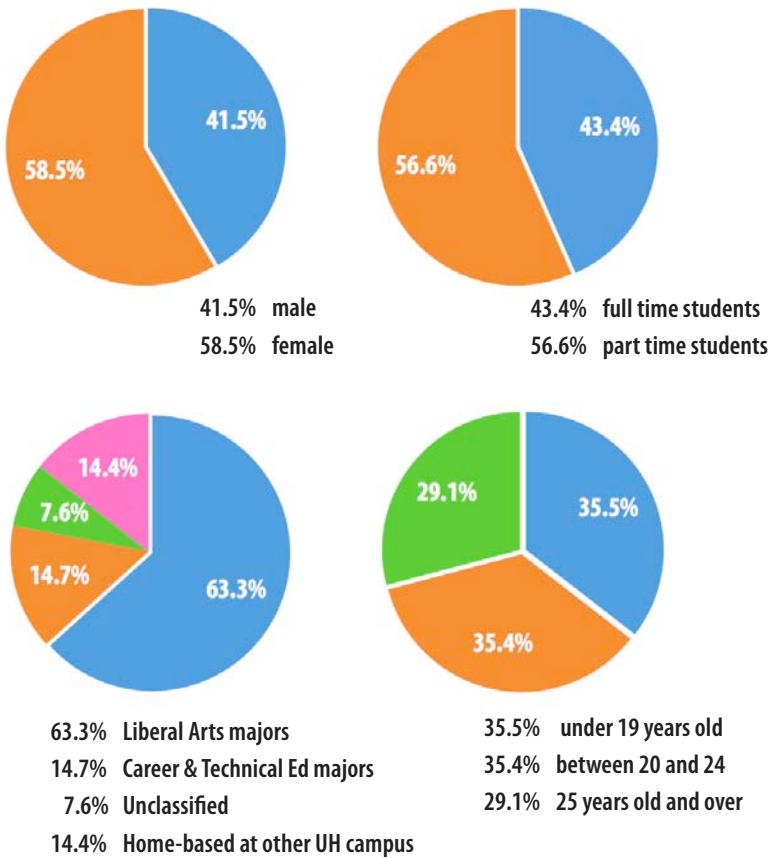
Whether you want to earn a four-year degree or jump right into the job market, Leeward can help you make it happen. You'd be surprised with all the choices you have at Leeward. We offer a wide range of programs...for students who know exactly what they want and for those who are still exploring their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

## Outstanding Faculty

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

## You'll fit in.

Each semester we have an average of close to 6,000 students, representing diverse nationalities and cultures, Leeward students take an average of 8.8 credits each semester on their way to a variety of educational goals.



## Student Ethnicity

Filipino	24%
Hawaiian/Part Hawaiian	18%
Mixed Ethnicity	17%
Japanese	10%
Caucasian	10%
Mixed Asian/Pacific Islander	8%
Hispanic	3%
Pacific Islander	2%
African American	2%
Chinese	2%
Other Asian	1%
Other	3%

Data source: Fall 2007 Enrollment Report; University of Hawai'i MAPS



## **Flexibility and Options**

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

## **Instructional Excellence**

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

## **Innovation in Teaching and Learning**

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

## **Financial Assistance**

We understand that finding the money for college might be hard. That's why we offer a variety of assistance programs to finance your education. Last year, almost a thousand students were recipients of over 2.6 million dollars in financial assistance, through scholarships, tuition waivers, loans and on-campus employment.

## **We're here to help.**

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

## **Campus Life**

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

# ABOUT THE COLLEGE

## Functions of the College

### General Education

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

### Career and Technical Education

programs and courses intended to help an individual develop skills needed for employment, upgrade existing expertise and knowledge to prepare for promotion or a career change, and/or continue working toward a bachelor's degree.

### Developmental and Remedial Education

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

### Cultural Programs and Non-Credit Instruction

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

### Student Support Services

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

## History of the College

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

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

In the spring of 1969, the College moved to its current location, on forty-nine acres near the geographic center of O'ahu between Pearl City and Waipahu. Since those beginnings in inauspicious temporary facilities, enrollment in credit classes has grown to place the College among the largest community colleges in the State with approximately 6,000 students enrolled each 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], an institutional accrediting body recognized by the Council for Higher Education and the U.S. Department of Education.

Leeward CC's Culinary program is accredited by the American Culinary Federation, Inc., The Automotive Technology program is accredited by the National Automotive Technician Education Foundation (NATEF).

## 40 YEARS OF STUDENT SUCCESS



**Dedication Ceremony  
Opening of the Pearl City campus  
February 1969**



When Leeward Community College opened its doors in 1968, the college's guiding principle was "innovation." Throughout its forty years, the College has held true to the concept of leading the way...

Leeward Community College:

- was the first community college in the UH system to be developed without a connection to a pre-existing technical school
- established the UHCC Excellence in Education Conference
- offered the first Observatory in the UHCC system open to the public
- developed the first software application to be copyrighted and marketed through the UH Office of Technology Transfer
- offered the first Women in Transition program in the UH Community College system
- was the first community college Theatre in Hawai'i
- produced the first televised courses for Distance Education within the UH Community Colleges
- was the first community college to serve as an 'Olelo training and production studio
- offered the first Learning Community (PASS) in UH Community Colleges
- produced the first Hawaiian Style Theatre productions
- had the first institutional website within the UH Community Colleges
- was the only community college in the nation selected as an training site for Open Studio: The Arts Online
- is the only community college in the nation to offer a National Great Teachers Seminar
- developed the online curriculum database, Curriculum Central, currently being deployed system-wide.



# LEEWARD COMMUNITY COLLEGE AT WAI'ANAE

Located on the Wai'anae Coast  
next to the Wai'anae Mall  
86-088 Farrington Highway  
Suite 201  
Wai'anae, HI 96792  
696-6378

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

## Application and Registration

Students may obtain and submit the UH System Common Application Form at the LCCW Office during regular business hours, or online at [www.leeward.hawaii.edu/](http://www.leeward.hawaii.edu/)  
Monday–Friday 8:00 a.m.–4:30 p.m.  
Call 696-6378 for evening and Saturday hours.

## LCCW Learning Resource Center

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

## Counseling Services

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

## **Leeward CC at Waiʻanae**

### **Community Partners**

#### **Ka Lama Education Academy**

The Ka Lama Education Academy, one of several free programs offered through INPEACE (Institute for Native Pacific Education and Culture), was designed to improve public school education on the Waiʻanae Coast of Oʻahu by recruiting and training local residents that are committed to the community.

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 state approved teacher education programs in Hawaiʻi. They offer tuition-free courses in education, refresher courses in Math and English, Praxis preparation workshops, writing workshops, as well as transfer workshops to other colleges.

Leeward Coast residents interested in pursuing a degree in elementary or secondary education can contact the Academy directly at 696-8312 or 696-6378 ext. 108 to set an appointment with a community counselor.

#### **Waiʻanae Health Academy**

The WHA 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 degree or certificate and specialized courses that are of interest to the community. Programs include: Nursing Assistant, Medical Assisting, Community Health Worker, Practical Nursing, Phlebotomy, Medical Reception, Health Administration, and Dental Assistant.

The Waiʻanae Health Academy is a partnership between Waiʻanae Coast Comprehensive Health Center, Kapiʻolani Community College, and Leeward Community College. Call the WHA at 696-3155 for more information.

#### **Maʻo Farms**

Maʻo Farms, located in the Waiʻanae Valley, offers a 2 year Youth Leadership Training (YLT) internship to Waiʻanae youth (17-24). This internship offers a unique opportunity to start their college career by obtaining an Associate of Arts degree from Leeward Community College while gaining work and leadership experience as a part of our non-profit organization - MAʻO. The YLT interns are provided many services and support aimed at developing grounded, respectful, vibrant, and engaged youth who have a strong understanding of the health and environmental issues in our community as well as how to succeed in the work and college environment to better pursue their career goals. Call 696-5569 for more information.

#### **Waiʻanae Maritime Academy**

The Waiʻanae Maritime Academy trains students for entry-level positions as mariners, and features deck, engineering or steward career tracks. The program weaves in curriculum from the ancient voyaging traditions to the modern practical knowledge required of merchant mariners in today's industry. For more information call 696-6378, ext. 102.

# 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/Teleweb courses

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

### Two-way interactive video courses

allow students to take courses from other 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.

### Podcasting Courses

are conducted via audio lectures and communication via the Internet.

## Differences from the Traditional Classroom

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

### Interactive Discussions

Online discussions offer you opportunities to, explain, share knowledge and learn from other students in ways not found in the traditional classroom. Online discussions give you more time to think, and make, intelligent and thoughtful responses. You are not pressured to respond spontaneously to the instructor's question.

### More Opportunities for In-Depth Understanding

Online course resources are available anytime. You can read and review 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.lcc.hawaii.edu/AdmissHome>

All required forms are available on the Distance Education website,

<http://emedia.leeward.hawaii.edu/de>

## 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 constitute 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.

### More information

Additional information on DE courses is published in the Schedule of Courses.

You may also contact the Leeward CC Educational Media Center (L 112), call 455-0222 or visit the website, <http://www.lcc.hawaii.edu/DistanceEdStudent>



# OFFICE OF INTERNATIONAL PROGRAMS

The mission 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. To that end Leeward CC encourages foreign students to study on its campus and supports quality programs that provide our students and faculty to participate in academic and cultural enrichment experiences abroad. The Office of International Programs provides Admissions and Services to International Students, both in the ELI 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/Multicultural Curriculum

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

## English Language Institute (ELI)

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

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

The IEP serves as a gateway for international students to enter our credit program and continue their studies here at Leeward. Students that complete the advanced level in the IEP are eligible to enter the credit program at 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.

## International Student Organization

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

## 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. Programs are currently available to Europe, Asia, Mexico, and South America. A number of scholarships for Study Abroad are available to University of Hawaii community college students. 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.

# 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 Food Service. 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](mailto: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](mailto:vwhlee@hawaii.edu). Cooperative Education is offered as ICS 193D or ICS 293D.

For Food Service, contact Donald Maruyama at 455-0567, or email [donaldkm@hawaii.edu](mailto: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, individualized instruction in the Learning Resource Center and personal conferences with an ESL instructor are offered in all levels of this program.

The College also offers an Intensive English Program for international students through the English Language Institute. For details, please see page 13.

## Hālau 'Ike O Pu'uloa

Hālau 'Ike O Pu'uloa has become a gathering place for students to practice cultural values, a place to socialize and at times a Pu'uhonua (a place of peace) from life's stresses. We also provide study areas, and leadership workshops, wireless laptop computers, and a student club. All students are welcome to use our facilities during our hours of operation from 8:00 am to 4:30 pm M–F.

*Ua lehulehu a manomano ka 'ikena a ka Hawai'i.*

Great is the knowledge of the Hawaiian people.

## Ho'oulu—Native Hawaiian Career and Technical Education Program

Ho'oulu is the Native Hawaiian Career and Technical Education Program at Leeward Community College and is located at Hālau 'Ike o Pu'uloa in the DA building. Our goal is to increase the recruitment, retention, and completion of Native Hawaiian students in all career pathways which include: health services, arts and communications, human and public services, industrial and engineering tech, natural resources, and business, management, and technology.

Ho'oulu 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 Ho'oulu Project receives its funding through a grant from the United States Department of Education to ALU LIKE, Inc. Career and Technical Education Programs.

## Internship Programs

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

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

## Marine Option Program

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

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

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

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

For more information and details on certificate requirements, contact MOP Coordinator, Dr. Frank Stanton, at 455-0286 or visit the Leeward CC MOP website at [http://emedia.leeward.hawaii.edu/mop/about\\_mop.html](http://emedia.leeward.hawaii.edu/mop/about_mop.html)

## Service Learning

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

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

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

## TRIO Upward Bound Programs

The TRIO Upward Bound Programs at Leeward Community College currently service six target high schools on O’ahu. Our pre-college programs seek students from low-income and first generation to attend college families, providing academic preparation for students who want to enter college. The Federal TRIO Grant provides students with summer classes in English, mathematics, science, and foreign language; tutoring, career and college advising, financial aid assistance, cultural activities, and mentoring. Students are selected during their Freshman or Sophomore year in high school, and continue until graduation. The college going rate for participants usually exceeds 90%. For more information, please contact us at (808) 455-0655. E-mail: [ub@lcc.hawaii.edu](mailto:ub@lcc.hawaii.edu). Web-site: <http://emedia.leeward.hawaii.edu/upwardbound/>

## Women in Transition Program

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

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

# OFFICE OF CONTINUING EDUCATION & WORKFORCE DEVELOPMENT

## Programs in

**Business & Technology**  
**Industry & Safety**  
**Motorcycle Safety**  
**Native Hawaiian Education**  
**Health Education**  
**Personal Enrichment**  
**Transportation Industry**  
**Culinary**

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 455-0479 or in room CE 101.

Details on current offerings and programs are  
posted online  
[www.lcc.hawaii.edu/ocewd](http://www.lcc.hawaii.edu/ocewd)

# PROGRAMS OF STUDY



*A dot matrix printer for every business student was “cutting edge” technology in the 1980s.*

## DEGREE AND CERTIFICATES OFFERED DEGREE AND CERTIFICATE REQUIREMENTS

# PROGRAMS OF STUDY

## Arts and Sciences

Associate in Arts Degree page 24

Associate in Arts in Teaching page 30

Academic Subject Certificates page 32–43

Accounting

Business

Business Technology

Community Food Security

Creative Media

Digital Art

Hawaiian Studies

Information & Computer Science

Management

Music

Philippine Studies

Writing, Business & Creative Tracks

University Transfer Options

## Automotive Technology page 50

Associate in Applied Science Degree

Certificate of Achievement

Certificate of Completion

## Business Programs

**Accounting** page 52

Associate in Science Degree

Certificate of Achievement

Certificate of Completion

Small Business Accounting

**Business Technology** page 54

Associate in Science Degree

Certificate of Achievement

Certificate of Completion

Business Technology

Medical Receptionist

Office Coordinator

**Management** page 57

Associate in Applied Science Degree

Supervisory Management

Certificate of Completion

Business Essentials

Certificate of Competence

Business Foundations

Management Foundations

Retail Foundations



## **Culinary Arts** page 60

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

## **Digital Media** page 62

- Associate in Science Degree
  - with emphasis in one of the following:
    - Internet Publishing
    - Digital Video
    - Motion Graphics
- Certificate of Completion
  - Digital Media Production
- Certificate of Competence
  - Desktop Publishing
  - Motion Graphics
  - Video Web Casting
  - Web Architecture
  - Web Page Design

## **Human Services** page 64

- Certificate of Completion
  - Substance Abuse Counseling

## **Information and Computer Science** page 66

- Associate in Science Degree
  - with emphasis in one of the following:
    - Network Support Specialist
    - Database Support Specialist
    - Webmaster
- Certificate of Completion
  - Basic Networking
  - Advanced Networking
  - Help Desk
- Certificate of Competence
  - Web Science

## **Television Production** page 70

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

## **Applied Forensic Anthropology** page 44

A joint certificate program offered  
by Leeward CC and UH–West O‘ahu.

# DEGREES & CERTIFICATES

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

## Associate in Arts (AA) degree

A two-year liberal arts degree, consisting of at least 60 semester credits, entirely at the baccalaureate level (100 level and above), which provides students with skills and competencies essential for successful completion of a baccalaureate degree.

### AAS Degree Requirements

AA Degree Requirements, page 24, 26-27

AA Degree General Education Outcomes, page 25

AA Degree General Education Core Courses, page 28

Associate in Arts in Teaching Requirements, page 30

## Associate in Science (AS) degree

A two-year career and technical professional degree, consisting of at least 60 semester credits, entirely at the baccalaureate level (100 level and above), which provides students with skills and competencies for gainful employment and/or transfer to a four year university. In order to ensure both occupational proficiency and some degree of general education, course requirements include those in which specific job-essential skills and knowledge are learned and those in which the student learns other types of skills and knowledge related to career goals, such as oral and written communication or mathematics.

### AS Degree Requirements

AS Degree General Requirements, page 48

AS Degree Specific Program Requirements, pages pages 50-71

AS Degree Competencies, page 48

AS Degree General Education Core Courses, page 49

### Offered in:

Accounting (60 credits)

Business Technology (60–61 credits)

Digital Media (60 credits)

Specializations in

Internet Publishing, Digital Video, or Motion Graphics

Information & Computer Science (60–63 credits)

Specializations in Network Support or Database Support

Television Production (64 credits)

## Associate in Applied Sciences (AAS) degree

A two-year career and technical professional degree, consisting of at least 60 semester credits, which provides students with skills and competencies for gainful employment. This degree is not intended nor designed for transfer directly into a baccalaureate program. In order to ensure both occupational proficiency and some degree of general education, course requirements include those in which specific job-essential skills and knowledge are learned and those in which the student learns other types of skills and knowledge related to career goals, such as oral and written communication or mathematics.

### AAS Degree Requirements

AAS Degree General Requirements, page 48

AAS Degree Specific Program Requirements, pages 50-71

AAS Degree General Education Core Courses, page 48

### Offered in:

Automotive Technology (64 credits)

Culinary Arts (67 credits)

Management (64 credits)

## Certificate of Achievement

A college credential awarded to students who have successfully completed a designated medium-term career and technical education credit course sequences and related general education courses, which provide them with entry-level skills or job upgrading. The total number of credits required varies by program (30–45 credits).

### General Requirements

1. Minimum cumulative grade-point average: 2.0
2. General Education: no minimum requirements. Students, however, must meet proficiency requirements in written and/or oral communication and/or mathematics. These requirements are usually met by successful completion of courses identified by the program.
3. Final 12 credits must be earned at Leeward CC.\*

### Offered in:

Accounting (31 credits)

Automotive Technology (45 credits)

Business Technology (31 credits)

Culinary Arts (30 credits)

Television Production (38 credits)

## Certificate of Completion

A college credential for students who have successfully completed designated short-term career and technical professional education credits course sequences, which provide them with entry-level skills or job upgrading. These certificates are designed primarily for students who need short-term training or job upgrading. The total number of credits required varies by program (10–23 credits).

### General Requirements

1. Minimum cumulative grade-point average: 2.0
2. Final 50% of required credits must be earned at Leeward CC\*

### Offered in:

Automotive Technology (18 credits)  
 Business Technology  
     Business Technology (16 credits)  
     Medical Receptionist (11 credits)  
     Office Coordinator (17 credits)  
 Culinary Arts  
     Preparation Cook (12 credits)  
     Baking (10 credits)  
     Dining Room Supervision (18 credits)  
 Digital Media Production (21 credits)  
 Human Services/Substance Abuse Counseling (18 credits)  
 Information & Computer Science  
     Basic Networking (15 credits)  
     Advanced Networking (12 credits)  
     Help Desk (21 credits)  
 Management  
     Business Essentials (12 credits)  
     Small Business Accounting (12–15 credits)  
     Television Production (15 credits)

## Certificate of Competence

A college credential for students who have successfully completed designated short-term credit or non-credit courses, which provide them with job upgrading or entry-level skills. The total number of credits required for each Certificate vary by program (6–9 credits).

### General Requirements

1. Minimum grade-point average of 2.0 for all required credit courses
2. All required credits must be earned at Leeward CC\*

### Offered in:

Digital Media  
     Desktop Publishing (9 credits)  
     Motion Graphics (9 credits)  
     Video Web Casting (9 credits)  
     Web Architecture (9 credits)  
     Web Page Design (9 credits)  
 Management  
     Business Foundations (6 credits)  
     Management Foundations (9 credits)  
     Retail Foundations (9 credits)  
 Information & Computer Science  
     Web Science (6 credits)

## Academic Subject Certificate

A college credential for students who have successfully completed a specific sequence of credit courses from the AA curriculum. The sequence must fit within the structure of the AA degree and may not extend the credits required for the AA degree.

### General Requirements

1. Grade-point average of 2.0 or better for all courses required for the certificate
2. Final 50% of required credits must be earned at Leeward CC\*

### Offered in:

Accounting (18 credits)  
 Business (24–27 credits)  
 Business Technology (28 credits)  
 Community Food Security (26 credits)  
 Creative Media (21 credits)  
 Digital Art (15 credits)  
 Hawaiian Studies (18 credits)  
 Information & Computer Science (18 credits)  
 Management (18 credits)  
 Music (20–21 credits)  
 Philippine Studies (17 credits)  
 Writing (18–19 credits)

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

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



# ARTS AND SCIENCES

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

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

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

Academic Subject Certificates are offered in a wide variety of fields, allowing you to explore specific areas of interest in more depth while earning your AA degree.

## Arts and Sciences

### Associate in Arts Degree

### Associate in Arts in Teaching

### Academic Subject Certificates

- Accounting
- Business
- Business Technology
- Community Food Security
- Creative Media
- Digital Art
- Hawaiian Studies
- Information & Computer Science
- Management
- Music
- Philippine Studies
- Writing, Business & Creative Tracks

### University Transfer Options

### Applied Forensic Anthropology

A joint certificate program offered by Leeward CC and UH–West O‘ahu.

Arts & Humanities Division Office  
FA 109, 455-0350

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

Language Arts Division Office  
LA 201, 455-0330

Social Science Division Office  
FA 220, 455-0360

# ASSOCIATE IN ARTS DEGREE REQUIREMENTS

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

- 1. 60 credits, all in courses numbered 100 or above, at least 12 of which are earned at Leeward CC
- 2. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree
- 3. Cumulative grade point average: 2.0 or higher for all courses numbered 100 or above completed at Leeward CC
- 4. General Education Core Requirements and Graduation Requirements, as detailed to the right.

The 60 credits are composed of:  
43 credits in General Education Core requirements  
17 credits of electives  
(these credits 60 must include 3 courses in Focus Requirements)

## General Education Core and Graduation Requirements

### Leeward CC Core Requirements (43 credits)

#### 12 credits in Foundation Requirements

- 3 cr. in Written Communication (FW)
- 3 cr. in Symbolic Reasoning (FS)
- 6 cr. in Global Multicultural Perspectives (FG)

#### 28 credits in Diversification Requirements

- 3 cr. in Arts (DA)
- 3 cr. in Literature (DL)
- 3 cr. in Humanities (DH)
- 9 cr. in Social Sciences (DS) from three different disciplines
- 10 cr. in Natural Sciences (3 courses)
  - One course in Biological Science (DB)
  - One course in Physical Science (DP)
  - One course in either Biological, Physical or other science (DB, DP, or DO)
  - One of the three courses must have a lab.

#### 3 credits in Oral Communication (OR)

Oral Communication (OR) is a Leeward CC requirement. This requirement is not the same as UH Mānoa’s “O” requirement.

### Leeward CC Graduation Requirements

#### Focus Requirements (3 courses)

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

The Schedule of Courses and Class Availability online listing indicate Focus classes with “HAP” and “WI.”

#### notes

See pages 28–29 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 and 2006. 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.



# ASSOCIATE IN ARTS DEGREE

## Rationale for General Education Requirements

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

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

## General Education Outcomes

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

### Critical Thinking

Students should be able to:

1. Identify and state problems, issues, arguments and questions contained in a body of information.
2. Identify and analyze assumptions and underlying points of view relating to an issue or problem.
3. 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

Students should be able to:

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

Students should be able to:

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

### Quantitative Reasoning

Students should be able to:

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

### Written Communication

Students should be able to:

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

# ASSOCIATE IN ARTS DEGREE

## GENERAL EDUCATION CORE & GRADUATION REQUIREMENTS

### About General Education

The General Education Core and Graduation requirements develop a deeper appreciation of the complexities and potentialities of the human experience from the perspectives of the arts, humanities, and the social and natural sciences while encouraging an understanding of imagination and creativity through the application of abstract and intuitive thinking.

Upon graduation, students will be able to:

- appreciate the values and ideas of cultures as they have evolved and as they find expression in literature, history, philosophy, religion, art, and music;
- reason and analyze effectively;
- communicate clearly and effectively in Standard English;
- know the aims and methods of science;
- recognize the ways in which humans organize and how social institutions shape human behavior.

There are two components to the General Education requirements: Core requirements and Graduation requirements. Core requirements include Foundations, Diversification, and Oral Communication requirements. Graduation requirements include Focus requirements.

### Core Requirements

#### Foundations, Diversification and Oral Communication

##### Foundations Requirements: 12 credits

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.

##### 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.

*Approved Courses are listed on page 28.*

##### 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.

*Approved Courses are listed on page 28.*

##### 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.

*Approved Courses are listed on page 28.*

## Diversification Requirements: 19 credits

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 28–29. They are also indicated by the following letters after the course description:

DA = Arts  
DP = Physical Science  
DB = Biological Science  
DS = Social Science  
DH = Humanities  
DO = Other  
DL = Literatures

### Arts, Humanities, and Literatures (DA, DH, DL): 9 credits

To satisfy this requirement, students must take nine credits; one course from each sub-category. 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 nine credits from three different disciplines. Approved courses are identified in this Catalog with the letters “DS” after the course description.

*Approved Courses are listed on page 28–29.*

### Natural Sciences (DB, DP, DO): 10 credits

Biological science courses are designated “DB,” physical science courses are designated “DP,” and other science courses are designated “DO” in the course descriptions.

To satisfy this requirement, students must take three courses for a total of ten credits. The three courses must include a biological science (DB) and a physical science (DP). The third course can be from the DB, DP, or DO categories. One of the three courses must have a lab. Course numbers with an “L” are separate lab courses. Approved courses are identified in this Catalog with the appropriate letters after the course description.

*Approved Courses are listed on page 28–29.*

### 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 (OR) is a Leeward Community College requirement.

*Approved Courses are listed on page 28–29.*

## Graduation Requirements

### 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 Schedule of Courses and Leeward Community College’s Class Availability. 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 Schedule of Courses and 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 Schedule of Courses and the College’s Class Availability with a “WI”; offerings vary each semester.

*AA Degree Course Competencies not covered under the UH System Hallmarks meet the criterion of the general education categories listed in Appendix A, page 184.*

# ASSOCIATE IN ARTS DEGREE

## GENERAL EDUCATION CORE REQUIREMENTS COURSE LISTING

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

### 12 credits in Foundation Requirements

- 3 cr. in Written Communication
- 3 cr. in Symbolic Reasoning
- 6 cr. in Global Multicultural Perspectives

### 3 credits in Oral Communication

### 28 credits in Diversification Requirements

- 3 cr. in Arts (DA)
- 3 cr. in Literature (DL)
- 3 cr. in Humanities (DH)
- 9 cr. in Social Sciences (DS)  
from three different disciplines
- 10 cr. in Natural Sciences (3 courses)
  - One course in Biological Science (DB)
  - One course in Physical Science (DP)
  - Third course in either DB, DP, or DO**One of the 3 courses must have a lab.**

### Foundation Requirements 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 Math for Computer Sci
- ICS 241 Discrete Math for Computer Sci II
- MATH 100 Survey of Mathematics
- MATH 103 College Algebra
- MATH 111 Math for Elem. Teachers I
- MATH 112 Math for Elem. Teachers II
- MATH 115 Statistics
- MATH 135 Pre-Calculus: Elem. Functions
- MATH 140 Pre-Cal: Trig & Anal Geometry
- MATH 203 Calculus for Bus. & Soc Sciences
- MATH 205 Calculus I
- MATH 206 Calculus II
- MATH 231 Calculus III
- MATH 232 Calculus IV
- PHIL 110 Intro to Logic
- QM 122 Math for Decision-making II

#### 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 Civilizations I

##### Group B:

- ART 176 Survey of Global Art II
- HIST 152 World Civilizations II

##### Group C:

- GEOG 151 Geography & Contemporary Society
- MUS 107 Music in World Cultures
- REL 150 Intro to the World's Major Religions

### Oral Communication 3 credits

#### COM 210 HON 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

### Diversification Requirements 28 credits

#### Arts, Humanities, and Literature

9 total credits required, one course from each sub-category. Each course must be taken from a different discipline.

#### Diversification Arts (DA) 3 cr.

##### (Mainly Theory)

- ART 101 Intro to the Visual Arts
- DNCE 150 Intro to Dance
- DRAM 101 Intro to Drama & Theatre
- 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 105B Intro to Ceramics: Handbuilding
- ART 105C Intro to Ceramics: Wheel Throwing
- ART 106 Intro to Sculpture
- 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 114 Introduction Color
- ART 115 Intro to Design - 2D
- ART 123 Intro to Painting
- ART 202 Digital Imaging
- ART 213 Inter. Drawing
- ART 243 Inter. Ceramics, Hand Building
- ART 244 Inter. Ceramics, Wheel Throwing
- DNCE 121 Beginning Ballet
- DNCE 131 Modern Dance I
- DNCE 132 Modern Dance II
- DNCE 160 Intro to Hawaiian Dance
- DNCE 180 Dance Production
- DRAM 221 Beg. Acting I
- DRAM 222 Beg. Acting II
- DRAM 240 Basic Stagecraft
- DRAM 260 Dramatic Production
- 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 Class
- MUS 121C Beginning Piano Class I
- MUS 121D Classic Guitar I
- MUS 121E Folk Guitar I
- MUS 121F Slack Key Guitar
- MUS 121Z Ukulele
- MUS 122B Intermediate Voice Class
- MUS 122C Beginning Piano Class II
- MUS 122D Classic Guitar II
- MUS 122E Folk Guitar II

### notes

Complete requirements for the AA degree are listed on page 24. A total of 60 credits is required.

The 60 credits are composed of:

- 43 credits in General Education Core requirements (courses meeting these requirements are listed here)
- 17 credits of electives

The 60 credits must include Focus Requirements:

- 2 Writing Intensive courses in any discipline.
- 1 Hawaiian, Asian, Pacific (HAP) focus course. (courses are noted in the Schedule of Courses)

MUS 122F Slack Key Guitar  
 MUS 122Z 'Ukulele II  
 MUS 180 Aural Perception and Notation  
 MUS 201 Vocal Ensemble:  
 MUS 221B Advanced Voice Class  
 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

### Diversification Literature (DL) 3 cr.

EALL 271 Japanese Lit in Translation—  
 Traditional  
 EALL 272 Japanese Lit in Translation  
 Modern  
 ENG 250 Major Works of American Lit  
 ENG 251 British Lit (Middle Ages to 1800)  
 ENG 252 British Lit (1800 to Present)  
 ENG 253 World Lit (Classical to  
 Renaissance)  
 ENG 254 World Lit (1600 AD to Present)  
 ENG 255 Types of Literature I  
 ENG 256 Types of Literature II  
 ENG 257H Themes in Lit.: Man and Myth  
 ENG 257N Themes in Lit.: Lit and Film  
 HUM 261 Hawaiian Literature  
 HUM 262 Pacific Literature

### Diversification Humanities (DH) 3 cr.

AMST 201 The American Experience  
 AMST 202 Diversity in American Life  
 ART 171 Intro to Western Art I  
 ART 172 Intro to Western Art II  
 ART 180 Intro to Eastern Art  
 ASAN 203 Philippine Cultural History  
 ASAN 204 History of Filipinos in the US  
 GEOG 122 Geography of Hawai'i  
 HWST 107 Hawai'i: Center of the Pacific  
 HIST 231 Modern European Civilization I  
 HIST 232 Modern European Civilization II  
 HIST 241 Civilizations of Asia I  
 HIST 242 Civilizations of Asia II  
 HIST 281 Intro to American History I  
 HIST 282 Intro to American History II  
 HIST 284 History of the Hawaiian Islands  
*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  
 PHIL 200 History of Philosophy I  
 PHIL 201 History of Philosophy II  
 PHIL 211 History of Western Philosophy I  
 PHIL 212 History of Western Philosophy II  
 PHIL 213 History of Western Philosophy III  
 REL 151 Religion & the Meaning of Existence  
 REL 200 Understanding the Old Testament  
 REL 201 Understanding the New Testament  
 REL 202 Understanding Indian Religions  
 REL 203 Understanding Chinese Religions  
 REL 204 Understanding Japanese Religions  
 REL 205 Understanding Hawaiian Religion  
 REL 207 Understanding Buddhism  
 REL 210 History of Christianity

### Diversification Social Sciences (DS)

9 total credits required from three different disciplines.

AMST 211 Cont. American Issues: Domestic  
 AMST 212 Contemp. American Issues: World  
 ANTH 150 Human Adaptations  
 ANTH 200 Cultural Anthropology  
 ANTH 210 Archaeology  
 ECON 120 Intro to Economics  
 ECON 130 Microeconomics  
 ECON 131 Macroeconomics  
 GEOG 102 World Regional Geography  
 IS 221 Problems of War and Peace  
 POLS 110 Intro to Political Science  
 POLS 120 Intro to World Politics  
 POLS 130 Intro to American Politics  
 POLS 180 Intro to Hawaiian Politics  
 PSY 100 Survey of Psychology  
 PSY 180 Psychology of Work  
 PSY 202 Psychology of Women  
 PSY 240 Developmental Psychology  
 PSY 260 Psychology of Personality  
 SOC 100 Survey of General Sociology  
 SOC 218 Intro to Social Problems  
 SOC 231 Intro to Juvenile Delinquency  
 SOC 250 Community Forces in Hawai'i  
 SOC 251 Sociology of the Family  
 WS 151 Intro to Women's Studies  
 WS 290 Topics in Women's Studies

### Diversification Natural Sciences 10 cr.

Three courses required for a total of 10 credits  
 The 3 courses must include a biological  
 science (DB) and a physical science (DP). The  
 third course can be from either DB, DP, or DO  
 categories listed below. One of the 3 courses  
 must have a lab (L). Courses below with an "L"  
 are separate lab courses.

### Diversification Biological (DB)

#### One course required

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

### Diversification Physical (DP)

One course required

ASTR 110 Survey of Astronomy  
 ASTR 111 Contemporary Astronomy  
 BIOC 241 Fundamentals of Biochemistry  
 BIOC 251 Elements of Biochemistry  
 CHEM 100B Chemistry and Man (lect/lab)  
 CHEM 151B Elem. Survey of Chemistry  
 (lect/lab)  
 CHEM 152B Organic & Biorganic Chemistry  
 (lect/lab)  
 CHEM 161B General Chemistry I (lect/lab)  
 CHEM 162B General Chemistry II (lect/lab)  
 CHEM 171B General Chemistry (lect/lab)  
 GG 101 Intro to Geology  
 GG 101L Intro to Geology Lab  
 GG 103 Geology of the Hawaiian Islands  
 GEOG 101 Natural Environment  
 GEOG 101L Natural Environment Lab  
 OCN 201 Science of the Sea  
 OCN 201L Science of the Sea Laboratory  
 PHYS 100B Survey of Physics (lect/lab)  
 PHYS 151 College Physics I  
 PHYS 151L College Physics I Lab  
 PHYS 152 College Physics II  
 PHYS 152L College Physics II Lab  
 PHYS 170 General Physics I  
 PHYS 170L General Physics I Lab  
 PHYS 272 General Physics II  
 PHYS 272L General Physics II Lab  
 SCI 122 Intro to Science-Physical (lect/lab)  
 SCI 225 Earth & Universe, Science  
 SCI 225L Earth & Universe Lab

### Diversification Other (DO)

*ICS 100 Computing Literacy & Applications*  
*ICS 111 Intro to Computer Science I*  
*ICS 130 Intro to Programming*  
*ICS 135 Intro to Programming in Visual BASIC*  
*ICS 151 Structured Database Programming*

Courses that are ***italicized*** are in Leeward  
 Community College Associate in Arts  
 degree requirement only.

**Oral Communication** is a Leeward  
 Community College requirement. This  
 is **not** the same as UH Mānoa's "O"  
 requirement.

**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.



# ASSOCIATE IN ARTS IN TEACHING

## Associate in Arts in Teaching Degree

62 credits

*"A teacher affects eternity; he can never tell where his influence stops."*

—Henry Adams

The AA in Teaching degree provides the opportunity for students to jumpstart their professional career path by offering education courses embedded with Service Learning, blending theory with practical application.

Education Core	13 credits
Education Electives	6 credits
General Education (Liberal Arts) Courses	43 credits
Total Credits	62 credits

### 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 higher for all courses numbered 100 or above completed at Leeward CC.

#### Changes in Course numbering and titles

ED 285 Intro to Classroom Management	formerly ED 197E
ED 295 Service Learning	formerly ED 297B, ED 299
ED 286 Exceptional Needs I	formerly ED 297L
ED 287 Exceptional Needs II	formerly ED 297M
ED 291 Developing Language & Literacy I	formerly ED 298A (Processes & Acquisitions of Reading)
ED 292 Developing Language & Literacy II	formerly ED 298B (Processes & Acquisitions of Writing)
ED 290 Foundations of Education	formerly ED 298C
ED 294 Intro to Multicultural Education	formerly ED 298E
ED 296 Intro to Art, Music, and Movement	formerly ED 298F

#### *tips for success*

When choosing courses it is ideal to take at least one ED course every semester (along with 3-4 liberal arts courses). Don't save all your ED courses for your last semester!

Be able to answer the following questions by the end of your first semester.

Do I want to become an Elementary, Secondary or Special Ed. teacher?

If I become a high school teacher, what subject do I want to teach?

Where do I want to go for my B.Ed degree, (e.g. UH Manoa, West Oahu, Chaminade)?



## Associate in Arts in Teaching Degree

62 credits

### Core Education Courses

13 Credits

Course		Credits
ED 285	Intro to Classroom Management	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
<b>Core Total</b>		<b>13</b>

### Education Electives

6 Credits

Choose 2 courses from the list below

Course		Credits
ED 100	Introduction to the Teaching Profession (3)	
ED 286	Exceptional Needs I (3)	
ED 287	Exceptional Needs II (3)	
ED 298 D*	Process and Acquisition of Mathematics (3)	
ED 292	Developing Language & Literacy II (3)	
ED 296	Intro to Art, Music & Movement in Classroom (3)	
ED 297 A	Educational Media and Technology (3)	
ED 297 O	Standards Based Science for Elem Teachers (3)	
MATH 112	Math for Elementary Teachers II (3)	
PSY 298	Psychology of Teaching and Learning (3)	

Students pursuing secondary education may opt to choose 2 content courses (totalling 6 credits) in their chose discipline. For example: Math, Sciences, English, Music, Social Studies, Arts, etc.  
See the AAT counselor for details.

\* ED 288D will be offered starting Fall 2009.

**Electives Total** **6**

### General Education Requirements

43 credits

Course		Credits
<b>Written Communication</b>		<b>6</b>
ENG 100	Composition I	3
ENG 200	Composition II	3
<b>Symbolic Reasoning</b>		<b>3</b>
select one of the following:		
MATH 100		
MATH 103		
MATH 111		
PHIL 110		
<b>Global Multicultural Perspectives</b>		<b>6</b>
select 1 course from 2 different groups		
Group A: ANTH 151, ART 175, HIST 151		
Group B: ART 176, HIST 152		
Group C: GEOG 151, MUS 107, REL 150		
<b>Oral Communication</b>		<b>3</b>
select one of the following:		
SP 151 Personal and Public Speech (3)		
SP 200 Speaking Skills for Prospective Teachers (3)		
SP 251 Principles of effective Public Speaking (3)		
<b>Diversification Social Sciences</b>		<b>9</b>
PSY 100 Survey of Psychology (3)		
PSY 240 Developmental Psychology (3)		
Select 1 additional Diversification Social Sciences course		
for 3 cr (not in the PSY discipline) as listed in		
the AA degree requirements		
<b>Diversification Arts</b>		<b>3</b>
Select 1 Diversification Arts (DA) course (3 cr)		
as listed in the AA degree requirements		
MUS 253 or ART 101 recommended for elementary ed majors		
<b>Diversification Humanities</b>		<b>3</b>
HWST 107	Hawai'i: Center of the Pacific	3
<b>Diversification Natural Sciences</b>		<b>10</b>
Select 1 from each group (one course from Group A or		
Group B must include a lab) as listed in the AA degree requirements		
Group A: Diversification Biological (DP)		
Group B: Diversification Physical (DP)		
Group C: Diversification Other (DO)		
<b>Gen Ed Total</b>		<b>43</b>

## Academic Subject Certificate **A C C O U N T I N G** **18 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.

### Requirements

#### Core Courses

Course		Credits
MGT 121	Customer Service	3
ACC 201*	Financial Accounting	3
ACC 202*	Managerial Accounting	3

#### Electives

Select two Accounting Electives 6

ACC 132	Payroll and Hawai'i GE Tax (3)
ACC 134	Income Tax Preparation (3)
ACC 150	Using QuickBooks® in Accounting (3)
or ACC 155	Using Spreadsheets in Accounting (3)

Other Electives, select one 3

BUS 101	Business Computer Systems (3)
ICS 101	Digital Tools for the Information World (3)

**Total Credits Required 18**

#### *notes*

\*ACC 124, ACC 125, and ACC 126 can also be taken to meet ACC 201 and 202 requirement.

It is recommended that students take ECON 130 or ECON 131 for one of their Social Science courses. 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.

## Academic Subject Certificate **B U S I N E S S** 24–27 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 (A.A.) degree. With proper planning, the Certificate may be completed within the total credit requirements for the A.A. degree.

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

### Requirements

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

### notes

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 QM 122 or MATH 203 or MATH 205.
2. UH West O'ahu prefers completion of MATH 103, MATH 115 or higher with a "C" or better

\*Possible combinations of accounting courses

ACC 124, ACC 125 and ACC 126  
ACC 201 and ACC 202  
ACC 124, ACC 125 and ACC 202  
ACC 201, ACC 125 and ACC 126

## Academic Subject Certificate **B U S I N E S S   T E C H N O L O G Y**

### **28 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**

##### **General Education Courses**

Course		Credits
ENG 100	Composition I	3
ECON 130	Principles of Microeconomics (3)	3
or ECON 131	Principles of Macroeconomics (3)	
SP 151	Personal and Public Speech	3

##### **Business Technology Courses**

BUSN 121	Introduction to Word Processing (3)	3
or BUSN 123	Word Processing for Business (3)	
BUSN 131	Computerized Spreadsheets—MS® Excel	2
BUSN 137	Computerized Databases—MS® Access	1
BUSN 166	Professional Employment Preparation	1
BUSN 164	Career Success	3
BUSN 188	Business Calculations	3
ACC 124	College Accounting I (3)	3
or ACC 201	Financial Accounting (3)	
MGT 121	Customer Service	3
<b>Total Credits Required</b>		<b>28</b>

#### *notes*

BUSN 121 formerly OAT 121  
BUSN 123 formerly BUS 127  
BUSN 131 formerly BUS 136  
BUSN 137 formerly BUS 137  
BUSN 166 formerly BUS 143  
BUSN 164 formerly BUS 144  
BUSN 188 formerly BUS 155  
MGT 121 formerly BUS 121

See page 21 for additional requirements for Academic Subject Certificates in terms of GPA and number of credits earned at Leeward CC.

## Academic Subject Certificate **COMMUNITY FOOD SECURITY** 26 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.

### Requirements

Course		Credits
GEOG 197	Intro to Community Food Security	3
AG 197	Introduction to Organic Agriculture	3
MGT 197	Agriculture Entrepreneurship in Hawaii	3
GEOG 297	Advanced Issues in Community Food Security	3
FSHN 198	Native Nutrition and Lifestyle	3
SCI 197	Intro to Environmental Science	4
HWST 107	Hawaii: Center of the Pacific	3
HORT 110	Hawaiian Horticulture and Nutrition	4
Total Credits Required		26

## Academic Subject Certificate **C R E A T I V E M E D I A** **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. At least 12 of the 21 required credits for the certificate must be taken at Leeward Community College. At least 6 credits of the 21 required credits for the Certificate would also apply as general education core requirements for the Associate in Arts (A.A.) degree. With proper planning, the Certificate can be used as electives for the A.A. degree and will not exceed the maximum credits needed for the A.A.

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

### Specialization **Animation & Computer Games** **Requirements**

Course	Credits
<b>Design and Illustration</b>	<b>6</b>

2 different courses up to 6 credits from the list below

- |          |                               |
|----------|-------------------------------|
| ART 113  | Basic Drawing (KCC, UHM) (3)  |
| ART 113D | Digital Drawing (LCC)(3)      |
| ART 115  | Introduction to Design—2D (3) |
| ART 213  | Intermediate Drawing (3)      |

<b>Animation and Production</b>	<b>12</b>
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4 different courses up to 12 credits from the list below

- |          |   |
|----------|---|
| DMED 141 | Introduction to 3-D Animation (LCC) (3) |
| DMED 240 | Animation & Special Effects (LCC) (3)   |
| DMED 242 | Character Animation (LCC) (3)           |
| DMED 243 | 3-D Modeling & Animation (LCC) (3)      |
| ART 126  | 3-D Computer Graphics I (KCC) (3)       |
| ART 212  | Digital Animation (KCC) (3)             |
| ART 246  | Computer Graphics II (KCC) (3)          |
| ART 247  | Lighting and Rendering (KCC) (3)        |

<b>Technology</b>	<b>3</b>
-------------------	----------

- |         |  |
|---------|--|
| ICS 111 | Introduction to Computer Science I (3) |
|---------|--|

<b>Total Credits</b>	<b>21</b>
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### Specialization **Interactive Media** **Requirements**

Course	Credits
<b>Design &amp; Illustration</b>	<b>3</b>

3 credits from the list below

- |          |                               |
|----------|-------------------------------|
| ART 113  | Basic Drawing (KCC, UHM) (3)  |
| ART 113D | Digital Drawing (LCC) (3)     |
| ART 115  | Introduction to Design—2D (3) |
| ART 213  | Intermediate Drawing (3)      |

<b>Animation and Production</b>	<b>3</b>
---------------------------------	----------

3 credits from the list below

- |          |                                       |
|----------|---------------------------------------|
| DMED 240 | Animation & Special Effects (LCC) (3) |
| DMED 242 | Character Animation (LCC) (3)         |
| DMED 243 | 3-D Modeling & Animation (LCC) (3)    |
| ART 212  | Digital Animation (KCC) (3)           |
| ART 246  | Computer Graphics II (KCC) (3)        |
| ART 247  | Lighting and Rendering (KCC) (3)      |

<b>Technology</b>	<b>15</b>
-------------------	-----------

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)            |

<b>Total Credits</b>	<b>21</b>
----------------------	-----------

## Academic Subject Certificate **D I G I T A L   A R T** **15 credits**

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

### Requirements

Core Prerequisite ART 101

### Core Courses

Course		Credits
ART 113D	Digital Drawing	3
ART 112	Digital Art	3
DMED 200	Electronic Portfolio	3
ART 107D	Introduction to Digital Photography	3

**Core Total** **12**

**Electives (students select one)** **3**

3 credits from the list below

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

**Total Credits Required** **15**

### *tips for success*

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

DMED 130 is offered only in the fall semester.



## Academic Subject Certificate **HAWAIIAN STUDIES** **18 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.

### Core Courses

Course		Credits
HAW 101	Elementary Hawaiian I	4
HAW 102	Elementary Hawaiian II	4
HWST 107	Hawai‘i: Center of the Pacific	3
BOT 130	Plants in the Hawaiian Environment	4

### Elective courses (select one) **3**

HUM 261	Hawaiian Literature (3)
HUM 270	Hawaiian Mythology (3)
REL 205	Understanding Hawaiian Religion (3)
HIST 284	History of the Hawaiian Islands (3)

**Total Credits Required 18**

### *notes*

Students choosing to take HIST 284 and REL 205 to satisfy the Diversification Humanities (DH), and/or BOT 130 to satisfy the Diversification Biological Science (DB) core requirements must complete other elective courses to earn a total of 60 credits required for the AA degree.

Recommended electives include:

HAW 201 and 202, LSK 110, ENG 217, HPER 124,  
MUS 112, 113, 121F, 122F, 121Z, 122Z, 173, 174,  
OCN 101, and ZOOL 200.

## 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		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

#### *tips for success*

Suggested sequence:

Semester One: ICS 100, ICS 111, ICS 141

Semester Two: ICS 211, ICS 241

Semester Three: ICS 212

## Academic Subject Certificate **M A N A G E M E N T** **18 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		Credits
MGT 121	Customer Service	3
BUS 120	Principles of Business	3
ACC 124	College Accounting I (3)	3
or ACC 201	Financial Accounting (3)	
BUS 101	Business Computer Systems (3)	3
or ICS 101	Tools for the Information Age (3)	
MGT 120	Principles of Management	3
MGT 122	Human Relations in Business	3
<b>Total Credits</b>		<b>18</b>

Requirements for the AA degree are 60 total credits, of which 17 credits are electives. An AA degree with an Academic Subject Certificate in Management totals 61 credits, of which 18 credits are electives.

### *tips for success*

It is recommended that students take ECON 130 or 131 for one of their Social Science courses.

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.

## Academic Subject Certificate **M U S I C** 20–21 credits

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

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

### Requirements

#### Core Courses (14 credits required)

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

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

#### Performing Ensembles (4 credits required)

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

Course		Credits
MUS 103	Guitar Ensemble I	2
MUS 104	Beginning Jazz Ensemble	2
MUS 112	Hawaiian Ensemble I	2
MUS 113	Hawaiian Ensemble II	2
MUS 114	College Chorus	2
MUS 201	Vocal Ensemble "The Kanikapila Singers"	2
MUS 202B	Introduction to Concert Band	1
MUS 202C	Community College Band	2
MUS 202D	Symphonic Wind Ensemble	2
MUS 203D	Keyboard Ensemble	2
MUS 203G	Guitar Ensemble II	2
MUS 204	Advanced Jazz Ensemble	2
MUS 206	Electronic Keyboard Ensemble	2
<b>Total Credits</b>		<b>4</b>

#### Electives (2 credits required)

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

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

or

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

Course		Credits
MUS 106	Introduction to Music Literature	3
MUS 107	Music in World Cultures	3
MUS 122B	Intermediate Voice Class	2
MUS 122D	Classic Guitar II	2
MUS 122Z	Ukulele	1
MUS 178	Jazz Improvisations I	3
MUS 179	Jazz Improvisations II	3
MUS 221C	Intermediate Piano Class I	2
MUS 222C	Intermediate Piano Class II	2
MUS 221D	Woodwind, Brass, or Percussion	2
MUS 221G	Contemporary Guitar	2
MUS 221H	Classic Guitar III	2
MUS 221B	Advanced Voice Class	2
MUS 227	Piano by Ear I	2
MUS 228	Piano by Ear II	2
<b>Total Credits</b>		<b>2</b>

## Academic Subject Certificate **P H I L I P P I N E   S T U D I E S** **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.

### Requirements

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

**Total Credits** **17**

\*Any one of these 3 courses will fulfill Diversification Humanities requirement (DH) for the AA degree.

### Recommended Electives

(beyond the 17 credits required for the Certificate)

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

## Academic Subject Certificate **W R I T I N G** 18-19 credits

Writing is vital for academic success and work performance. Writing expertise can transform a person's life by providing the tools to reach educational and career goals.

Students can gain recognition for their achievement in Leeward CC writing courses with a Certificate in Writing. They can improve their writing skills, strengthen their transfer applications and enhance their job resumes. Creative and business tracks are offered.

The Certificate in Writing consists of 18 credits inclusive of English 100. With proper planning, the Certificate may be completed within the total credit requirements for the Associate in Arts degree.

The following are required and elective courses for the Academic Subject Certificate in Writing:

### Creative Track

#### Requirements

Course		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	Newsriting (3)

**Total Credits 18-19**

### Business Track

#### Requirements

Course		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	Newsriting (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**

# APPLIED FORENSIC ANTHROPOLOGY

## Certificate

### 12 credits at Leeward CC and 18 credits at UHWO

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.

#### Requirements

##### Leeward Community College

Course	Credits
BIOL 101 Biology for Non-Majors	4
or BIOL 171 + Lab Intro to Biology (4)	
ANTH 215 + Lab Physical Anthropology	4
ANTH 297 + Lab Human Skeletal Biology	4

##### University of Hawai'i – West O'ahu

ANTH/HPST 380 Field Archaeology	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 Required 30

#### *tips for success*

Recommended courses include:

at Leeward CC:

ZOOL 240-241 Human Anatomy/Physiology

at UH-WO

ANTH 383 Museum Studies

PUBA 410 Issues in Criminal Investigations

SSCI 310 Applied Statistics I

or BUSA 320 Statistics for Decision-Making  
and SSCI 317 Fieldwork



# UNIVERSITY TRANSFER OPTIONS

## a sampling of your many transfer options...

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: Kapi'olani Community College Health Career Education, UH-Mānoa School of Nursing, or Hawai'i Pacific University Nursing Program. With the projected increase in the demand for skilled employees in all health fields, this exciting career path offers you the perfect opportunity for fulfilling work.

### Applied Forensic Anthropology

The Certificate in Forensic Anthropology is a joint program offered by Leeward CC and University of Hawai'i - West O'ahu. 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 and Business Technology programs have transfer agreements with both UH West O'ahu and Hawai'i Pacific University. The Business Academic Subject Certificate within the Associate of Arts degree is highly recommended for transfer to UH Mānoa's College of Business Administration. Contact the Business Technology Division office at 455-0344 more detailed information.

### Computer Science

Our Information and Computer Science 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 O'ahu community college campus with an Associate in Science Degree in Computer Science. Students wishing to pursue a Bachelor's degree in computer science may begin by earning an Associate in Arts degree with an Academic Subject Certificate in ICS for ease in transferring to a four-year institution. 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 O'ahu bachelors 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 Laurie Lawrence, 455-0361, or email, [lauriej@hawaii.edu](mailto:lauriej@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 Hawaii 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.

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](mailto:leeward@hawaii.edu)



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UNIVERSITY of HAWAII®  
**LEEWARD**  
COMMUNITY COLLEGE

# CAREER & TECHNICAL EDUCATION

Degree and certificate programs in Career and Technical Education prepare you for today's competitive job market. Our programs provide you with industry-relevant skills for employment preparation and the means to help you upgrade your abilities or obtain important certifications for career moves and promotions.

The courses are taught by faculty who are experts in their fields, have real world experience and will take the time to help you. You'll learn how to keep pace with rapidly changing technological advances, while discovering the work habits and attitudes necessary to succeed in the workplace. You can also take advantage of our Cooperative Education classes that enables you to gain valuable on-the-job training and network with potential employers. Whether you're beginning your career, pursuing a job promotion, or considering a career change, Leeward CC's CTE programs can help you succeed.

## Automotive Technology

Associate in Applied Science Degree  
Certificate of Achievement  
Certificate of Completion

## Business Programs

### Accounting

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

### Business Technology

Associate in Science Degree  
Certificate of Achievement  
Certificate of Completion  
Business Technology  
Medical Receptionist  
Office Coordinator

### Management

Associate in Applied Science Degree  
Supervisory Management  
Certificate of Completion  
Business Essentials  
Certificate of Competence  
Business Foundations  
Management Foundations  
Retail Foundations

## Culinary Arts

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

## Digital Media

Associate in Science Degree  
with emphasis in one of the following:  
Internet Publishing  
Digital Video  
Motion Graphics  
Certificate of Completion  
Digital Media Production  
Certificate of Competence  
Desktop Publishing  
Motion Graphics  
Video Web Casting  
Web Architecture  
Web Page Design

## Human Services

Certificate of Completion  
Substance Abuse Counseling

## Information and Computer Science

Associate in Science Degree  
with emphasis in one of the following:  
Network Support Specialist  
Database Support Specialist  
Webmaster  
Certificate of Completion  
Basic Networking  
Advanced Networking  
Help Desk  
Certificate of Competence  
Web Science

## Television Production

Associate in Science Degree  
Certificate of Achievement  
Certificate of Completion

Academic Subject Certificates are also offered in:

Accounting  
Business  
Business Technology  
Creative Media  
Digital Art  
Information & Computer Science  
Management

Accounting  
Business Technology  
Management  
Business Technology Division Office  
BE 213, 455-0344

Digital Media  
Arts & Humanities Division Office  
FA 109, 455-0350

Automotive Technology  
Culinary Arts  
Television Production  
Vocational Education  
Division Office  
GT 116, 455-0300

Info & Computer Science  
Math and Sciences Division Office  
BS 106A, 455-0251

Human Services  
Substance Abuse Counseling  
Social Science Division Office  
FA 220, 455-0360

Career & Technical Education programs offer two different types of degrees, an Associate in Science (AS) degree and an Associate in Applied Science (AAS) degree. Additional information can be found on page 20.

## ASSOCIATE IN SCIENCE DEGREE

### Requirements

#### 60 to 67 credits depending upon the field of study

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

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

### Associate in Science Degree Competencies

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

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

## ASSOCIATE IN APPLIED SCIENCE DEGREE

### Requirements

#### 60 to 67 credits depending upon the field of study

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

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

## Arts and Humanities

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

## Business Technology

Accounting \*\*  
Business Law 200 (formerly Law)  
Business Technology  
E-Commerce  
Finance  
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

## Mathematics & Natural Sciences

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

## Social Sciences

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

## Vocational Technical Education

Art 52  
Automotive Technology  
Baking  
Blueprint Reading  
Computer Aided Design  
Computer Aided Drafting & Design  
Culinary Arts (formerly Food Service)  
Drafting  
Hawaiiana 110  
Health and Physical Education  
Television Production

## Additional Courses

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

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

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

### notes

The general education requirements for the A.S. and A.A.S. 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 50-71. 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.



# AUTOMOTIVE TECHNOLOGY

Certificate of Completion

Certificate of Achievement

Associate in Applied Science Degree

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. (Refer to Certificate and Degree Requirements listed here and AMT Course Descriptions listed in the Course Offerings Section.)

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

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

## Associate in Applied Science

### 64 Credits

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

Prerequisite: ENG 22

#### First Semester Requirements

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

#### Second Semester Requirements

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

#### Third Semester Requirements

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

#### Fourth Semester Requirements

Course	Hours	Credits
AMT 40D     Engine Performance	150	6
AMT 60     Diagnostic & Repair	210	6
SOCIAL SCIENCE (100 and above)	45	3
ART/HUMANITIES (100 and above)	45	3
<b>Total Credits</b>		<b>18</b>
<b>Total Degree Credits</b>		<b>64</b>

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

**Associate in Applied Science Automotive Technology Program Outcomes**  
Upon successful completion of this program graduates will be able to diagnose, service, and repair the following:

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

## Certificate of Achievement

### 45 Credits

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

Prerequisite: ENG 22

#### First Semester Requirements

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

#### Second Semester Requirements

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

#### Third Semester Requirements

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

#### Fourth Semester Requirements

Course		Hours	Credits
AMT 40D	Engine Performance	150	6
Total Credits			6
Total Certificate Credits			45

See page 20–21  
for additional requirements for degrees and certificates in terms of GPA  
and number of credits earned at Leeward CC.

## Certificate of Completion

### 18 Credits

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

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

#### Requirements

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

#### Electives

Select 9 credits

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

Total Certificate Credits 18

## Ford ASSET Option

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



## Business Program ACCOUNTING

Academic Subject Certificate (page 32)

Certificate of Completion

Certificate of Achievement

Associate in Science Degree

Program Coordinator **Shelley Ota**

Office **BE 207**

Phone **455-0615**

**sota@hawaii.edu**

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

### Certificate of Completion in Small Business Accounting

12 or 15 Credits

#### First Semester Requirements

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

**Credits** **6 or 9**

#### Second Semester Requirements

Course	Credits
ACC 150 Using QuickBooks® in Accounting (3) ACC 132 Payroll & Hawai'i GE Tax	3

**Credits** **6**

**Total Certificate Credits** **12 or 15**

### Certificate of Achievement

31 Credits

#### First Semester Requirements

Course	Credits
ACC 124* College Accounting I (3) or ACC 201* Financial Accounting (3)	3
BUSN 188 Business Calculations	3
BUSN 121 Intro to Word Processing (3) or BUSN 123 Word Processing for Business (3)	3
SP 151 Personal and Public Speech	3
BUS 101 Business Computer Systems (3) or BUSN 131 Computerized Spreadsheets–MS® Excel(2) and BUSN 137 Computerized Databases–MS® Access (1)	3

**Credits** **15**

#### Second Semester Requirements

Course	Credits
ACC 125* College Accounting II (3) or ACC 202* Managerial Accounting (3)	3
ENG 100 Composition I	3
ACC 132 Payroll & Hawai'i GE Tax	3
BUS 120 Principles of Business	3
MGT 121 Customer Service	3
BUSN 166 Professional Employment Preparation (AS students may take this in their fourth semester)	1

**Credits** **16**

**Total Certificate Credits** **31**

#### *tips for success*

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

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

See page 20–21

for additional requirements for degrees and certificates in terms of GPA and number of credits earned at Leeward CC.

## Associate in Science Degree

60 Credits

### First Semester Requirements

Course	Credits
ACC 124* College Accounting I (3) or ACC 201* Financial Accounting (3)	3
BUSN 188 Business Calculations	3
BUSN 121 Intro to Word Processing (3) or BUSN 123 Word Processing for Business (3)	3
SP 151 Personal and Public Speech	3
BUS 101 Business Computer Systems (3) or BUSN 131 Computerized Spreadsheets – MS® Excel(2) and BUSN 137 Computerized Databases – MS® Access (1)	3
<b>Credits</b>	<b>15</b>

### Second Semester Requirements

Course	Credits
ACC 125* College Accounting II (3) or ACC 202* Managerial Accounting (3)	3
ENG 100 Composition I	3
ACC 132 Payroll & Hawai'i GE Tax	3
BUS 120 Principles of Business	3
MGT 121 Customer Service	3
BUSN 166 Professional Employment Preparation (AS students may take this in their fourth semester)	1
<b>Credits</b>	<b>16</b>

### Third Semester Requirements

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

### Fourth Semester Requirements

Course	Credits
ACC 155 Using Spreadsheets in Accounting	3
BLAW 200 Legal Environment of Business I	3
A & H Arts and Humanities Elective	3
BUS TECH Business Technology Electives	5

#### Recommended Business Electives:

ACC 134	Income Tax Preparation (3)
BUSN 193	Cooperative Education (1-4)
BUS 201	Microsoft Office® Advanced (3)

**Credits** 14

**Total Degree Credits** 60

#### Associate in Science Accounting Program Outcomes

In addition to acquiring the competencies required for Associate of 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.
- Write clear and accurate business documents.
- Set personal career goals and plan strategies for achieving them.

#### 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 124, ACC 125, and ACC 126  
ACC 201 and ACC 202  
ACC 124, ACC 125, and ACC 202  
ACC 201, ACC 125 and ACC 126

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

BUSN 121 formerly OAT 121  
BUSN 123 formerly BUS 127  
BUSN 131 formerly BUS 136  
BUSN 137 formerly BUS 137  
BUSN 166 formerly BUS 143  
BUSN 188 formerly BUS 155  
BUSN 193 formerly BUS 193  
MGT 121 formerly BUS 121

## Business Program

# BUSINESS TECHNOLOGY

Academic Subject Certificate (page 34)

Certificates of Completion

Certificate of Achievement

Associate in Science Degree

Program Coordinator **Kay Ono**

Office **BE 217**

Phone **455-0223**

**kayono@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.

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

## Certificate of Completion Medical Receptionist

**11 Credits**

Students completing the Certificate of Completion in Medical Receptionist will have the entry-level skills necessary to gain employment as medical receptionists in private doctor offices, clinics, hospitals, and various levels of home care (e.g. assisted living, nursing homes).

### Requirements

Recommended Preparation: Proficient use of MS® Word

Course		Credits
MGT 121	Customer Service	3
BUSN 121	Introduction to Word Processing	3
BUSN 104	Basic Medical Office Procedures	3
HLTH 110	Medical Terminology	2

**Total Credits** 11

*BUSN 104 formerly BUSN 197*

*HLTH 110 formerly HLTH 198*

## Certificate of Completion Office Coordinator

**17 Credits**

Students completing the Certificate of Completion in Office Coordinator will have the skills necessary to gain employment as a small office or group/team office coordinator in businesses, including medical clinics and hospitals. This certificate will set the foundation toward careers in office management.

### Requirements

Course		Credits
ACC 124	College Accounting (3)	3
or ACC 201	Financial Accounting (3)	
BUSN 131	Computerized Spreadsheets—MS® Excel	2
BUSN 137	Computerized Databases—MS® Access	1
BUSN 141	Effective Presentations w/MS® PowerPoint	1
BUSN 145	Digital Communications: MS® Outlook	1
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
MGT 121	Customer Service	3

**Total Credits** 17

## Certificate of Completion Business Technology

**16 Credits**

### Requirements

Course		Credits
MGT 121	Customer Service	3
BUSN 123	Word Processing for Business	3
BUSN 170	Records and Information Management	3
BUSN 164	Career Success	3
BUSN 188	Business Calculations	3
BUSN 166	Professional Employment Preparation	1

**Total Credits** 16

## Certificate of Achievement

**30 Credits**

### Requirements

Course		Credits
MGT 121	Customer Service	3
BUSN 123	Word Processing for Business	3
BUSN 170	Records and Information Management	3
BUSN 164	Career Success	3
BUSN 188	Business Calculations	3
BUSN 131	Computerized Spreadsheets—MS® Excel	2
BUSN 137	Computerized Databases—MS® Access	1
BUSN 166	Professional Employment Preparation	1
BUSN 193C	Cooperative Education	2
BUSN 141	Effective Presentations w/MS® PowerPoint	1
BUSN 145	Digital Communications: MS® Outlook	1
BUSN 266	Advanced Professional Employment Prep	1
ENG 100	Composition I	3
or ENG 100E	Composition I (for non-native speakers)	
SP 151	Personal and Public Speech	3
or SP 200	Speaking Skills for Prospective Teachers (3)	

**Total** 30

## Associate in Science Degree

60–61 Credits

### Core Requirements

Course		Credits
MGT 121	Customer Service	3
BUSN 123	Word Processing for Business	3
BUSN 170	Records and Information Management	3
BUSN 164	Career Success	3
BUSN 188	Business Calculations	3
BUSN 131	Computerized Spreadsheets—MS® Excel	2
BUSN 137	Computerized Databases—MS® Access	1
BUSN 166	Professional Employment Preparation	1
BUSN 193C	Cooperative Education	2
BUSN 141	Effective Presentations w/MS® PowerPoint	1
BUSN 145	Digital Communications: MS® Outlook	1
BUSN 266	Advanced Professional Employment Prep	1
ENG 100	Composition I	3
or ENG 100E	Composition I (for non-native speakers)	
SP 151	Personal and Public Speech	3
or SP 200	Speaking Skills for Prospective Teachers (3)	
ACC 124	College Accounting I	3
or ACC 201	Financial Accounting (3)	
BUSN 269	Supervision	3
<b>Total Core</b>		<b>36</b>

### General Education Requirements

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

### Specialization

Select 15 credits from the following

BUSN 200	Computer Speech Recognition (3)	
BUSN 242	Business Presentations (3)	
BUSN 250	Expert Business Computing (3)	
BUSN 270	Advanced Records & Info Management (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)	
<b>Total Specilization Courses</b>		<b>15</b>
<b>Total Degree Credits</b>		<b>60–61</b>

### Associate in Science Business Technology Program Outcomes

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

Demonstrate professionalism in appearance, attitude and workplace behavior as required in an office environment.

Work as a member of a team to meet the needs of customers from diverse populations.

Use current and emerging technologies to efficiently create and produce quality, mailable office documents.

Use research techniques, decision making skills, and critical thinking to make informed choices and confirm information in the office.

Create and manage company files according to company policies and standard procedures following general business ethics.

Communicate clearly and effectively through oral and written interactions complying with standard office etiquette.

Participate in professional development opportunities to keep current in the field of business technology.

### notes

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

BUSN 123 formerly BUS 127  
 BUSN 131 formerly BUS 136  
 BUSN 137 formerly BUS 137  
 BUSN 170 formerly BUS 140  
 BUSN 166 formerly BUS 143  
 BUSN 164 formerly BUS 144  
 BUSN 188 formerly BUS 155  
 BUSN 193C formerly BUS 193C  
 BUSN 200 formerly BUS 200  
 BUSN 250 formerly BUS 202  
 BUSN 270 formerly BUS 240  
 BUSN 269 formerly BUS 259  
 BUSN 242 formerly BUS 270  
 BUSN 277 formerly BUS 271  
 BUSN 279 formerly BUS 272  
 BUSN 284 formerly BUS 282  
 BUSN 286 formerly BUS 283  
 MGT 121 formerly BUS 121

See page 20–21  
 for additional requirements for degrees and certificates in terms of GPA  
 and number of credits earned at Leeward CC.



## Business Program MANAGEMENT

Academic Subject Certificate (page 40)  
Certificate of Competence  
Certificate of Completion  
Associate in Applied Science Degree

Program Coordinator Ross Higa  
Office BE 223  
Phone 455-0618  
higaross@hawaii.edu

### 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	Credits
MGT 121 Customer Service	3
BUSN 164 Career Success	3
<b>Total Credits</b>	<b>6</b>

### 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.

Course	Credit
MGT 120 Principles of Management	3
ACC 124 College Accounting I (3) or ACC 201 Financial Accounting (3)	3
MKT 120 Marketing in a Global Economy	3
<b>Total Credits</b>	<b>9</b>

### 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.

Course	Credit
MGT 122 Human Relations in Business	3
MGT 124 Human Resources Management	3
MKT 130 Principles of Retailing	3
<b>Total Credits</b>	<b>9</b>

See page 20–21  
for additional requirements for degrees and certificates in terms of GPA and number of credits earned at Leeward CC.

### Certificate of Completion 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. One of the three required certificates endorsed by the Western Association of Food Chains (WAFC) for its Retail Management Certificate.

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

#### notes

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

BUSN 131 formerly BUS 136  
BUSN 137 formerly BUS 137  
BUSN 164 formerly BUS 144  
BUSN 188 formerly BUS 155  
BUSN 193D formerly BUS 193D  
BUSN 242 formerly BUS 270  
FIN 150 formerly BUS 150  
MGT 121 formerly BUS 121  
MGT 125 formerly BUS 125

Associate in Applied Science in Management on next page.



MANAGEMENT

Academic Subject Certificate (page 40)  
Certificate of Competence  
Certificate of Completion  
Associate in Applied Science Degree

Associate in Applied Science Degree in  
Supervisory Management

60 Credits

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

Core Requirements

Course		Credits
MGT 121	Customer Service	3
BUSN 188	Business Calculations	3
MGT 120	Principles of Management	3
BUS 120	Principles of Business	3
MGT 122	Human Relations in Business	3
BUS 101	Business Computer Systems	3
MKT 120	Marketing in a Global Economy	3
ENG 209	Business Writing (3)	3
or BUSN 242	Business Presentations (3)	
MGT 124	Human Resources Management	3
ACC 124	College Accounting I (3)	
or ACC 201	Financial Accounting (3)	3
BLAW 200	Legal Environment of Business	3
FIN 245	Principles of Finance	3
MGT 200	Integrated Topics in Management (3)	3
or MGT 299	Independent Study—Management (3)	
Core Credits		39

General Education Requirements

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

See page 20–21  
for additional requirements for degrees and certificates in terms of GPA  
and number of credits earned at Leeward CC.

notes

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

- BUSN 131 formerly BUS 136
- BUSN 137 formerly BUS 137
- BUSN 164 formerly BUS 144
- BUSN 188 formerly BUS 155
- BUSN 193D formerly BUS 193D
- BUSN 242 formerly BUS 270
- FIN 150 formerly BUS 150
- MGT 121 formerly BUS 121
- MGT 125 formerly BUS 125

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### Associate in Applied Science Supervisory 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.

### *tips for success*

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

#### Suggested Sequence for 2 year plan

First Semester 12 credits

SP 151

MGT 121

BUSN 188

MGT 120

#### Second Semester 15 credits

BUS 120

ENG 100

MGT 122

BUS 101

MKT 120

#### Third Semester 15 credits

ENG 209 or BUSN 242

MGT 124

Social Science Elective

Special Elective

Natural Science Elective

#### Fourth Semester 18 credits

ACC 124 or ACC 201

BLAW 200

FIN 245

PHIL 100 or PHIL 101

Special Elective

MGT 200 or IND STUDY MGT 299

# CULINARY ARTS

Certificate of Completion

Certificate of Achievement

Associate in Applied Science Degree

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

## Certificates of Completion

### 10–18 Credits

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

## Certificate of Completion Preparation Cook

### 12 Credits

#### Requirements

Course	Credits
CULN 112 Sanitation and Safety	2
CULN 120 Fundamentals of Cookery	5
CULN 125 Fundamentals of Cookery II	5
<b>Total Credits</b>	<b>12</b>

## Certificate of Completion Baking

### 10 Credits

#### Requirements

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

## Certificate of Completion Dining Room Supervision

### 18 Credits

#### Requirements

Course	Credits
CULN 112 Sanitation and Safety	2
CULN 160 Dining Room Operations	5
CULN 275 HR Management & Supervision	2
MATH 50H Technical Math, Food Service	3
PSY 180 Psychology of Work	3
SP 151 Personal and Public Speech (3)	3
or COM 145 Interpersonal Communication (3)	
<b>Total Credits</b>	<b>18</b>

## Certificate of Achievement

### 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	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
<b>Total Credits</b>	<b>30</b>

#### notes

CULN 111 formerly FSER 20  
CULN 112 formerly FSER 21  
CULN 120 formerly FSER 50  
CULN 122 formerly FSER 48  
CULN 125 formerly FSER 52  
CULN 150 formerly FSER 62  
CULN 160 formerly FSER 41  
CULN 223 formerly FSER 70  
CULN 224 formerly FSER 60  
CULN 240 formerly FSER 72  
CULN 250 formerly FSER 64  
CULN 269 formerly FSER 76  
CULN 271 formerly FSER 30  
CULN 275 formerly FSER 74  
CULN 293E formerly FSER 93

## Associate in Applied Science Degree

### 67 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.

### Requirements

Course		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 50H	Technical Math, Food Service	3
CULN 224	Asian/Continental Cuisine	5
CULN 150	Fundamentals of Baking	5
ENG 22	Introduction to Composition	3
SP 151	Personal and Public Speech (3)	3
or COM 145	Interpersonal Communication (3)	
CULN 271	Purchasing and Cost Controls	4
CULN 160	Dining Room Operations	5
CULN 223	Contemporary Cuisines	5
FSHN 185	Concepts in Nutritional Science	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

ART 115 or Arts & Humanities Elective	3
PSY 180 or Social Science Elective	3

**Total Credits** 67

### Associate in Applied Science Food Service 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.

### *tips for success*

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

# DIGITAL MEDIA

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

Program Coordinator **Christian Ganne**  
Office **DA 207**  
Phone **455-0513**  
**ganne@hawaii.edu**

## Certificate of Competence 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.

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

## Certificate of Competence Motion Graphics

9 credits

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

Course		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 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.

Course		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 Web Architecture

9 credits

Intended to provide students with a multi-disciplinary approach and expose 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.

Course		Credits
ART 112	Introduction to Digital Art	3
ICS 113	Database Fundamentals	3
DMED 221	NetPrep Dynamic Web Publishing	3
Total Credits		9

## Certificate of Competence Web Page Design

9 credits

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

Course		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 Completion Digital Media Production

21 credits

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.

Course		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

## Associate in Science Degree

60 credits

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

### Core Requirements 30 Credits

Course		Credits
ART 113D	Introduction to Digital Drawing	3
ART 112	Digital Art	3
ART 107 D	Introduction to Digital Photography	3
DMED 120	NetPrep Web Development	3
DMED 113	Introduction to Layout Design	3
DMED 200	Electronic Portfolio	3
DMED 130	Digital Storyboarding	3
DMED 293	Practicum in Digital Media	3
DMED 140	Principles of Animation	3
DMED 150	Film Analysis & Storytelling	3

Core Credits 30

### General Education 15 Credits

Course		Credits
ENG 100	Composition I	3
MATH 100 or higher	Survey of Mathematics (3)	3
or PHIL 110	Introduction to Logic (3)	
ART101	Introduction to the Visual Arts	3
ICS 100	Computing Literacy & Applications (3)	3
or ICS 111	Introduction to Computer Science (3)	
ECON 130	Principles of Microeconomics (3)	3
or ECON 131	Principles of Macroeconomics (3)	

Gen Ed Credits 15

### Elective 3 Credits

Select One Course Below

Course		Credits
ART 113	Basic Drawing	3
ART 202	Digital Imaging	3
ART 115	Intro to Design-2D	3
BUS 101	Business Computer System	3
MUS 140	Intro to Audio Productions	3
ICS 184	NetPrep Network Fundamentals	3

#### *tips for success*

Students interested in Digital Media may also want to explore our Information and Computer Science program (page 66) and our Television Production program (page 70).

### Specialization 12 Credits

Select One Specialization Below

#### Specialization Internet Publishing

Course		Credits
DMED 121	NetPrep Web Site Design	3
DMED 122	NetPrep Flash Animation	3
ICS 113	Database Fundamentals	3
DMED 221	NetPrep Dynamic Web Publishing	3

Credits 12

#### Specialization Digital Video

Course		Credits
DMED 131	Introduction to Digital Video	3
DMED 132	Principles of Video Editing	3
DMED 133	Sound Design for Digital Media	3
DMED 230	Digital Compositing	3

Credits 12

#### Specialization Motion Graphics

Course		Credits
DMED 141	Introduction to 3-D Animation	3
DMED 240	Animation & Special Effects	3
DMED 242	Character Animation	3
DMED 243	3-D Modeling & Animation	3

Credits 12

Total Credits for AS Degree 60

### Associate in Science Degree in Digital Media Production Program

#### Outcomes

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

Create art and design projects using leading-edge technology and skill-sets

Create digital media projects that incorporate art theory, web design and development, computer graphics, non-linear digital video editing, business and marketing, streaming media and web animation, motion graphics media authoring, and two-dimensional and three-dimensional animation

Develop skills for becoming life-long learners

Develop skills required for a vast array of digital media careers including web design and development, multimedia production, digital video production, corporate communications, and two-dimensional and three-dimensional graphics and animation

Integrate their studies toward professional aspirations

Based on selection of an area of specialization, the student will further be able to: Demonstrate competence in Internet Publishing, Digital Video, and/or Motion Graphics techniques

# HUMAN SERVICE SUBSTANCE ABUSE COUNSELING

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, which governs Hawai'i state certification of substance abuse counselors. The certificate fulfills the substance abuse specific education requirement for Hawai'i certification and satisfies a portion of the hours of experience requirement.

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

Learners will focus on developing both basic and intermediate-level knowledge and skills, training in counseling the substance abuse population, and be encouraged to develop personal maturity through self-exploration and adopting a professional demeanor.

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. The program will assist one in preparing to take the state certification exam. Please be advised that completing Leeward's certificate program is not the same as obtaining the state certification. Contact the Department of Health, Alcohol and Drug Abuse Division (ADAD), Certification Unit (692-7518) for details about state certification.

In most cases, students must complete the four clinical courses prior to entry into Practicum. Practicum involves placement at a substance abuse treatment facility and the completion of 224 hours and attendance at an evening seminar over the course of the semester. HSER 294 Practicum is offered only in the fall semester, and HSER 295 Practicum is offered in the spring semester and taken in the second year of the program. It is highly recommended that the learner work towards completion of an AA degree in Liberal Arts if they have not yet done so. All of the HSER courses support the 17 elective requirements for the AA degree. With an AA degree, another 2,000 hours of the experiential hours required by ADAD is waived.

Potential program enrollees may complete all of the clinical courses prior to officially applying for acceptance into the program, but must complete the program application before enrolling in Practicum. Acceptance into the program occurs in early-March for entry in each fall semester. 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.



## Certificate of Completion

### 18 credits

In order for a learner to enroll in Human Service (HSER) courses, one either must test above ENG 22 with the placement exam, or has previously completed ENG 22 or ENG 100. One needs to be able to write at the college-level.

The 18 credits do not include the prerequisite for the program, HSER 100, Self Exploration. One may concurrently enroll in HSER 140 or, HSER 245 if one meets the English requirement mentioned above. The learner will need to request a prerequisite waiver from the instructor teaching the HSER 140 and 245 sections, which will allow them to register concurrently for both courses.

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

Course		Credits
<b>First Semester (Fall) Requirements</b>		
HSER 140	Individual Counseling	3
HSER 268	Survey of Substance Abuse Problems	3
<b>Second Semester (Spring) Requirements</b>		
HSER 245	Group Counseling	3
HSER 270	Substance Abuse Counseling	3
<b>Third Semester Requirements</b>		
HSER 294	Practicum	3
<b>Fourth Semester Requirements</b>		
HSER 295	Practicum	3
<b>Total Credits</b>		<b>18</b>

## Certificate of Completion Substance Abuse Counseling Program Outcomes

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

- know about the medical, societal, psychological, and family aspects of abuse and addiction with regard to alcohol and other drugs
- know about Hawaii's prevention/intervention/treatment system and understand 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 about the Twelve Core Functions of the Alcohol and Drug Abuse Counselor, and how these functions relate across the continuum of care
- demonstrate an understanding of general counseling approaches, and those more commonly utilized in substance abuse and addiction counseling
- know about the ethical and legal issues that confront the counseling professional, and abide by them
- know about the stages of the treatment process, including aftercare, relapse prevention, and, issues relevant to special populations
- display attending, active listening, and beginning counseling skills, to work with individuals and groups into one's behavioral repertoire

# INFORMATION & COMPUTER SCIENCE

Academic Subject Certificate (page 39)

Certificate of Competence

Certificate of Completion

Certificate of Achievement

Associate in Science Degree

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 three areas of specialty: Network Support Specialist, Database Support Specialist or Webmaster. Skills in writing, speech, accounting, economics and mathematics complete the preparation for employment.

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

## Certificates of Completion in Basic and Advanced Networking

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

### Certificate of Completion in Basic Networking

#### 15 credits

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

#### Requirements

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

### Certificate of Completion in Advanced Networking|12 credits

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

#### Requirements

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

## Help Desk Certificate of Completion

### 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. Compute Support Specialists provides such support.

### Requirements

Course		Credits
ICS 100	Computing Literacy	3
DMED 120	NetPrep Web Development	3
ICS 101	Digital Tools For the Information World	3
ICS 125	Microcomputer Maintenance	3
MGT 121	Customer Service	3
SP 151	Personal and Public Speaking	3
ICS 184	NetPrep Network Fundamentals	3
Total		21

## 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		Credits
ICS 113	Database Fundamentals	3
ICS 151	Database Programming	3
or DMED 221	NetPrep Dynamic Web Publishing (3)	
Total		6

# INFORMATION & COMPUTER SCIENCE

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

## Associate in Science Degree

**60-63 Credits**

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

### Core Requirements 21 Credits

Course		Credits
ICS 113	Database Fundamentals	3
ICS 110	Introduction to Programming	3
ICS 111	Introduction to Computer Science I 3	
ICS 184	NetPrep Network Fundamentals	3
ICS 240	Operating Systems	3
ICS 270	Systems Analysis	3
ICS 293D	Cooperative Education	3
<b>Total Credits</b>		<b>21</b>

### General Education Requirements 24 Credits

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

### Elective 3 credits

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

### Specialization Requirements

**12-15 Credits**

Select One Specialization Below

#### Specialization

##### Network Support Specialist

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

**Total Credits**

**12**

**or**

##### Specialization|Database Support Specialist

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

**Total Credits**

**12**

**or**

##### Specialization Webmaster

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

**Total Credits**

**15**

**Total Credits for A.S. Degree**

**60-63**

### *tips for success*

Students planning to earn a four-year Bachelor degree in Computer Science at UH Mānoa or UH Hilo may complete all of the general education core requirements at Leeward CC, as well as following the five ICS courses required for the Computer Science Major. These courses form the core of the Academic Subject Certificate, listed on page 39.

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

See page 20-21

for additional requirements for degrees and certificates in terms of GPA and number of credits earned at Leeward CC.

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**Associate in Science Information and Computer Science Program Outcomes**

In addition to acquiring the competencies required for Associate of 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.

- Demonstrate the principles of accounting.

- Understand the principles and terminology of computer networking.

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

- Write object-oriented computer programs at an advanced level.

- Demonstrate an understanding of the principles of computer networking and microcomputer maintenance.

- Demonstrate an understanding of computer networking and Internet applications.

# TELEVISION PRODUCTION

Certificate of Completion  
Certificate of Achievement  
Associate in Science Degree

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

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

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

## Certificate of Completion 15 credits

Recommend Preparation: Eng 100 or higher & Math 100 or higher

### Requirements

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

## Certificate of Achievement 38 credits

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

### Requirements

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

See page 20–21  
for additional requirements for degrees and certificates in terms of GPA  
and number of credits earned at Leeward CC.

## Associate in Science Degree

64 credits

### Prerequisites:

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

### Core Requirements

55 credits

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

### General Education Electives

9 credits

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

Course	Credits
Arts and Humanities	3
Natural Sciences	3
Social Sciences	3

Total Credits for A.S. Degree

64

### *tips for success*

Students interested in Television Production may also want to explore our Digital Media program (page 62).

### Associate in Science in TV Production

#### Program Outcomes

In addition to acquiring the competencies required for Associate of 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.





# ADMISSION AND ENROLLMENT SERVICES



*Registration used to mean  
waiting in-line rather than online.*

**BECOMING A STUDENT  
FINANCIAL AID  
TRANSFER INFORMATION  
ACADEMIC INFORMATION**

# ADMISSIONS INFORMATION

## 2008–2009 Application Deadlines

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

**July 15, 2008** for the Fall 2008 semester

**December 1, 2008** for the Spring 2009 semester

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

**July 1, 2008** for the Fall 2008 semester

**November 17, 2008** for the Spring 2009 semester

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

## Eligibility

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

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

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

Non-residents of the State of Hawai'i are accepted in limited numbers and are subject to the non-resident quota as mandated by the Controlled Growth Policy of the University of Hawai'i System. A \$25.00 fee is required for application. This fee is non-refundable, non-transferable and paid each time you apply. (See Residency, page 78.)

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.

### 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.

#### **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.

#### **Admissions and Records**

**Administration Building (AD-220)**

**455-0642**

**Monday–Friday 8:00 a.m. to 4:30 p.m.**

### **International applicants (F1 or Student Visa)**

International applicants must comply with all regulations of the 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. For the purpose of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants.

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

### **Early Admission Program**

Academically, vocationally or artistically accomplished high school juniors or seniors may register for one course at 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. 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 having to apply to that campus first.

### **Auditors**

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

### **Senior Citizen Visitor Program**

Eligible senior citizens are entitled to attend 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.

## STEPS TO TAKE FOR ADMISSION

1. A University of Hawai'i System Application Form must be completed and returned by mail (or in person) to Leeward's Admissions and Records Office no later than the published application deadline. Application forms may be obtained from all Hawai'i high school counselors, from the Admissions and Records Office of any UH Campus, or downloaded from the College's website, [www.leeward.hawaii.edu/](http://www.leeward.hawaii.edu/)
2. A transcript of high school or college work may be required. Applicable course work completed at any regionally accredited U.S. college or university may be credited toward a Leeward degree or certificate or used to meet prerequisites for courses to be taken at Leeward. Students must:
  - a. request that an official transcript be sent to the Admissions and Records Office (unofficial, hand-delivered, faxed, or student transcripts will not be accepted);
  - b. request that the transcript(s) be evaluated by completing a Transcript Evaluation Request form available at the Admissions and Records Office, online at [www.leeward.hawaii.edu](http://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. All applicants accepted for enrollment must attend an orientation and assessment session. As a general rule, in conjunction with orientation, all new students are required to take placement tests in reading and math to assist them in the planning of their programs and to meet course prerequisites.
4. Medical clearance documentation for measles, mumps, rubella and tuberculosis is required prior to registration.
5. Applicants will be notified by mail of an admission decision. Please be sure the College has the student's correct mailing address. If a student moves, it is his or her responsibility to notify Admissions and Records of the change in address.
6. Information on registration, orientation, placement testing, and academic advising and counseling will be sent to your mailing address after your acceptance letter.

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

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

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

# ADMISSION INFORMATION FOR INTERNATIONAL STUDENTS

## International Students (F1 or Student Visa)

International students must complete the following steps for admission:

1. Complete and submit a University of Hawai'i Leeward Community College International Student Application. Forms can be obtained from the Office of International Programs, 808-455-0570, or downloaded from the College website, [www.lcc.hawaii.edu/ipo/](http://www.lcc.hawaii.edu/ipo/).

2. Submit a Written Record in English: The applicant must submit transcripts in English from the last school attended, either high school or post secondary institutions or colleges, with the application. To receive credit transfer from a foreign or U.S. college or university applicants must request that transcripts are sent directly to the Admissions and Records Office. All non-immigrant alien students for whom English is not their native language that are transferring from another educational institution will be required to take the College's designated placement test in English language proficiency for placement into the appropriate ESL or English courses, unless the applicant has completed English 100 or the equivalent.

3. The student must be able to read, write, Speak and Understand the English Language:

Applicants from foreign countries, where English is not the usual means of communication, are required to take the Test of English as a Foreign Language (TOEFL). The TOEFL requirement can be waived if the College's designated English placement test is administered by the Language Arts Division prior to application, if the student has completed English 100 or the equivalent at another U.S. college or university, or if the applicant has successfully completed the advanced level in the College's Intensive English Program.

To obtain information about TOEFL testing, go to the following website, <http://www.ets.org/toefl/>

For the required minimum TOEFL scores for admission, see the section on TOEFL Admission Score Policy.

4. 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, skin tests are available at the Campus Health Center. If skin test is positive, a follow up x-ray is required. Measles, mumps and rubella vaccination (MMR) clearance is also required prior to registration.
5. Health Insurance Required: Before being permitted to enroll at Leeward CC, all non-resident international students must demonstrate proof of enrollment in a health and accident insurance plan. The intent of this requirement is to protect international students from the high cost of unanticipated health care expenses resulting from accidents or illness.
6. I-20 Form Will Be Provided By the College: A SEVIS I-20 form is required by the United States Department of State for a student visa. The I-20 will be issued by the Office of International Programs after the student is accepted.
7. Deadline: Because of the Controlled Growth Policy of the University of Hawai'i System, applications will be accepted until the non-resident enrollment quota (which includes international students) is reached.

International applicants must comply with all regulations of the 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. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Leeward Community College is authorized under Federal law to enroll non-immigrant alien students.

Contact the International Programs Office for visa requirements and international admission information, 808-455-0570, or email the international student advisor at [international@lcc.hawaii.edu](mailto:international@lcc.hawaii.edu).

## TOEFL Admission Score Policy

To be considered for regular admission to our credit program, a non-immigrant alien applicant must attain a score of 500 or higher on the TOEFL paper-based test, or 61 on the iBT. However, such applicants may still be restricted to the Intensive English Program for at least a semester, depending on their English placement test score.

Non-immigrant alien applicants who score below 500 on the TOEFL paper-based must first enroll in the Intensive English Program (IEP) offered through the English Language Institute.

Regardless of their TOEFL scores, all non-immigrant and other students for whom English is not their native language will take the College's English language proficiency test for placement into the appropriate course level (credit or non-credit).

## Requirement Differences for English Language Institute

The ELI Intensive English Program follows the same requirements listed for international students; however, no TOEFL is required. Students need to have the equivalent of a high school diploma. See page 13 for more information on our ELI program or contact the ELI at [international@lcc.hawaii.edu](mailto:international@lcc.hawaii.edu).



# RESIDENCY REGULATIONS FOR TUITION PURPOSES

*condensed*

*(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 enrollment. 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.

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.

\*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.



## 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, descendants 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/](http://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 before students register for classes. 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.

# PLACEMENT TESTING PROGRAM

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

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

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

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

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

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

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

Scores on the placement tests administered by Leeward are valid for 2 years.

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

**Placement testing is available on a walk-in basis in the Testing Center, BE 227.  
8:00 am–2:00 pm  
Monday–Friday**

# REGISTRATION

A *Schedule of Courses* is available to students prior to registration and is available for purchase at the Leeward CC Copy Center, GT-104. The *Schedule of Courses* is also available in pdf format on the College's website. The *College Catalog* is also available in pdf format on the website or can be purchased at the Copy Center. Both publications should be used in planning the program of studies. Visit the Leeward CC website at [www.leeward.hawaii.edu](http://www.leeward.hawaii.edu) for additional information and updates.

Continuing students registered in credit courses the preceding semester are eligible for preregistration for the next semester. Preregistration appointment information is available from the student's MyUH portal account. All new applicants will be assigned a date and time to register for courses only after completing all admission and related requirements.

Former students not registered for at least one credit at a University of Hawai'i system campus in the preceding semester are not eligible to register and must reapply for admission.

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

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 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.

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.

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.

## 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

## 2008–2009 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*
<b>Tuition</b>	\$71.00 per credit	\$264.00 per credit	\$106.50 per credit
<b>Student Activities Fee</b>	\$.50 per credit (up to a maximum of \$5)	\$.50 per credit (up to a maximum of \$5)	\$.50 per credit (up to a maximum of \$5)
<b>Health Center Fee</b>	\$5.00	\$5.00	\$5.00
<b>Board of Publications Fee</b>	\$2.50	\$2.50	\$2.50

\*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

For registration to be official, all tuition and fees must be paid in full by the published deadline. Payment can be made online by echeck or credit card (Visa, MasterCard and JCB 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)

Registered students who cannot pay their tuition bill in full by the published deadline will be able to sign up on-line for an Installment Payment Plan. There is a \$30.00 payment plan fee to participate. Most current information is posted on the UH Portal website.

### Financial Obligations

Students who have not met their financial obligations at any college in the University of Hawai'i System (such as nonpayment of tuition and fees, fines or loans) may be denied letters of verification or certification, transcript requests, graduation and further registration. Failure to clear all financial obligations in a timely manner, may result in the student's account being sent to a collection agency and additional fees will apply.  
(Also see Policies for Financial Obligations, page 166.)

## F E E S

### 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 at 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 in 5 working days. Priority transcript handling may also be requested at \$15.00 per copy and will be processed in 24 work hours.

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.

### 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.

### Graduation Fee

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

### Hawaiian Language Diploma Fee

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

### Cap and Gown Fee

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

### Fee for Dishonored Checks

A \$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 and is available in PDF format online at <http://www.leeward.hawaii.edu/catalog/>.

### Schedule of Courses

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

### Non-Credit Course Fees

Students registered in non-credit courses pay fees as indicated in the announcements published by the 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 Installment Payment Plans, please see the Schedule of Courses publication.

## For Payment in Full

Login to **MyUH**, select **View Charges/Make Payment**, then select **"Make an online payment."** 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. You may pay by cash, personal check, money order, cashier's check, or via MyUH using MasterCard, VISA or JCB.

If you add a class after your tuition is paid, any additional tuition and fees must be paid by 4:00 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 MasterCard, VISA or JCB.

#### 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, or cashier's check (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 the Admissions and Records Office 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](http://www.hawaii.edu/1098T) or by contacting your tax advisor.

All students, except non-resident aliens, who were charged qualified tuition and related expenses from January 1 to December 31, 2008, will receive a 1098-T tax form. This form will reflect amounts billed (not paid) for qualified tuition and related expenses and amounts paid for scholarship and grants during the 2008 calendar year.

The form will be mailed to your Permanent Address by January 31, 2009, as required by the Internal Revenue Service (IRS). Duplicate 1098-T tax forms may be obtained at [www.hawaii.edu/1098T](http://www.hawaii.edu/1098T) after January 31. To ensure receipt of this important tax document, 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.



# 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 Publication 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 on 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, check the table printed in the specific term's registration guide and schedule of courses, or on the College's website.

### 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 with the Admissions Office.

### 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 three 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

*Note: Financial Aid programs are subject to change*

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

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

Applicant must

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

Specific programs may have additional requirements. Students who have 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.lcc.hawaii.edu/finaidsap> for more information.

## Application

By April 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 April 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.*

### *tips for success*

Visit the Financial Aid website,  
[www.lcc.hawaii.edu/finaid](http://www.lcc.hawaii.edu/finaid) for more information.

Get more info on the Financial Aid Satisfactory  
Academic Policy at  
[www.lcc.hawaii.edu/finaidsap/](http://www.lcc.hawaii.edu/finaidsap/)

# FINANCIAL AID PROGRAMS

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

## SCHOLARSHIPS AND GRANTS FAFSA Required

### Charles R. Hemenway Scholarship

For **bonafide** Hawai'i resident; requires a personal statement and a letter of recommendation, must file a FAFSA and demonstrate financial need; minimum enrollment is 6 credits; award is for first degree student only; when available, applications are online at <https://leewardcc.scholarships.netnet.net/>

### Federal Academic Competitiveness Grant

A federal grant for students who are eligible for the Pell Grant and graduated from high school after spring 2005; must file a FAFSA; must meet certain academic criteria; must be full-time; must be a U.S. citizen; final official high school transcript is required. Award is for first degree student only.

### Federal Pell Grant

A federal grant for students who have not yet received a Bachelor's Degree; must file a FAFSA.

### 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.

### Leveraging Educational Assistance Partnership

A federal grant with matching state funds, which waives tuition only; must be a bonafide Hawai'i resident who is eligible for the Pell Grant; must file a FAFSA; minimum enrollment is 6 credits. Award is for first degree student only.

### Hawai'i Veterans Memorial Fund

For **bonafide** Hawai'i resident enrolled, full-time; must file a FAFSA and demonstrate financial need; award is for first degree student only; when available, applications are online at <https://leewardcc.scholarships.netnet.net/>

### Ruth E. Black Scholarship

For **bonafide** Hawai'i resident whose parents are/were a part of the construction industry; minimum enrollment is 6 credits; must file a FAFSA and demonstrate financial need; when available, applications are online at <https://leewardcc.scholarships.netnet.net/>

### Second Century Scholarship

Priority to a bonafide Hawaii 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 2005 semester or later ; must file a FAFSA and demonstrate financial need; must be a bonafide Hawai'i resident; minimum enrollment is 6 credits; 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 3.0; must have performed at least 50 hours of community service to Leeward CC; must be recommended by a department; minimum enrollment is 6 credits. Award is for first degree student only.

### Leeward CC Chancellor's High School Scholarship

For incoming freshmen who graduated from a Hawaii high school and entering Leeward starting fall 2008; must have the highest cumulative grade point average of 3.5 or greater; minimum enrollment is 6 credits.

### 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.

### Leeward CC Centennial Scholarship

Must be classified; must be an incoming freshmen who graduated from a Hawai'i high school and entering LCC starting Fall 2007; must be a bonafide Hawai'i resident; must be full-time; must submit an official high school transcript with a grade point average of at least 3.8 OR have 1800 on the 3-part SAT Reasoning Test or ACT equivalent. Award is for first degree student only.

### Leeward CC International Student Scholarship

Must be classified; must have a GPA of at least 3.0; must be in a non-immigrant status; must be full-time and from the Asian/Pacific region, studying the Asia/Pacific region or provide international diversity; award is for first degree student only; when available, applications are online at <https://leewardcc.scholarships.netnet.net/>

### 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. Award is for first degree student only.

## LOANS FAFSA Required

### Federal Perkins Loan

A federal loan with annual simple interest of 5%. Interest begins 9 months after student ceases to be enrolled for at least 6 credits; must file a FAFSA and demonstrate financial need. Award is for first degree student only.

### Federal PLUS Loan

A federal loan from a commercial lender for parents of dependent students; repayment begins within 60 days after loan is disbursed; the student must be enrolled for at least 6 credits.

### State Higher Education Loan

Must be a bonafide Hawai'i resident; a state loan with an annual 5% simple interest. Interest begins 9 months after the student ceases to be enrolled for at least 6 credits; must file a FAFSA and demonstrate financial need; award is for first degree students only.

### Federal Subsidized Stafford Loan

A federal loan from a commercial lender with interest subsidized while the student is in school at least half time; must file a FAFSA and demonstrate financial need; student must complete a loan entrance interview every year before the application is processed.

### Federal Unsubsidized Stafford Loan

A federal loan from a commercial lender with interest that is not subsidized while the student is in school at least half time; must file a FAFSA and demonstrate financial need; student must complete a loan entrance interview 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 Resources

Information is available online at [www.lcc.hawaii.edu/finaidsscholar](http://www.lcc.hawaii.edu/finaidsscholar). Students can also call the Leeward CC Financial Aid Office for more information: phone 455-0606 or email at [lccfao@hawaii.edu](mailto:lccfao@hawaii.edu).

# TRANSFER INFORMATION

## Transferring from Leeward CC to University of Hawai'i at Mānoa

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

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

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

If the student has completed 24 credits in college-level courses with a cumulative GPR of 2.0 or higher as a resident applicant or 2.5 GPR or higher as a non-resident applicant, she or he could be admitted to Mānoa as a transfer student even if previously denied admission to Mānoa as a freshman applicant.

### Submit Official Transcripts from All Colleges

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

### General Definition of Transferable Courses

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

### D Grades When Transferring to Mānoa

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

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

### Number of Credits that May Transfer to Mānoa

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

Any student intending to complete more than 60 credits at Leeward should work out his or her course of study very carefully with Mānoa and 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 Mānoa

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

### Transfer of Grade Point Average to Mānoa

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

## Admission Policies of the Various UH Mānoa Colleges

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

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

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

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

## Choosing and Preparing for a Major

In four-year college and university programs, a student takes most of the required courses for her or his major in the junior and senior years. The first two years are spent primarily in completing the general education requirements for that college and taking any freshman and sophomore courses that may be required to prepare students for advanced work in the major. Which college or school a student will enroll in is determined by the student's choice of major. Because most students have not chosen a major before entering college, the broad term "liberal arts" is used for most transfer students rather than classifying them as pre-psychology, pre-engineering, pre-education, etc. However, every student will be required to designate a more specific major during or prior to the junior year.

As the choice of major depends upon the type of career for which the student is preparing, students who have not yet determined their career goals are urged to consult with a counselor during their first semester. Early identification of career goals and major will enable the student to avoid taking courses which do not meet the general education or other requirements of the chosen major.

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

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

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.

## *tips for success*

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

Effective fall 1994, students who have earned an articulated Associate in Arts (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.

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

If you plan to transfer to a baccalaureate UH campus without completing the Associate in Arts degree, you should make sure that the courses you take at Leeward CC have been approved to meet the general education core requirements at the specific UH baccalaureate campus.



# TRANSFER INFORMATION

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

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

### Admission Requirements

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

A student who has successfully completed 54 or more credits of transferable lower-division college courses at any campus of the University of Hawai'i or other accredited college or university with a grade point average of 2.0 or higher (on a 4.0 scale) may be eligible for admission.

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

Students transferring with an Associate in Science or Associate in Applied Science degree must have completed a minimum of 45 transferable credits and will be required to meet UHWO's lower-division general education requirements. Students who have completed some previous college work but have yet to attain the 54 credit minimum, may have their transcripts evaluated for possible admission as unclassified students. Students are urged to contact the UHWO Student Services Office for questions regarding eligibility for admission.

### Submit Official Transcripts from All Schools

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

### General Definition of Transferable Courses

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

### Minimum Number of Credits Numbered 300 and Above

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

### General Education Requirements

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

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

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

1. Humanities and Language Arts: 18 semester hours from at least three of the following: American Studies, Art, Communication, English, History, Language, Music, Philosophy, Religion and Speech. (Arts and Music courses excluding studio coursework.)
2. Social Sciences: 15 semester hours selected from at least three of the following: Anthropology, Economics, Business, Ethnic Studies, Cultural Geography, Human Services, Sociology, Political Science, Psychology, and Education.
3. Mathematics and Natural Sciences: 12 semester hours of which *at least 3 credits must be in mathematics (MATH 100/115 or higher) and 3 credits in a natural science\** with the remaining 6 credits from additional mathematics and/or natural science courses.

Courses such as ASTR, BIOC, BIOL, BOT (except BOT105), CHEM, GEOG 101, GG, ICS courses emphasizing programming, additional MATH, MICR, OCN, PHRM, PHIL 110, PHYS, QM, SCI, ZOOL fulfills this requirement.

*\* effective Fall 2000*



## **Transfer to Institutions other than UH Mānoa and UH West O‘ahu**

Students planning to transfer to a college other than the University of Hawai‘i at Mānoa or UH West O‘ahu are urged to write for the necessary college catalogs and to consult a counselor early in their college career so that a planned program can be arranged to meet the general education and admissions requirements of the college to which they plan to transfer.

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

Most of this information is available on the Internet and accessible through the College’s subscription to CollegeSource Online. Access is limited to computers located on campus. For details, please visit the Leeward CC Library’s website [www.lcc.hawaii.edu/lib](http://www.lcc.hawaii.edu/lib)

## **Transfer Information for Business Students**

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

## **Transfer Information for Education Students**

Leeward’s Associate in Arts in Teaching program has transfer agreements with UH Mānoa, UH West O‘ahu and Chaminade University. Contact the AAT office at 455-0392 more detailed information.

# ACADEMIC INFORMATION

## 2008 – 2009 | IMPORTANT ACADEMIC DATES

*(Subject to change; all dates listed below refer to semester-long courses only. )*

### 2008 Fall Semester

First Day of Classes	August 25
Last Day to Late Register, Add or Change Sections*	August 29
Last Day for Textbook Refunds	September 12
Last Day to withdraw with a “W” grade*	November 3
Application Deadline for Spring 2009 Semester	December 1
Last Day of Instruction*	December 11
Final Exams	December 15–19
Fall Graduation Application Deadline	December 19**
Bookstore Buyback	December 15–19

### 2009 Spring Semester

First Day of Classes	January 12
Last Day to Late Register, Add or Change Sections*	January 16
Last Day for Textbook Refunds	January 30
Spring Graduation Application Deadlines**	
Name to appear in printed program	April 1
Participant deadline (walk in commencement, name will not appear in printed program)	May 6
Graduation Application Filing deadline	May 6
Last Day to withdraw with a “W” grade*	March 20
Last Day of Instruction*	May 6
Final Exams	May 11–15
Bookstore Buyback	May 11–15
Spring Commencement	May 15

*\*Semester-long courses only. For important dates affecting Part-of-Term courses, see table in the Fall or Spring registration guide and schedule of courses or at the College’s website.*

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

## 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 Office of the Admissions and Records during the Late Registration period only. Although no credits are earned for courses audited, regular tuition and fees must be paid by auditors.

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

## Withdrawal from a Course

Students must initiate the process of withdrawing from a course; an instructor cannot drop a student from a course. To withdraw from a course, students must enter their MyUH account to drop the course and pay any applicable fees. 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 Portal.

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 grade report or permanent academic record.

## Withdrawal from a Course after the Erase Period

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

## Student Classification

### Classified Students

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

### Unclassified Students

Students who are not pursuing a degree or certificate.

### Full-time Students

Students who carry 12 or more credits.

### Part-time Students

Students who carry fewer than 12 credits.

## Complete Withdrawal from the College

A student must apply to withdraw completely from college on a form available from the Admissions and Records Office 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.

# GRADES

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

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

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

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

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

**W** is used to indicate formal withdrawal from a course after the first three weeks of the semester (or its equivalent in a shorter term course).

**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 to the right), effective Spring 2009.

**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.

## Effective Spring 2009

The N grade will replace the F grade for the following courses:

ENG 8	ESL 8B	ESL 22
ENG 18	ESL 9B	ESL 23
ENG 19	ESL 17	MATH 1B
ENG 21	ESL 18	MATH 22
ENG 22	ESL 19	MATH 73
ESL 2A	ESL 20	MATH 83
ESL 3A	ESL 21	

## 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 96).

## Grade Point Average when Courses are Repeated

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

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.

# ACADEMIC HONORS

## Dean's List

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

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

1. Has a cumulative grade point ratio of 3.8 or higher (on a 4.0 scale) for all coursework completed at Leeward Community College.
2. Has successfully completed a minimum of 24 credits of coursework for letter grade ("A"-"D" only) at 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 for letter grade with a current grade point ratio of 3.0 or higher during the semester for which the student qualified to be named to the Dean's List.
5. Based on the student's academic record for the semester for which the student qualified to be named to the Dean's List, was not placed for the semester following on academic warning, academic probation, or academic suspension under Leeward CC's Academic Probation and Suspension Policy.

6. When an "I" (incomplete) grade is assigned to a student at the end-of semester deadline, the "contingency" grade submitted by the instructor will be used to determine eligibility for the Dean's List.

In determining a student's eligibility for the Dean's List, or whether the student meets the requirements above, any course repeated by the student shall be counted only up to the maximum number of credits that the applicable course description in the 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, Mr. 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

## 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 graduation ceremony
- be automatically entered into the Phi Theta Kappa Transfer Database and invited to submit their names to the National Dean's List and other such directories of the nation's top students
- have points added to scholarships and grant applications just for being a member or officer take advantage of the scholarships and tuition waivers designated only for members.

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

1. have a cumulative 3.50 GPA at 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, Gailynn Williamson, FA-122, telephone 455-0356.



# REPETITION OF COURSES

No student may attempt the same course more than two times without special approval. The third or any subsequent attempt of the same course requires the approval of the Dean of Student Services or 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:

- Independent Study
- 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

## 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.

## 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 a Leeward CC degree. As a general rule, transfer credit toward a 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 a 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.

## 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)

Effective Fall 1997, 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. (Prior to Fall 1997, Leeward CC awarded credit only for the CLEP General Examinations in accordance with Leeward CC’s own policy and acceptable examination scores.)

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

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

## Advanced Placement (AP) Examinations

Effective Fall 1996, 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 Leeward CC 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 an 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 (A.A.) and the Associate in Science (A.S.) degrees. Between the UHCCs and UHWO, the agreement applies to the A.A. degree and select A.S. degrees (as defined by separate formal agreements) offered by the UHCCs as preparation for transfer to UHWO. Within UHWO, the agreement applies to the baccalaureate degree.

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



# SUPPORT AND SERVICES FOR STUDENTS



*Cheerleaders for the Leeward Lancers,  
the college basketball team in the 1970s.*

**ACADEMIC RESOURCES**  
**CAMPUS RESOURCES**  
**STUDENT LIFE**

# ACADEMIC RESOURCES

## GETTING STARTED

### Admissions and Records

AD-220 455-0642

Monday–Friday 8:00 a.m.–4:30 p.m.

email: [lccar@hawaii.edu](mailto: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 through your transcript and graduation diploma or certificate.

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

### 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. With that purpose in mind, we offer a wide range of services to international students on campus, including an international student orientation for new students, visa information and counseling on maintaining visa status and social activities designed to help you make friends and enjoy your experience at Leeward Community College. Whatever your needs are, we hope that International Programs will be the first place you go for assistance. We are here for you.

### Counseling and Advising

AD-208 455-0233/0234

email: [leeward@hawaii.edu](mailto:leeward@hawaii.edu)

By appointment:

Monday–Thursday 8:00 a.m.–6:30 p.m.

Friday 8:00 a.m.–1:00 p.m.

On a walk-in basis:

Monday–Thursday 10:00 a.m.–3:00 p.m.

Friday 10:00 a.m.–2:00 p.m.

Evening services available by appointment

Academic advisors are available to help you develop a program of study to meet your educational objectives. Meeting with an academic advisor provides an opportunity to develop an individualized educational plan 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 Women in Transition Program and the advising of students on academic warning, probation or suspension

### Financial Aid Office

AD-210 455-0606

Monday–Friday 8:00 a.m.–4:00 p.m.

email: [lcfao@hawaii.edu](mailto:lcfao@hawaii.edu)

Leeward CC Wai'anae & 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 87 for details.

### MyUH Portal

MyUH Portal is part of the University of Hawai'i's first integrated student information system. Features include a common interface for all students, 100% web based services and the ability to register at multiple UH campuses. For a preview of the MyUH Portal, see the College's website, <http://www.leeward.hawaii.edu> and click on MyUH Portal.

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

### Opening Day Experience

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

### Orientation for New Students

All new students are encouraged to attend OAR (Orientation, Advising and Registration). During OAR, you will receive general information about the College and its programs and services and begin selecting and registering for classes.

### Placement Testing

BE 227

Mon, Tues, Thurs, Fri: 8:00 a.m.–2:00 p.m.

Wednesday: 8:00 a.m.–2:30 p.m.

Placement testing is available on a walk-in basis in BE 227. See page 80 for details.



## HELP ALONG THE WAY

### Computer Resources

College Computing Labs (CCL)  
BS 109, on mauka side of BS Bldg.  
BE 226, on diamond head side of BE Bldg.  
455-0623

Hours are posted.

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

Computer labs are also located in the Learning Resource Center, Math LRC, Chemistry and Physics Labs, and Language Arts (LA102). The Library also provides access to Internet capable workstations and wireless laptop computers.

### 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 CCL Helpdesk for assistance in setting up the account and for help in changing or retrieving forgotten passwords.

### Computing Support

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

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

L-112 455-0222

Monday-Friday 7:45 a.m.–5:00 p.m.\*

\*Hours may be extended dependent on HITS course offerings.

The EMC provides support for teaching and student learning through the integration and use of instructional technology. In addition to the support of DE students, the EMC operates several facilities and services for Digital Media and TV Pro students:

- Digital Media Lab
- Television Studios
- Video Studio Production facilities

### Learning Resource Center

L 101 455-0412

Hours are posted.

The Learning Resource Center (LRC) provides free instructional support services to help students succeed at Leeward CC:

- assistance and instruction by specialists in writing and disabilities (see Services for Students with Disabilities, page 108 and 171)
- free tutorial help
  - Writing consultants help you with writing for any Leeward CC course and with college scholarship essays; face-to-face, online and telephone help is available
  - Content tutors help you with a variety of courses, including accounting, logic, computer skills, languages, and sciences
- workshops in study skills, computer/technology and life skills (see Success Connection Workshops, page 108)
- computers with MS Office and Internet access
- wireless laptop computers
- assistance in organizing study groups for classes

Resources include:

- handouts on writing, study skills and library/research computer skills, and a variety of instructional software programs
- audio-visual materials, on CD and accessed through the LRC website, including foreign language
- study skills and self-development materials on LRC computers
- bulletin board with general campus information
- special scholarship information bulletin board and additional materials on request
- Career Connections touch-screen kiosk

### *tips for success*

#### **SMARTHINKING Online Tutoring**

SMARTHINKING is an online tutoring service that Leeward Community College is making available to its students. SMARTHINKING provides tutoring in mathematics (basic math through Calculus including Bilingual Math), Biology, Intro Human A & P, Chemistry, Organic Chemistry, Physics, Economics, Accounting, Intro to Finance, Statistics, Spanish, and Writing. Tutoring is available up to 24/7. For a more complete description of this service and a complete list of subjects offered and times when service is available, log on to:

<http://emedia.leeward.hawaii.edu/etutor/>

## Library

Library Building, Second and Third Levels  
455-0379

Hours are posted

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

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

The Library also provides access to Internet capable workstations, wireless laptop computers and group study rooms.

## Mathematics Learning Resource Center

MS 204 455-0400

Hours are posted.

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

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

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

## Non-Credit Courses

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

## Services for Students with Disabilities

Kāko'o 'Ike (KI)—Support for Learning  
L 208 455-0421, TTY 455-0532

Hours are posted.

The Kako'o 'Ike 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.

## Success Connection Workshops

SC Workshops, organized by the LRC, are designed to help improve college study skills, computer/technology skills, and life skills. No advance sign-up is needed. Some instructors give extra credit for attending; please check with your instructor.

Schedules for Success Connection Workshops are available in the LRC, on the web and elsewhere on campus.

## Writing Intensive Program

Writing Intensive courses give you an opportunity to practice and improve your writing skills in many subject areas. These courses, indicated in the Schedule of Courses by a "WI" in the course title, enable you to use writing to increase your understanding of course material. The courses require a minimum of 4,000 words of writing (approximately 16 typed pages) during the semester, with writing as a major element in determining the course grade. A prerequisite for all Writing Intensive courses is successful completion of English 100. Two Writing Intensive courses are required for the Associate in Arts degree.

## 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 an 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.–4:30 p.m.

(or by appointment)

Job Prep Services (JPS) assists students in preparing for the job hunt. Off-campus job information can be found on the Jobs Board posted outside the JPS office, AD 222.

The information is also posted online at [www.lcc.hawaii.edu/jobs/](http://www.lcc.hawaii.edu/jobs/)

JPS services include:

- Job search strategies and employment information
- Assistance with job leads and in the application procession
- Resume, cover letter, and application form review
- Interview practice and tips
- Information on job positions that match students' career objectives
- Workforce readiness workshops that prepare students for employment (career assessments, job search skills, resumes and cover letters, work place strategies)
- Arranging on-campus recruitment for employers and an annual Job Fair
- Computer access to research companies and to apply online

For more information:

Karen Hayashida

Job Developer

455-0240

[jobprep@hawaii.edu](mailto:jobprep@hawaii.edu)

## On Campus Student Employment Services

Human Resources Office

AD 121 455-0326

Monday–Friday 7:45 a.m.–4:30 p.m.

To be eligible for on-campus jobs, a student must be enrolled for at least 6 credits and have a cumulative GPA of 2.0. New students are eligible for jobs upon enrollment for at least 6 credits.

The Federal Work Study Program (FWSP) funds part-time employment on campus. To be eligible for jobs funded by FWSP, a student must apply through the Financial Aid Office and qualify for the program. Upon qualifying, a student must have received a Federal Work Study award by the Financial Aid Office and be enrolled for at least 6 credits.

Eligible students are limited to a maximum of 20 hours per week during the academic terms (Fall/Spring semesters). Students' award is based upon individual need and the availability of funds.

# CAMPUS RESOURCES

## Automatic Teller Machines

Two ATM Machines are inside the Leeward Library.

## Bookstore

Student Center Building (Lower Level)  
455-0205

Monday–Friday 8:00 a.m.–3:30 p.m.  
Special night hours are posted

You can purchase textbooks and related reference materials, supplies, used books, the College Catalog and snacks at the Bookstore. Computers and software at discounted prices are also available to students enrolled in at least 1 credit. You can charge textbooks on line at [www.bookstore.hawaii.edu/lcc/](http://www.bookstore.hawaii.edu/lcc/)

## Cashier

Administration Building, Lower Level,  
facing the Lion Courtyard  
455-0308

Monday–Thursday 8:00 a.m.–4:00 p.m.  
Friday 8:00 a.m.–3:30 p.m.

## Campus Health Center

AD 122  
455-0515

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)

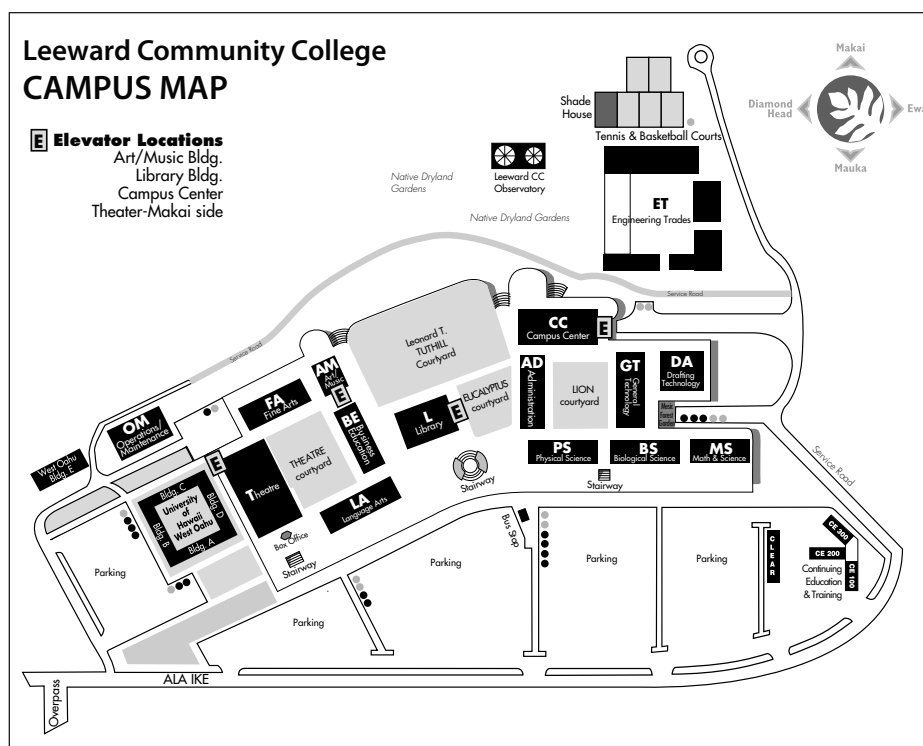
Student medical and dental insurance applications

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 611. If you are disabled by sickness or injury, you can contact the Campus Health Center by dialing 515 on any office telephone on campus. Please call 911 in case of emergency (if calling from on campus, you must first dial '9' then 911).



## Campus Security

LA 238 455-0611

Campus Security provides around-the-clock assistance to students, faculty, and staff and maintains a “lost and found” service. Incidents and concerns relating to security should be reported directly to this office. Campus Security 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.

## 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

## 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 and scanning services. Finishing services include lamination, binding, folding and three-hole punching. The Copy Center also sells the Schedule of Courses and College Catalog.

## Food Services

The campus food service facilities are operated as the training component for culinary classes at Leeward Community College. Hours of operation vary, depending on class schedules.

### 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.

Catering Services

Leeward Community College offers catering services available to the public. Anyone planning a party or special event can take advantage of Leeward CC Catering Services. Call Travis Kono at 455-0375 [or email [tkono@hawaii.edu](mailto:tkono@hawaii.edu)] for party menus and prices tailored to your needs.

### The Pearl

Second level of the Campus Center

Wed., Thurs., & Fri. 11:30 a.m.–1:30 p.m.

Call 455-0475 for reservations.

For more information email:

[tlbenave@hawaii.edu](mailto:tlbenave@hawaii.edu)

Tucked away on the right side of the Student Lounge, this fine dining restaurant features casual elegance and upscale regional cuisine. Advanced culinary students prepare the delicious menu and The Pearl’s dining room students serve the meals. Special dinners are offered throughout the academic year.

Notices of these special events are listed on the Food Service Website: <http://emedial.leeward.hawaii.edu/FoodService/>

## Lost and Found

Please contact any Security Officer in LA 238, or call 455-0611.

## Parking

The College provides parking to the maximum extent possible for which there is no charge. Obey all rules and regulations. Copies of the Rules and Regulations for Campus Parking at Leeward Community College are available at the Security Office (LA 238). If you believe your vehicle has been towed, contact Security at 455-0611.

## Photocopiers

The Library has two self-service copying machines, one on each floor. Additional copiers are located in the LRC. 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](http://www.thebus.org)

The City and County of Honolulu also maintain a shuttle bus service between the campus and Pearl City area during schooldays.

## Vending Machines

Soda and snack vending machines are located throughout campus. Coins and dollar bills are accepted.



# FACILITIES, ACTIVITIES AND SPECIAL EVENTS

## Facilities Use

In addition to the normal class scheduling, Leeward CC makes available the majority of its facilities (i.e. theatre, cafeteria, classrooms, outdoor courtyards, recreational facilities) to various college constituencies and the community at-large. Rental fees are typically assessed to non-University of Hawaii affiliated groups.

To reserve facilities, complete a Facilities Request Form available from the Office of Administrative Services–Facilities Use (DA-102C, 455-0558) or visit the Facilities Use website at <http://www.lcc.hawaii.edu/FacilitiesHome>.

The Facilities Use 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 CC Theatre, please contact the Theatre Administrative Offices directly at 455-0380 or visit the Theatre website at <http://lcctheatre.hawaii.edu/rental.html>.

## Educational Media Center

L-112 455-0222

Monday-Friday 7:45 a.m.–5:00 p.m.\*

\*Hours may be extended dependent on HITS course offerings.

The EMC provides support for teaching and student learning through the integration and use of instructional technology. The EMC Staff coordinates Distance Education program, provides in-service training for faculty and staff, and coordinates the use and maintenance of media facilities and resources. The EMC operates several facilities and services for the campus:

- Digital Media Lab: Macintosh lab supports video and digital media coursework
- Copy Center: Purchase course catalog and schedule of courses or pay for copies or prints of personal or coursework.
- Television Classrooms: Studios for cable course production and reception of distance learning courses through HITS
- Video Studio: Facilities supporting instruction and program production
- Intec Services: Media equipment checkout services for faculty and staff

## Foyer Art Gallery

Located in the Administration Building Lobby, the Foyer Art Gallery is a showcase for island artists and Leeward CC art instructors and students. An advisory committee invites exhibitors and plans the annual season schedule. The Gallery is administered by the Office of Continuing Education and Workforce Development and is open to the general public during normal business hours. Art Gallery Coordinator: Alan Leitner, 455-0227.

## Hawai'i National Great Teachers Seminar

Coordinated by Leeward CC faculty, the Hawai'i National Great Teachers Seminar (HNGTS) offers a unique staff development opportunity which encourages teaching innovations. Held each August in Volcano National Park on the Big Island, HNGTS attracts faculty from throughout the United States and around the world. For more information, contact to Cindy Martin at 455-0483, [cindymar@hawaii.edu](mailto:cindymar@hawaii.edu).

## Leeward CC Fair

Our annual Fall event features approximately 80 craft booths, a variety of delicious food items, children's games, new car exhibits and "Discovery Square," an impressive assortment of educational activities for young and old alike. Details about the event will be announced.

## Leeward CC International Festival

Each spring, the College presents the Leeward CC International Festival, a three-day event exploring facets of other cultures and regions. The Festival focuses on one international region each year, such as China, Middle and South America, and East Asia. A series of lectures, panels and presentations are offered on the first two days, followed by a celebratory day of cultural entertainment and food held in the Lion Courtyard.

## Leeward Observatory

Leeward Community College offers two observatories for instructional and community use. Students at the observatory can view objects directly through the telescope with eyepieces or attach 35 mm cameras to the telescopes to obtain photographic images, or electronically acquire images using the computer-operated CCD imaging systems which enable the image to be stored for later study using computers. The observatory will be open one evening per month from September–May for public viewing. For more information contact: Kakkala Mohanan at 455-0445 or e-mail: [observatory@lcc.hawaii.edu](mailto:observatory@lcc.hawaii.edu)

## **Leeward CC Theatre**

As Leeward and Central O'ahu's only major performing arts facility, Leeward Community College Theatre provides an exciting array of performing arts and cultural events throughout the year. The Theatre's season offers a dynamic blend of dance, drama and world music events. Over 200 performances are presented annually, featuring internationally acclaimed professional artists and student productions.

The 650-seat Theatre also hosts myriad community-based performances and activities. A growing number of performing arts classes in drama and dance are supported with two dance studios and a 65-seat Lab Theatre. Leeward CC Theatre is also available to the community as a rental facility and annually hosts 225 rental events. Groups are encouraged to schedule events well in advance.

For booking information, contact the Theatre Manager at 455-0380. For information on upcoming events, call the Box Office at 455-0385 or visit the Theatre's website: <http://LCCTheatre.hawaii.edu>

## **Native Hawaiian Plant Garden**

On the Leeward CC campus there are several sites where native Hawaiian plants are grown. The courtyard behind the BS building has plants typically found in the native mesic forests, like 'ohi'a and koa. Behind the campus are gardens with native plants that once grew in the dry forest and shrub land that once was found at the Leeward CC site. Only 5% of the land that was once covered with these types of plants is still found on the islands. For more information, contact Priscilla Millen at 455-0285.

## **The Pearl**

Located on the second level of the Campus Center, The Pearl offers fine dining with upscale regional cuisine in a casually elegant atmosphere. For reservations and hours of operation, call 455-0475 or email [tlbenave@hawaii.edu](mailto:tlbenave@hawaii.edu).

## **Shade House Propagative Center**

The Shade House, Ho'oulu 'Āina (that nourishes the land), provides support for Leeward courses in botany and horticulture. The Shade House serves as a propagation center with programs to learn more about native Hawaiian plants. A micro-propagation center will provide ways to grow challenging or desirable plants initially in test tubes to be planted later in regular conditions.

Leeward's botanic gardens received recognition from the Kaulunani Urban Forestry Program and have a significant collection of dryland native plants. Professor Priscilla Millen is the project director and Frances Okamoto is the shade house manager. The Shade House is located on the 'ewa makai end of the campus near the tennis courts.

For additional information on how native plants came to be on these islands and the forms they developed, visit Professor Millen's website at <http://emedial.leeward.hawaii.edu/millen/bot130/>

## **Tennis Courts**

Renovated tennis courts are located on the 'ewa end of campus and are available to students and the community. Call the Office of Continuing Education at 455-0477 to make reservations.



# STUDENT LIFE

## Student Activities Office

AD 223B 455-0208

Monday–Friday 8:00a.m.–4:30p.m.

The Student Activities Unit facilitates co-curricular learning experiences through clubs, campus events, and student governing boards. Students gain life skills, increase their civic responsibility, and develop leadership skills that enrich their personal and professional development.

The Student Activities 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 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 and relaxing between classes. The Lounge is equipped with comfortable furniture, bus schedules, board and table games, massage chair and magazine swap table. The Lounge also hosts large student events such as the annual Job Fair, Health Fair, Blood Drives, Science Fair, and the Volunteer Fair.

## Student Government— Associated Students Of UH-Leeward Community College (ASUH-LCC)

Campus Center Building 455-0489

Monday–Friday 8:00a.m.–3:00p.m.

ASUH-LCC is governed by a Student Representative Council comprised of nine members elected by the ASUH-LCC and a Student Activities Board. Major responsibilities include the budgeting and management of the student activities fees, the coordination of various campus activities and the establishment of policies and programs for students. Terms of all offices are for one year. The ASUH-LCC Constitution allows students with a GPA of 2.5 or better to run for office.

All students are eligible (and encouraged) to vote. Numerous services and activities are provided by ASUH-LCC including: Community Blood Drives, Student IDs, Student Talent Shows, Club Sports, discount movie tickets, and cultural and social activities.

## Student Publications

Student Newspaper: Ka Mana'o

Ka Mana'o is the newspaper published by the students at the College. Translated literally to mean "The Thought," this publication is intended to provide information about the College to students from students.

Student Magazine: Harvest

Harvest is the student magazine of Leeward Community College. Produced by Leeward CC students through the English 205 course, the magazine showcases the best literary and artistic work of Leeward students. The student editors are looking for stories of personal experience, expository articles on any subject in any field, or poetry, written on your own or in a class. They are also looking for photographs, drawings and paintings done by Leeward students. For more information, contact the Faculty Advisor and Instructor: Professor J. Kay Porter, English, LA 202; 455-0432; email: [jporter@hawaii.edu](mailto:jporter@hawaii.edu)

## Student Organizations

(May 15, 2008)

Club	Advisor(s)	phone
<b>Capoeira Club</b>	<b>Stephanie Palombo</b>	<b>455-0629</b>
To promote physical fitness, well-being, and multi-cultural awareness through self defense techniques, exercise, dance, and music.		
<b>Catholic Club Campus Ministry</b>	<b>Ernest Libarios</b>	<b>455-0242</b>
To Support the educational needs of Catholic students at Leeward CC		
<b>Children's Center Family &amp; Friends Club</b>	<b>Eva Moravcik</b>	<b>455-0488</b>
To promote quality child care and early education on the Leeward CC campus. As well as plan events for families or young children enrolled in the center.		
<b>DBZ Soccer Club</b>	<b>Christopher Davis</b>	<b>455-0569</b>
To provide an athletic outlet for students interested in soccer, promoting physical fitness and camaraderie.		
<b>Future Teacher's Club</b>	<b>Erin Loo</b>	<b>455-0392</b>
To support pre-service teachers through conversation and sharing, reach out to the community and teach each other through modeling and reflection.		
<b>Japan Circle</b>	<b>Yumiko Asai-Lim</b>	<b>455-0359</b>
To promote awareness of Japan – its culture, language and whatever other aspects of Japanese our members are interested in.		
<b>Na Kama Olali O Pu'u'loa</b>	<b>Kehualani Pu'u</b>	<b>295-8908</b>
	<b>William Souza</b>	<b>455-0660</b>
To explore and promote Hawaiian and Pacific culture, language and history through various activities, events, community and school service, and meetings.		

Club	Advisor(s)	phone
<b>Pasifika Volleyball</b>	<b>Kaeo Bradford</b>	<b>455-0225</b>
To represent Leeward CC's school pride through recreational sports and other social activities.		
<b>Phi Theta Kappa</b>	<b>Steven Laycock</b>	<b>455-0354</b>
To develop leadership and service, scholarship programs, and cultivates fellowship among qualified students.		
<b>Printmakers' Club</b>	<b>Alan Leitner</b>	<b>455-0227</b>
To encourage and support Leeward students, faculty and staff in the appreciation and production of printmaking. To sponsor exhibits and workshops held on campus.		
<b>Susi Ng Pilipinas</b>	<b>Ernest Libarios</b>	<b>455-0242</b>
To unite and promote Filipino culture through cooperative activities and projects with community organizations and schools with service, social, and cultural concerns.		
<b>Student Mediators</b>	<b>Doug Kaya</b>	<b>455-0339</b>
To organize Leeward students who are interested in mediation to, practice mediation as an alternative, work with Mediation Center Leeward CC to assist students (as well as others), and sponsor activities to develop interest and understanding of mediation.		
<b>Tennis Club</b>	<b>Patricia Neils</b>	<b>455-0357</b>
To promote tennis for physical fitness and enjoyment.		



# COURSE DESCRIPTIONS

## About Prerequisites

Prerequisites have been established to promote student readiness and success in individual courses, and/or in degree and certificate programs. Prerequisites generally represent the minimum level of competency in the basic skills of reading, writing, and mathematics. Prerequisites have also been established within a course sequence. For example, Psychology 100 is a prerequisite for an advanced course in psychology.

Prerequisites are stated in this way: (Name of course) with a grade of “C” or better or equivalent. The “or equivalent” refers to either an established test score on the applicable placement test, an equivalent course taken at another campus or, in some cases, the equivalent non-credit course offered at 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. The most current course prerequisites will be published in the Schedule of Courses.

Course Description	Explanation of each part																														
<b>BIOL 100</b> <b>Human Biology (3)</b>	The first line indicates the COURSE ALPHA (an abbreviation of the subject area) and the COURSE NUMBER, followed by the Course Title and the number of credits in parentheses.																														
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]	<p>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:</p> <table> <tr> <td>Foundations</td><td></td></tr> <tr> <td>    Written Communication</td><td>FW</td></tr> <tr> <td>    Symbolic Reasoning</td><td>FS</td></tr> <tr> <td>    Global Multicultural Perspectives</td><td>FG</td></tr> <tr> <td>Oral Communication</td><td>OR</td></tr> <tr> <td>Diversification</td><td></td></tr> <tr> <td>    Arts</td><td>DA</td></tr> <tr> <td>    Literature</td><td>DL</td></tr> <tr> <td>    Humanities</td><td>DH</td></tr> <tr> <td>    Social Sciences</td><td>DS</td></tr> <tr> <td>    Biological Sciences</td><td>DB</td></tr> <tr> <td>    Physical Sciences</td><td>DP</td></tr> <tr> <td>    Other Science</td><td>DO</td></tr> <tr> <td>Focus</td><td></td></tr> <tr> <td>    Hawaiian, Asian, Pacific</td><td>H</td></tr> </table>	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	Focus		Hawaiian, Asian, Pacific	H
Foundations																															
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Literature	DL																														
Humanities	DH																														
Social Sciences	DS																														
Biological Sciences	DB																														
Physical Sciences	DP																														
Other Science	DO																														
Focus																															
Hawaiian, Asian, Pacific	H																														
<i>Prerequisite: ENG 21 and 22 with a C or better or equivalent</i>	<p>The italicized text provides special information such as when a course is offered, corequisites, prerequisites, or recommended preparation.</p> <p>A corequisite is a course that must be taken at the same time as the course being described.</p> <p>Specific information on repetition of course for credit may also be provided.</p>																														

### tips for success

The general student learning outcomes (the knowledge and/or skills you will develop) for each course is contained in the College’s online database, Curriculum Central. To access this information, log on to <http://emedia.leeward.hawaii.edu/central/> and select “Courses”, then “Display Course.” Select the course and the “approved course outline,” then click on the submit button.

## 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, short-term liquid assets, inventories, and current liabilities and payroll. Special emphasis will be placed upon the practical application of accounting principles within profit-seeking organizations. (45 lecture hours)

*Rec Preparation: MATH 1B and ENG 21 or ENG 22 or equivalent or concurrent enrollment; BUSN 188 (BUS 155) 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, accounting for corporations, investments, statement of cash flows and financial statements analysis. Special emphasis will be placed upon the practical application of accounting principles within profit-seeking organizations. (45 lecture hours)

*Prerequisite: ACC 124 or ACC 201 with a grade of C or better or equivalent or instructor approval.*

### ACC 126 College Accounting III (3)

An introduction to managerial accounting. Areas include: manufacturing accounting, cost-volume-profit relationships, budgeting, responsibility accounting, and capital budgeting. Special emphasis will be placed on practical application of accounting principles within profit-seeking organizations. (45 lecture hours)

*Prerequisite: ACC 125 with a grade of C or better or equivalent.*

### ACC 132 Payroll and General Excise Tax (3)

Introduces the preparation and maintenance of payroll and personnel records; preparation and filing of Federal and Hawaii 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 Preparation: ENG 21 or ENG 22.*

### ACC 134 Income Tax Preparation (3)

An introduction to Federal income tax preparation of individual income tax returns with an emphasis on tax principles and their application to the proper and effective preparation of tax return forms. Highly recommended for Accounting majors. Business elective for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)

*Rec Preparation: MATH 1B and ENG 21 or ENG 22 with grades of C or better or equivalent.*

### ACC 137 Business Income Taxes (3)

A continuation of Federal 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. Highly recommended for Accounting majors. Business elective for the Accounting A.S. program; elective for the Liberal Arts A.A. program.

*Prerequisite: ACC 134 with a grade of C or better, or equivalent, or instructor approval.*

### ACC 141 Tax Preparation with TurboTax® (1)

A hands-on computer course designed for students to learn and apply basic tax concepts in the preparation of federal income tax returns. Students will analyze various taxpayer scenarios, calculate the amounts to input and decide which tax forms to be used. This course may be used as a business elective for the Accounting A.S. program, and may also be used as an elective for the Liberal Arts A.A. program. (15 lecture hours)

*Rec Preparation: MATH 1B or equivalent; and ENG 21 or ENG 22 or equivalent or concurrent enrollment; concurrent enrollment in ACC 134, experience in preparing manual tax returns and BUSN 121.*

### ACC 142 Personal Accounting with Quicken® (1)

A hands-on computer course designed for students to learn personal finances and to track and analyze banking, investment, and other financial transactions. Students will learn efficient data entry techniques and the procedure to generate reports for analysis. Business elective for the Accounting A.S. program, elective for the Liberal Arts A.A. program. (15 lecture hours)

*Rec Preparation: MATH 1B or equivalent; and ENG 21 or ENG 22 or equivalent or concurrent enrollment; BUSN 121.*

### ACC 143 Home-Office Accounting Quickbooks® (1)

A hands-on computer course designed for students to learn and apply home-office/small business transactions with single-entry accounting system. Students will process a wide range of transactions and generate reports for financial analysis. Business elective for the Accounting A.A.S. program, elective for the Liberal Arts A.A. program.. (15 lecture hours)

*Rec Preparation: MATH 1B or equivalent and ENG 21 or ENG 22 or equivalent or concurrent enrollment; BUSN 121.*

### ACC 150 Using QuickBooks® in Accounting (3)

A "hands-on" accounting course designed to apply the student's knowledge of fundamental accounting principles in a computerized environment. Emphasis will be placed on the application of QuickBooks® to the accounting cycle. Requirement for the Accounting A.S. program, elective for the Liberal Arts A.A. program. (45 lecture hours)

*Prerequisite: ACC 201 with a grade of C or better, or ACC 125 with a grade of C or better or concurrent; and BUS 101 or BUSN 131 with a grade of C or better; or equivalent; or Instructor approval.*

### ACC 155 Using Spreadsheets in Accounting (3)

A hands-on accounting course designed to help students apply the knowledge of the accounting process to a computerized environment using an electronic spreadsheet. Requirement for the Accounting A.S. program; elective for the Liberal Arts A.A. program.

*Prerequisite: ACC 125 with a grade of C or better, or ACC 202 or concurrent; and BUS 101 or BUSN 131 with a grade of C or better; or equivalent or instructor approval.*

### ACC 201 Financial Accounting (3)

An introduction to accounting and financial accounting theory. Areas include: Accounting as an information system, the accounting cycles, accounting for merchandising operations, financial statements and internal control, short-term liquid assets, inventories, current liabilities, payroll, and long-term assets. (45 lecture hours)

*Prerequisite: ENG 21 or ENG 22, and MATH 1B with a grade of C or better or equivalent.*

*Rec Preparation: BUSN 188.*

### **ACC 202 Managerial Accounting (3)**

An introduction to corporations and managerial accounting. Areas include: Accounting for corporations, analysis and interpretation of financial statements, cash flows, manufacturing accounting, budgeting, responsibility accounting, and capital budgeting, including an introduction to the concept of present value. (45 lecture hours)

*Prerequisite:* ACC 125 or ACC 201 with a grade of C or better or equivalent.

## **AGRICULTURE (AG)**

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### **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.

## **AMERICAN STUDIES (AMST)**

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### **AMST 201 The American Experience (3)**

Interdisciplinary course that examines diversity and changes in American values and institutions -- political, economic, legal, and social. (DH)

*Rec Preparation:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

### **AMST 202 Diversity in American Life (3)**

Interdisciplinary course that examines diversity and changes in American values and institutions - literature, film, visual arts, and architecture. (DH)

*Rec Preparation:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

### **AMST 211 Contemporary American Issues: Domestic (3)**

Interdisciplinary exploration of such current American domestic issues topics as politics, economics, civil rights, family life, the justice system, and the environment. (DS)

*Rec Preparation:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

### **AMST 212 Contemporary American Issues: World (3)**

Interdisciplinary exploration of such current global issues as international diplomacy, economic development, national security, demographic change, and the environmental protection. (DS)

*Rec Preparation:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

## **ANTHROPOLOGY (ANTH)**

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### **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)

*Rec Preparation:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

### **ANTH 151 Emerging Humanity (3)**

Introduction to the paleontology of human biological evolution and the archaeology of culture in the world prior to AD 1500. (FG)

*Rec Preparation:* ENG 21 or 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 or 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 or 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 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 (01)**

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.

*Prerequisite:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

*Corequisite:* Concurrent enrollment in ANTH 215.

### **ANTH 297 Human Skeletal Biology (3)**

This course is a basic introduction to the human skeleton and the methods of studying human skeletal remains. It will examine the use of skeletal biology in studies of human remains recovered in archaeological, paleontological, and forensic contexts. Topics include basic human osteology; bone growth and development; determining age-at-death, sex, stature, and ancestry from human remains; metric and non-metric-skeletal variation; paleodemography and paleopathology of bones and teeth; forensic anthropology; and excavation and treatment of human remains.

*Prerequisite:* ENG 100 with a grade of C or better.

*Corequisite:* Concurrent enrollment in ANTH 297L

*Recommended Preparation:* ANTH 215/215L



**ANTH 297L Human Skeletal Biology Lab (1)**

This course is the practical lab to accompany ANTH 297 Human Skeletal Biology. Students will demonstrate knowledge and ability to identify bones, teeth, and osteological features, as well as to determine age-at-death, sex, stature, ancestry, and other metric and non-metric measurements from human skeletons.

*Prerequisite:* ENG 100 with a grade of C or better.

*Corequisite:* Concurrent enrollment in ANTH 297

*Recommended Preparation:* ANTH 215/215L

**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. (DA)

**ART 105C Introduction to Ceramics (Wheel Throwing) (3)**

Studio experience in ceramic wheel throwing techniques. Course includes both lectures and projects. (DA)

*Rec Preparation:* Art 105B.

**ART 106 Introduction to Sculpture (3)**

A beginning sculpture course which covers techniques, materials and concepts of form/space relation and 3-dimensional design through a variety of projects such as clay modeling, carving, construction, and metal casting. Supplies provided by students. (DA)

**ART 107D Introduction to Digital Photography (3)**

This course is an introduction to digital photography. Students will learn basic camera techniques and how to convert their images to digital ones. This course will provide the student with basic aesthetic principles as well as an extensive range of practical photographic techniques needed for entry into the photographic workplace and/or for artistic expression. It provides experience in traditional and contemporary photographic techniques for art, multimedia, and television. (DA)

*Rec Preparation:* 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 Preparation:* 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 Preparation:* 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-2D (3)**

A foundation course in the two-dimensional design aspect of the visual arts. The emphasis is on basic concepts, elements and principles of organization as well as their application and manipulation on problem solving situations. (DA)

*Rec Preparation:* ART 101.

**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 Preparation:* ART 113D.

**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. (DA)

**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. (DH)

*Prerequisite:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

*Rec Preparation:* 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. (DH)

*Prerequisite:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

*Rec Preparation:* 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)

*Prerequisite:* ENG 21 and ENG 22 with a grade of C or better or equivalent

*Rec Preparation:* ART 101.

**ART 176 Survey of Global Art II (3)**

This course will examine artistic production of major societies from 1500 to the present. (FG)

*Prerequisite:* ENG 21 and ENG 22 with a grade of C or better or equivalent.

*Rec Preparation:* 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 Preparation:* ART 101.

**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 Preparation:* 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 Preparation:* ART 101 and ART 213.

**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 Preparation:* ART 101.

**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. (DA)

*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. (DA)

*Prerequisite:* ART 105C or equivalent experience and consent of instructor.

**ASIAN STUDIES (ASAN)****ASAN 203 Philippine Culture: A Survey of Philippine Cultural History (3)**

A study of the history, politics, society, culture and art forms of the Philippines from pre-history to the present. Selected topics are approached through the integrated use of the art forms, e.g., music, literature, theater arts, etc., as ways of experiencing and understanding cultural and political issues. (DH)

*Prerequisite:* ENG 21 or 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 or ENG 22 with a grade of C or better or equivalent.

**ASAN 298 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. The course will also integrate the International Negotiation Modules Project (INMP).

*Prerequisite:* ENG 100 with a grade of C or better or equivalent.

## ASTRONOMY (ASTR)

### ASTR 110 Survey of Astronomy (3)

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

*Prerequisite:* MATH 22 and ENG 22 with a grade of C or better of equivalent.

### ASTR 111 Concepts in Contemporary Astronomy (3)

Various topics will be covered in more detail than in ASTR 110. The topics may include stellar evolution, extraterrestrial life, stellar structure or other topics the class would like to investigate. ASTR 110 is not a required preparation for this course. (DP)

## AUTOMOTIVE TECHNOLOGY (AMT)

### AMT 20 Introduction to Automotive Mechanics (1)

The student will be introduced to the tools and special equipment of the automotive industry. The use of flat rate manuals, parts manuals and maintenance manuals will be covered. The course will also cover the safety standards of the automotive industry. (20 Lect./Lab hours)

### 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.

*Rec Preparation:* High school: Pre-Algebra, Electronics, Chemistry or Physics, and Industrial Arts.

### AMT 30 Engines (6)

Covers the theory of design and operation of internal combustion engines in current production automobiles. Course provides training in repair, overhaul, reconditioning, and troubleshooting of internal components and related sub-systems. (60 lecture; 90 lab hours)

*Prerequisite:* AMT 25 Preventive Maintenance and Inspection (PMI); or consent of instructor.

### AMT 40 Electrical/Electronic Systems I (6)

Foundation course in concepts and theories of automotive electrical/electronic devices and circuits. Units of study include starting, charging, ignition, fuel, lighting, and accessories. Emphasis is placed on application of principles to evaluate components based on measurements obtained from specialized meters, testers, and equipment. (60 lecture; 90 lab hours)

*Corequisite:* AMT 25; or consent of instructor.

### AMT 40D Engine Performance (6)

Study of operation and relationships of engine, ignition, air/fuel induction, emission, and computerized control systems. Diagnostic procedures are included for each system and usage of respective test equipment. These equipment include distributor testers, oscilloscopes, gas analyzers, scan testers, and specialized meters. (60 lecture; 90 lab hours)

*Prerequisite:* AMT 30 & 41; or consent of instructor.

### AMT 41 Electrical/Electronic Systems (3)

Advanced course in problem diagnosis and trouble-shooting of semi-conductor components and related circuits. Incorporated are explanations of operating parameters for electronic sensors, actuators, control modules, and automotive on-board computers. (45 lecture; 90 lab hours)

*Prerequisite:* AMT 40, ENG 22; and MATH 50C, or SCI 122, or CHEM 100B; or consent of instructor.

### AMT 43 Heating & Air Conditioning, and Ventilation (HACV) (3)

Covers the theory, diagnostic, service, and repair practices of automotive air conditioning and climate control systems. Presented in the course are the operation and function of vacuum, electrical, refrigeration circuits, and computer controls. Training is provided in the use of manifold gauges, leak detectors and recovery/charging systems. (15 lecture; 90 lab hours)

*Corequisite:* AMT 25; or consent of instructor.

### AMT 46 Manual Drive-Train & Transaxles (3)

Examines the purpose, operation, diagnosis, and repair to drive train components located in the undercarriage of automobiles. Various designs of manual transmissions, transaxles, differentials, and transfer cases are covered. (15 lecture; 90 lab hours)

*Prerequisite:* AMT 25 & 40; or consent instructor.

### AMT 50 Automatic Transmission & Transaxles (6)

Study of fundamental principles of automatic transmission design and operation found on Front Wheel Drive (FWD) and Rear Wheel Drive (RWD) automobiles. Service, repair, and overhaul procedures are included on a variety of import and domestic automatic transmissions in accordance to manufacturer's standards. (60 lecture; 90 lab hours)

*Prerequisite:* AMT 25 & 40; or consent instructor.

### AMT 53 Brakes (3)

Explains design requirements and reconditioning practices of automotive brakes. Various mechanical, hydraulic, vacuum, and electrical/electronic principles are applied to troubleshooting, servicing, and repairing of drums, discs, power assist units, parking, and Anti-lock Braking Systems (ABS). (15 lecture; 90 lab hours)

*Prerequisite:* AMT 25; or consent of instructor.

### AMT 55 Suspension and Steering (3)

Covers the relationship of suspension dynamics and steering geometry to ride and handling characteristics of automobiles. Emphasis is placed on pre-alignment corrective techniques, tolerance adjustment procedures, and computerized four-wheel alignment. (15 lecture; 90 lab hours)

*Prerequisite:* AMT 25; or consent instructor.

### AMT 60 Diagnostic and Repair (6)

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. (30 lecture; 180 lab hours)

*Prerequisite:* AMT 53 & 55; and COMM 145 or SP 151; or consent of instructor.

*Corequisite:* AMT 40D.

### AMT 93D/E Cooperative Education (3-4)

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

## BIOCHEMISTRY (BIOC)

### BIOC 241 Fundamentals of Biochemistry (3)

Fundamentals of general chemistry and an introduction to organic and bio-organic chemistry. Emphasis on chemical principles and concepts as they apply to living systems. Satisfies the one-semester biochemistry requirement for majors entering the Dental Hygiene Program, or the first semester biochemistry requirement for majors entering the School of Nursing at UH Mānoa. (DP)

*Prerequisite:* MATH 25 or equivalent and high school science

*Rec Preparation:* ENG 102.

### BIOC 251 Elements of Biochemistry (3)

Biochemical principles and concepts as applied to living systems, including sufficient organic chemistry to understand the relationship between structure and properties. Topics include the structural theory of organic chemistry, nomenclature, and properties of the major bio-organic families; enzymology; and the metabolism of the major classes of biochemical compounds. Designed for students intending to transfer into the UH Mānoa BSN program; satisfies requirement of BIOC 341 for Nursing majors at UH Mānoa. (DP)

*Prerequisite:* BIOC 241 or CHEM 151B 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)

*Prerequisite:* ENG 100 with a grade of C or better or equivalent.

### 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.

*Prerequisite:* ENG 21.

*Rec Preparation:* 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.

*Rec Preparation:* Credit or concurrent enrollment in BIOL 130.

### 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 Hawaii 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. (DB)

*Prerequisite:* BIOL 124 (or concurrent)

### BIOL 171 Introduction to Biology I (3)

Introductory biology for all life science majors. Cell structure and chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes. (DB)

*Prerequisite:* Completion of or concurrent enrollment or their equivalents: CHEM 161, ENG 100 and MATH 135, or consent.

*Corequisite:* BIOL 171L.

### BIOL 171L Introduction to Biology I Lab (1)

Laboratory to accompany BIOL 171. (DB)

*Prerequisite:* Completion of or concurrent enrollment in the following courses or their equivalents: CHEM 161, ENG 100, and MATH 135 or consent.

*Corequisite:* BIOL 171.

### BIOL 172 Introduction to Biology II (3)

Continuation of BIOL 171. Anatomy, physiology, and systematics of plants and animals; behavior; ecosystems, populations, and communities. (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.

*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 Hawaii's coral reefs, but comparisons will be made among reefs from other areas. Course includes one three hour laboratory per week. (DB)

*Prerequisite: A grade of C or higher in ENG 21 and ENG 22, or equivalent.*

**BIOL 201 Biotechnology and Society (3)**

Introduction to the basic concepts, goals and practical impacts of biotechnology. Real-life case studies are used to explore socio-ethical, economic and environmental issues raised by cloning, DNA testing, gene therapy and genetically engineered food, medicines and vaccines using microbes, plants and animals. (DB)

*Prerequisite: Credit in at least one 3 credit 100-level biological sciences course or consent of instructor and a grade of C or better in ENG 21 or ENG 22.*

**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. (DB)

*Prerequisite: Concurrent registration in or completion of BOT 101.*

**BOT 130 Plants in the Hawaiian Environment (4)**

Understanding principles of how native plants arrived and developed in Hawaii 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)

*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-Manoa.

**BUS 120 Principles of Business (3)**

In depth analysis of the functional processes & the role of a business enterprise in a capitalistic society. This course is a requirement for all ACC and BUSN Associate Degree Programs, and may also be used as an elective for the Liberal Arts A.A. program.

*Prerequisite: Minimum grade of C in ENG 21 or 22, or equivalent, or instructor's approval.*

**BUS 201 Microsoft® Office Advanced (3)**

Continuation of applications introduced in BUS 101. Advanced applications include advanced word processing, advanced spreadsheet applications, advanced database applications, integration of applications, and creation of a web site. Students will be expected to give an oral presentation using presentation software. Completion of BUS 201 will assist student preparation for successful completion of Microsoft Office User Specialist (MOUS) Core certification exams. Fulfills the computer competency course requirement for the UH Mānoa College of Business Administration.

*Prerequisite: BUS 101 or ICS 100, or BUSN 123 and BUSN 131 and BUSN 137, or equivalent, or instructor approval.*

*Recommended Preparation: BUSN 121 or equivalent.*

**BUSINESS LAW (BLAW)****BLAW 200 Legal Environment of Business (3)**

This is an introductory course to law—its nature, development, flexibility and growth and to the legal environment of business, with particular emphasis on contract law dealing with the offer, acceptance, reality of consent, consideration, capacity to contract, illegality, the Statute of Frauds, the rights of third parties, the performance of contracts, and remedies. It includes a study of the Uniform Commercial Code, the Restatement (Second) of Contracts, the Uniform Partnership Act and the Model Business Corporation Act; the law of agency, of partnership, of corporations, and the area of government regulation of business dealing with the interrelationships of economics and the law; the Sherman Antitrust Act; the Robinson-Patman Act; the Federal Trade Commission Act; and other related laws governing economic competition.

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**BUSINESS TECHNOLOGY (BUSN)****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 Public Health 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 121 Introduction to Word Processing (3)**

Introduces computer terminology and proper keyboarding skills. Use of the Internet to access world-wide network searches for information will be included. (formerly OAT 121)  
*Rec Preparation:* Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent.

**BUSN 123 Word Processing for Business (3)**

Application of MS® Word features for the creation of business documents with productivity emphasized. Integrates knowledge of the Internet and the computer. Emphasis is placed on refinement and improvement of computer keyboarding skills; creating, editing and sending electronic messages with attachments; and creating, editing, and producing business documents. (formerly BUS 127)  
*Prerequisite:* Thirty-five 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. (formerly BUS 136)  
*Recommended Preparation:* 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. (formerly BUS 137)  
*Recommended Preparation:* Ability to keyboard by touch.

**BUSN 141 Effective Presentations with MS® Powerpoint (1)**

Introduces presentation software as used in a business environment. Covers concepts and terminology, presentation design, construction, application; creating and formatting objects, editing and organization of slides, finalizing and presenting a presentation. Emphasis will be made on integrating industry standard oral presentation techniques to enhance the final visual presentation.  
*Recommended Preparation:* Ability to keyboard by touch; ENG/ESL 21 and 22; concurrent enrollment or completion of SP 151 or SP 200; basic knowledge of MS® Word.

**BUSN 145 Digital Communication using MS® Outlook (1)**

Students will use digital communication software, MS® Outlook, to create, customize, edit, manage and prioritize personal and business communication while practicing ethical standards. Students will also demonstrate and practice proper written and oral communication etiquette.  
*Recommended Preparation:* Ability to keyboard by touch; ENG/ESL 21 and 22; basic knowledge of MS® Word.

**BUSN 164 Career Success (3)**

Presents concepts and theories relating to workplace behavior; managing one's attitude and relationships for workplace effectiveness. (formerly BUS 144)  
*Prerequisite:* Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent.

**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. (formerly BUS 143)  
*Recommended Preparation:* 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. (formerly BUS 140)  
*Recommended Preparation:* ENG/ESL 21 or ENG/ESL 22 or equivalent.

**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. (formerly BUS 155)  
*Recommended Preparation:* Completion of MATH 1 or MATH 1B with a CR grade or equivalent and completion of, or concurrent enrollment in, ENG/ESL 21 or ENG/ESL 22 or equivalent.

**BUSN 193B/C/D/E 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. (formerly BUS 193B/C/D/E)

*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 Technology 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 200 Speech Recognition (3)**

Use voice/speech recognition computer software to input commands to the computer system as well as for continuous hands-free dictation. This technology can increase productivity by as much as 50 percent by allowing workers to speak (which most people can do faster than keyboarding) and thus free their hands for other functions. Also learn to proofread and edit documents for speech recognition dictation. (formerly BUS 200)

*Prerequisites:* OAT/BUSN 121 or BUS 127/BUSN 123, or equivalent or instructor approval.

*Recommended Preparation:* ENG 100 or ENG 100E or equivalent..

**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. (formerly BUS 270)

*Prerequisites:* BUSN 121, OAT 121, BUSN 123, OAT 123, BUS 127, 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

**BUSN 250 Expert Business Computing (3)**

Expert use of the Microsoft® Office features and preparation for the Microsoft® Expert-level certification exams. (formerly BUS 202)

*Recommended Preparation:* 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. (formerly BUS 259)

*Recommended Preparation:* Completion of or concurrent enrollment in ENG 209 or BUS 270; SP 151.

**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. (formerly BUS 240.)

*Prerequisites:* BUSN 170/BUS 140 or work experience in RIM and Microsoft® Access and Microsoft® PowerPoint

**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. (formerly BUS 271)

*Prerequisite:* Completion of ENG 100 with a grade of C or better or equivalent 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. (formerly BUS 272)

*Prerequisite:* Completion of ENG 100 with a grade of C or better or equivalent 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. (formerly BUS 282)

*Recommended Preparation:* ENG 100 or equivalent, and keyboarding and word processing skills.

**BUSN 286 Legal Terminology and Procedures (3)**

Presents the skills needed to perform activities required in a law firm or other legal setting. Offers a broad spectrum of legal terms, concepts and principles required in a law office. Designed to familiarize the student with various types of legal documents; emphasis is on creating, formatting, and editing common types of legal documents. (formerly BUS 283)

*Recommended Preparation:* ENG 100 or ENG 100E or equivalent.

## CHEMISTRY (CHEM)

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### 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)  
*Prerequisite: MATH 25 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 majors in science and science-related fields. The basic language and quantitative relationships of chemistry are studied, as well as the theories of atomic structure, chemical bonding, structure-property relationships, and chemical reactions. Class meets for 3 hours of lecture and 3 hours of lab per week. This course is a prerequisite to either Biochemistry (CHEM 251) or Organic Chemistry (CHEM 152) for majors in the School of Nursing, or can be taken as preparation for CHEM 161 or CHEM 171. CHEM 151B satisfies the requirements for CHEM 151 and laboratory for BIOC 241 at Mānoa campus. (DP)  
*Offered in the Spring semester only.*  
*Prerequisite: MATH 103 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)  
*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)  
*Prerequisite: Math 103 or equivalent.*  
*Rec Preparation: 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)  
*Prerequisite: CHEM 161B or equivalent, and Math 135 or equivalent.*

### CHEM 171B General Chemistry (5.0)

Topics include solution chemistry with an emphasis on chemical dynamics—why and how various reactions occur (kinetics), the changes in energy involved (thermodynamics), and the extent to which they occur (equilibrium). Concepts of oxidation-reduction and electrochemistry will also be included. Class meets for 4 hours of lecture and 3 hours of lab per week. (DP)  
*Prerequisite: Credit or concurrent registration in MATH 205.*

## CIVIL ENGINEERING (CE)

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### CE 113 Introduction to Computers & Design (3)

Introduction to application software useful for subsequent study in civil engineering. Introduction to subdisciplines of civil engineering through design problems.  
*Prerequisite: Engineering Drawing.*

### CE 211 Surveying I (3)

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

### CE 270 Applied Mechanics I (Statics) (3)

Equilibrium of particles, rigid bodies, frames and machines; vectors, centroids, friction, and moments of inertia. Required for CE and ME majors.  
*Prerequisite: PHYS 170.*

### CE 271 Applied Mechanics II (Dynamics) (3)

Dynamics of particles and rigid bodies; force, acceleration, impulse-momentum, work- energy. Required for CE and ME majors.  
*Prerequisite: CE 270, MATH 206.*

## COMMUNICATION (COM)

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### COM 145 Interpersonal Communication (3)

Introduction to communication strategies and outcomes through participation in interpersonal communication activities.  
*Rec Preparation: ENG 22 with a grade of C or equivalent.*

### COM 201 Communication Principles (3)

Survey of the theories, research, and programs of communication to explain major communication principles in interpersonal, mass, and telecommunication.  
*Rec Preparation: ENG 22 with a grade of C or better or equivalent.*



**COM 202 Communication Practices (3)**

Introduction to media, research, and computer literacies necessary for communication related study and careers.

*Rec Preparation: 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 with a C or better.*

*Rec Preparation: If COM 210H is not designated Writing Intensive, completion of ENG 100 with a C or better is still highly recommended, as students without ENG 100 will find it difficult to complete the course.*

**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. (formerly FSER 20)

**CULN 112 Sanitation and Safety (2)**

The study and application of the principles and procedures of sanitation and safety in the hospitality industry. Includes the study of food-borne illnesses, biological, chemical, and physical hazards, and cross-contamination as they may occur during the flow of food. An introduction to HACCP (Hazard Analysis Critical Control Point) and other sanitation and safety programs will also be presented. Safety issues and OSHA (Occupational Safety and Health Administration) guidelines and standards will be covered as they apply to the hospitality industry. (formerly FSER 21)

**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.

*This course has no prerequisites and assumes no prior knowledge or experience in this field.*

**CULN 125 Fundamentals of Cookery II (5)**

This course focuses on the fundamental concepts, skills, and techniques basic garde mange, 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.

**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. (formerly FSER 62)

**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 language and professionalism including dress, grooming and sanitation. Also covered is an introduction to alcoholic beverages and principles of responsible alcoholic service..

**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. (formerly FSER 70)

*Prerequisite: CULN 120 with a grade of C or better or instructor consent.*

**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. (formerly FSER 60)

*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. (formerly FSER 72)

*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. (formerly FSER 76)

*Prerequisite: CULN 160 and CULN 223 with a grade of C or better or instructor approval.*

### **CULN 271 Purchasing and Cost Controls (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 foodservice operation, purchasing methods, (purchasing, receiving, storing, issuing) legal and ethical considerations of purchasing, and controlling inventory and costs. (formerly FSER 30)

*Prerequisite:* CULN 111, MATH 50H with a grade of C or better, or instructor approval.

### **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. (formerly FSER 74)

*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. (formerly FSER 93)

*Prerequisite:* CULN 112, 120, 125, 224, 150, 271, 160, 223 or instructor consent.

## **DANCE (DNCE)**

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### **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 121 Beginning Ballet (3)**

Introduction to classical ballet technique. Dance clothes are to be provided by the student. May be repeated once for additional credit. (DA)

### **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. (DA)

### **DNCE 132 Modern Dance II (3)**

Continuation of the study of beginning Modern Dance technical skills and creative processes, with an emphasis on developing personal responsibility and discipline. Students further develop body alignment, physical conditioning, and dance steps, actions, exercises, and combinations. A variety of music is used. Dance clothes are to be provided by the student. May be repeated once for additional credit. (DA)

*Prerequisite:* ENG 10 with a grade of C or better or equivalent.

*Rec Preparation:* DNCE 131, prior dance training in any technical dance form, or consent of instructor.

### **DNCE 150 Introduction to Dance (3)**

Survey the development of major dance styles and their relationship to contemporary choreography. Students are introduced to the broad field of multi-cultural dance, current performances at Leeward CC's Theatre and dance in the community. Includes the elements and function of dance as individual and cultural expression, and as ritual and performance art. This is a NON-STUDIO course. Students learn through lectures, video viewing, readings, and class discussions. (DA)

*Prerequisite:* ENG 21 or 22 with C or better or equivalent.

### **DNCE 160 Introduction to Hawaiian Dance (3)**

This is an introductory course in Hawaiian chant & dance. The course work will include a history of the hula (Hawaiian dance), the structure of the halau (school of Hawaiian dance), halau protocol, oli (chant), hula kahiko (ancient style dance) and hula 'auana (modern style dance). In addition to the basic movements of the hula, the student will be introduced to all the instruments used in the performance of hula. The student will also learn how hula and mele (song/chant text) are categorized. (DA)

*Prerequisite:* ENG 21 or 22 with grade of C or better or equivalent.

### **DNCE 170 Dance Improvisation & Composition (3)**

A hands-on introduction to methods of movement exploration, improvisation, and composition for the beginner. Student creative work is encouraged through construction of short dance studies.

*Prerequisite:* ENG 10 with a grade of C or better or equivalent.

### **DNCE 180 Dance Production (3)**

The creation of a new dance, choreographed by faculty and rehearsed and performed by the students at the Annual Leeward CC Dance Festival Concert on mainstage in the Leeward CC Theatre. This annual concert brings together dancers and choreographers from the Dance Programs at Leeward CC, KCC, UH Mānoa, Mid Pac and others. (DA)

*Prerequisite:* Concurrent enrollment in DNCE 131, or 132, or consent of the instructor.

## DIGITAL MEDIA (DMED)

### DMED 113 Introduction to Layout Design (3)

Introduction to the technology, vocabulary and procedures of basic paste up for preparing digital mechanicals for offset print production. Emphasis is on preparing simple mechanicals for brochures, newspaper ads and other print formats.

*Prerequisite:* ART 112 with a grade of C or better, or consent of instructor.

*Rec Preparation:* ART 113D.

### DMED 120 NetPrep Web Development (3)

This course will prepare students to analyze, design, build and implement websites. Areas covered include identification of information objects, the creation of flow diagrams, the use of multimedia, the use of hyperlinks, navigational efficiency, text creation and the appropriate use of maps, menus and frames.

*Prerequisite:* ENG 22 or equivalent, with a grade of C or better, or consent of instructor.

*Rec Preparation:* 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 Preparation:* 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 Preparation:* DMED 121.

### DMED 130 Digital Storyboard (3)

Introduction to writing and designing a digital storyboard, using a non-linear editing tool, to create a movie.

*Prerequisite:* ENG 22 or equivalent, with a grade of C or better, or consent of instructor.

*Rec Preparation:* 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 Preparation:* DMED 130.

### DMED 132 Principles of Video Editing (3)

This post-production course focuses on the theory and art of non-linear video editing, log and capture footage, three-point editing, trimming, motion effects, audio mixing, and exporting digital file formats for the web, CD, video and DVD authoring. The course emphasizes the aesthetics of editing, including continuity, pacing, and dramatic structure.

*Prerequisite:* ENG 21 or ENG 22 or equivalent, with a grade of C or better, or consent of instructor.

*Rec Preparation:* 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 along with legal and copyright issues. A survey of current technology and techniques used in media production will be included within the course.

*Prerequisite:* ENG 21 or ENG 22 and MATH 24 or equivalent, with a grade of C or better, or consent of instructor.

*Recommended Preparation:* DMED 130

### DMED 140 Principles of Animation (3)

This course focuses on the principles of all the aspects of computer animation that fit into the category of visual effects. Students will review case studies and learn some of the mysteries behind the production of convincing special effects. Topics include compositing, dynamics and simulation, rendering approaches and algorithms, 3D painting techniques, digital tracking systems, lighting and layout techniques.

*Prerequisite:* ENG 22 or equivalent, with a grade of C or better, or consent of instructor.

*Rec Preparation:* DMED 130.

### 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. (formerly DMED 197M)

*Prerequisite:* ENG 22 or equivalent, with a grade of C or better, or consent of instructor.

*Rec Preparation:* 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. (formerly DMED 197P)

*Prerequisite:* ENG 22 or equivalent, with a grade of C or better, or consent of instructor.

### DMED 197L Flash Action Script & Games (3)

This course focuses on programming with ActionScript, including using ActionScript to animate, process data, create dynamic content, and manipulate components. The course emphasizes the object-oriented capabilities of Macromedia Flash MX.

*Prerequisite:* ICS 111 or equivalent or consent of instructor.

*Rec Preparation:* DMED 122 is recommended and can be taken concurrently.

**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 Preparation: DMED 130.*

**DMED 221 NetPrep Dynamic Web Publishing (3)**

This course is how to develop Web-based content using ColdFusion as well as JavaScript and SQL applications. Students will learn the basic constructs of ColdFusion markup language (CFML) and how to embed CFML instructions into HTML documents to produce dynamically generated Web pages.

*Prerequisite: DMED 120 and ICS 113 with a grade of C or better, or consent of instructor.*

*Rec Preparation: DMED 121.*

**DMED 230 Digital Compositing (3)**

This post-production course focuses on the theory and art of compositing. Topics include audio editing and audio creation, title creation, motion title, color correction, adjusting contrast, fixing color balance problems, as well as achieving sophisticated effects. Emphasis is on importing 2D animation as well as rendered Maya animation for compositing.

*Prerequisite: DMED 130 with a grade of C or better, or consent of instructor.*

*Rec Preparation: DMED 132.*

**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 Preparation: DMED 130.*

**DMED 242 Character Animation (3)**

This course moves deeper into the heart of animation technique studying cel animation, stop motion animation and computer generated 3D animation. The focus is on storytelling, film making and performance and in actually making a movie. Advanced features of Adobe After Effects, Macromedia Flash, Final Cut Pro and Maya will be discussed. Students will begin developing stories and characters using digital tools to bring them to life. Dialogue, lip sync and character interaction will be explored in detail.

*Prerequisite: DMED 141 with a grade of C or better, or consent of instructor.*

**DMED 243 3D Modeling and Animation (3)**

Students will learn the basic use of organic modeling and character animation tools.

*Prerequisite: ENG 21 or ENG 22 or equivalent and DMED 141, all 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 discuss 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 LCC.*

*(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..*

**DRAMA & THEATRE(DRAM)****DRAM 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)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**DRAM 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)

**DRAM 222 Beginning Acting II (3)**

Advanced work in improvisation. Vocal and physical training is emphasized, particularly on scene work. Actors are expected to work together to present scenes to the class. (DA)

*Prerequisite: DRAM 221 or consent of instructor.*

**DRAM 230 The Art of Storytelling (3)**

Drama 230 is a practical performance-oriented course emphasizing the history, forms and art of storytelling in literary, performance and digital storytelling. Students prepare individual and team projects to create and deliver their own stories in live performance and/or film, TV or digital media.

*Rec Preparation: DRAM 221 or DRAM 101, or ENG 204 (201).*

**DRAM 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)



**DRAM 260 Dramatic Production (3)**

Practical introduction to the process of converting a script into performance. Students are required to participate in at least two aspects of an actual production. (DA)

*Rec Preparation: DRAMA 221.*

**DRAM 262 Hawaiian Style Theatre (3)**

A practical performance-oriented theatre course which 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.

**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. (DL)

*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. (DL)

*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 Preparation: Working knowledge of personal computer systems and the ability to operate standard web browsers and email clients comfortably.*

*Knowledge of data communications systems would be very helpful.*

**ECONOMICS (ECON)****ECON 101 Consumer Economics (3)**

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

**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 Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent*

**ECON 130 Principles of Microeconomics (3)**

Stresses microeconomics, i.e., analysis of the price system through which a country allocates its resources among alternative uses and distributes the national income among its people. (DS)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent; 2 years high school algebra*

**ECON 131 Principles of Macroeconomics (3)**

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

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent; 2 years high school algebra*

**EDUCATION (ED)****ED 100 Introduction to the Teaching Profession (3)**

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 Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**ED 285 Introduction to Classroom Management (3)**

An introductory course which offers the student exposure to the legal and ethical issues of classroom management in the field of Special Education. Behavioral assessment, strategies and interventions will be introduced. Learning styles, theory, instructional assessment, planning and delivery will also be addressed. (formerly ED 197E)

*Prerequisite: ENG 22 or placement of ENG 100 or consent of instructor.*

*Rec Preparation: Basic Training class (1 day) with Dept. of Education.*

**ED 286 Exceptional Needs I (3)**

This course addresses the issues confronted by people who currently work, or plan to work, with special needs populations in primary and secondary education. It will cover characteristics of selected disabilities and the particular needs experienced by students with mild to moderate disabilities. Identification of the challenges that confront the disabled student, the educational assistant (EA), and the teacher within the classroom setting will be described. An examination of strategies used to work with each area of disability will be explored. There will also be an emphasis on information needed to help prepare students with disabilities to transition into adulthood.

*Prerequisite: ENG 22 or entry-level test scores placing student at ENG 100 level, or consent of instructor. If a Department of Education (DOE) employee, completion of the Basic Training Class (1 day) with DOE. Completion of ED 285, with a grade of C or better.*

**ED 287 Exceptional Needs II (3)**

This course addresses the issues confronted by people who currently work, or plan to work, with special needs populations in primary and secondary education. It will cover characteristics of moderate to severe disabilities and the particular needs experienced by students with these disabilities. Information other populations needing support (Multicultural and ESL learners) will also be covered. Identification of the challenges that confront the disabled student, educational assistant (EA), and teacher within the classroom setting will be described. An examination of strategies used to work with each area of disability will be explored. There will also be an emphasis on the use of Assistive Technology as part of related and supplementary services to help students succeed. As well, the course will address the most effective inclusion and transition practices for the moderate to severe special needs population. Identifying community resources and increase parent involvement will also be a focus of this course.

*Prerequisite: ENG 22 or entry-level test scores placing student at ENG 100 level, or consent of instructor. If a Department of Education (DOE) employee, the student will need to complete the Basic Training Class (1 day) with the DOE. Completion of ED 285 and ED 286 with a grade of C or better.*

**ED 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. Students will participate in fifteen hours of field experience outside of the class to provide an opportunity to observe what happens in a classroom. (formerly ED 298C)

*Prerequisite: ENG 22 or placement in ENG 100 or consent of the instructor.*

**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. (formerly ED 298A)

*Prerequisite: ENG 22, ESL 22 or placement in ENG 100, ENG 100E or consent of instructor.*

**ED 292 Developing Language & Literacy II (3)**

This course provides language and literacy instruction for students interested in a career as an educational assistant or teaching in the elementary, secondary or special education classroom. This course will focus on methodologies, strategies, and materials for teaching a multi-leveled, balanced literacy program to K-12 students. Special focus will be on developing effective practices to promote literacy skills among students of diverse cultures, languages, gender, ethnicity, and children with special needs. The content will include modeled instruction demonstrating the application of theory in the stages of reading and writing development. Students will build upon skills learned in Language and Literacy I, guiding instruction from learning to read, to reading to learn. (formerly ED 298B)

*Prerequisite: ED 291*

**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. (formerly ED 298E)

*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, classroom 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. (formerly ED 297B, ED 299; Field Experience)

*Prerequisite: ED 290, ED 285, ED 291, and ED 294, or consent of instructor.*

**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. (formerly ED 298F)

*Prerequisite: ENG 22 with a grade of C or better or placement into ENG 100 or equivalent or consent of instructor.*

**ED 297A Educational Media and Technology (3)**

Introduction to theories, application of principles, acquisition of practical skills of educational media relevant to teaching/learning situation, in-classroom as well as non-school settings.

*Prerequisite: ICS 101 with a grade of C or better or consent of instructor; ENG 22 with a grade of C or better or placement of ENG 100 or consent of instructor.*

**ED 297N Standards-Based Art Education (3)**

Art education has been identified as one of the core curriculum competencies in both state and national curricula. This course will offer students an introduction to teaching visual arts education in the elementary classroom. This includes becoming familiar with standards-based resources and learning how to use these resources to create exciting, hands-on learning. Some of these resources include the state and national arts standards, the newly completed State of Hawai'i Arts Toolkit, art education CD-ROMs and videos, fine art reproductions, museum lending collections, art education texts, and curriculum websites. This course will prepare students to teach art in and throughout the elementary curriculum.

*Prerequisite: ART 101*

**ED 2970 Standards-Based Science (3)**

Science has been identified as one of the core curriculum subjects of focus in the federal legislation, No Child Left Behind. This course will offer students and teaching science in the elementary classroom. This includes becoming familiar with the science standards, experiencing standards-based science, and learning how to use a variety of resources to create exciting learning opportunities for young people. Some of these resources include CD-ROMs and videos, science texts for K-12, informal science centers, and internet-based information. This course will prepare students to teach science and develop scientific literacy. It will aid them in helping children understand the processes, ways of thinking, and dispositions that humans have while investigating the natural world and apply it to their curiosity in their daily lives.

**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. For example, students build vocabulary, identify main points, and locate supporting details. In addition, students identify transitions, recognize assumptions, and follow patterns of organization. Students improve language skills and become competent readers.

*Prerequisite: Appropriate reading placement test score, or successful completion of ENG 8 with a "C" or better, or approval from Language Arts Division.*

**ENG 19 Writing Essentials (3)**

Provides practice in improving essential college writing skills. Students engage in writing as a process and produce paragraphs and short essays based on personal experiences and the experiences of others. They pay attention to content, organization, and sentence structure as they complete their writing assignments. Students interact with a variety of sources to become familiar with a range of topics, purposes, and audiences. They use computers and word processing programs to produce their compositions. Students improve their language skills and learn writing strategies to help them succeed in college and the workplace.

*Prerequisite: Appropriate reading and writing placement test scores; or 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, or ENG 18 with a grade of C or better or equivalent, or approval from Language Arts Division.*

**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.

*Appropriate writing placement test score or ENG 19 with a grade of C or higher; and completion of ENG 21 with a grade of C or higher; or concurrent enrollment with ENG 21, or appropriate reading placement test score; or approval from the Language Arts Division.*

*Rec Preparation: Typing or computer experience.*



**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)

*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 Preparation: Computer experience.*

**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 Preparation: 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. (formerly ENG 215)

*Prerequisite: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.*

*Rec Preparation: 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. (formerly ENG 201)

*Prerequisite: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.*

*Rec Preparation: Experience in using computers for writing.*

**ENG 205 Magazine Editing and Production (4)**

This course is designed to enable students to produce a magazine containing student writing and art. Students enrolled in this course will practice the skills of evaluating and editing written work, of evaluating drawings and photographs, and of designing the magazine. *Prerequisite: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.*

**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.*

*Recommended Preparation: ENG 204; an ENG literature course; 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.*

*Recommended Preparation: Computer or typing experience*

**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.*

**ENG 211 Autobiographical Writing (3)**

Writing clear, effective prose based on the writer's own experience and ideas.

*Prerequisite: ENG or ESL 100 with a C grade or better or equivalent.*

**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 ESL 100 with a C or better or equivalent.*

*Rec Preparation: 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 Preparation: Ability to work in a PC/IBM environment.*

**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 with a grade of C or better or equivalent.*

**ENG 251 British Literature (Middle Ages to 1800)(3)**

An examination of British Literature from the Middle Ages to 1800, with emphasis on major authors, themes, and genres. (DL)

*Prerequisite: ENG 100 with a grade of C or better or equivalent.*

**ENG 252 British Literature (1800–Present Day) (3)**

An examination of British Literature from 1800 to the present day, with emphasis on major authors, themes, and genres. (DL)

*Prerequisite: ENG 100 with a grade of C or better or equivalent.*

**ENG 253 World Literature I (Beginnings–1600) (3)**

An examination of World Literature from its inception to 1600, giving emphasis to major authors, themes, and genres of both eastern and western cultures. (DL)

*Prerequisite: ENG 100 with a grade of C or better or equivalent.*

**ENG 254 World Literature II (1600 to Present) (3)**

An examination of World Literature from 1600 to the present day, giving emphasis to major authors, themes, and genres of both eastern and western cultures. (DL)

*Prerequisite: ENG 100 with a grade of C or better or equivalent.*

**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 with a grade of C or better or equivalent.*

**ENG 256 Types of Literature II (Poetry and Drama) (3)**

An examination of poetry and drama as literary genres. (DL)

*Prerequisite: ENG 100 with a grade of C or better or equivalent.*

**ENG 257H Themes In Literature: Man & Myth (3)**

Selected themes in major works of various types, cultures, periods. (DL)

*Prerequisite: ENG 100 with a grade of C or better or equivalent.*

**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 with a grade of C or better or equivalent*

**ENG 297 Portfolio Preparation For Educators (3)**

Portfolio Preparation is an advanced writing course for accomplished teachers in the K-12 sector. All students must have at least a B.A. or B. Ed. Building on the teachers writing skills, participants will produce the narrative portion of the portfolio for National Board for Professional Teaching Standards (NBPTS) certification in the certificate area (e.g. Early Childhood Generalist, Early Adolescence Math, Late Adolescence/young adult English as a New Language) of the participant's choice, following the NBPTS guidelines.

*Prerequisite: B.A or B.Ed. Degree.*

**ENGLISH LANGUAGE INSTITUTE (ELI)****ELI 97A 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite: This is a beginning level course with placement into ELI 97A by exam. There are no prerequisite courses.*

*Corequisite: ELI 97 B, C, D.*

**ELI 97B 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite: This is a beginning level course with placement into ELI 97B by exam. No prerequisites.*

*Corequisite: ELI 97 A, C, D.*

**ELI 97C 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite: This is a beginning level course with placement into ELI 97C by exam. No prerequisites.*

*Corequisite: ELI 97 A, B, D.*

**ELI 97D 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite: This is a beginning level course with placement into ELI 97D by exam. There are no prerequisite courses.*

*Corequisite: ELI 97 A, B, C.*

**ELI 97E 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite: Completion of ELI Level 1 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.*

*Corequisite: ELI 97 F, G, I.*

**ELI 97F 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 essay. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Successful completion of ELI Level 1 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 97 E, G, I.

**ELI 97G 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Completion of ELI Level 1 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 97 E, F, I.

**ELI 97I 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Completion of ELI Level 1 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 97 E, F, G.

**ELI 98A 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Completion of ELI Level 2 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 98 B, C, D.

**ELI 98B 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Successful completion of ELI Level 2 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 98 A, C, D.

**ELI 98C 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Completion of ELI Level 2 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 98 A, B, D.

**ELI 98D 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Completion of ELI Level 2 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 98 A, B, C.

**ELI 98E 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Completion of ELI Level 3 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 98 F, G, I.

**ELI 98F 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Successful completion of ELI Level 3 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 98 E, G, I.

**ELI 98G 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Completion of ELI Level 3 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 98 E, F, I.

**ELI 98I 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. Open only to international students wishing to prepare for academic work in English.

*Prerequisite:* Completion of ELI Level 3 (C grade or better); placement through testing or approval of the Language Arts Division and ELI Coordinator.

*Corequisite:* ELI 98 E, F, G.

**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.

*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.

*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 1A, 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 1A, 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 17 Listening and Speaking for Speakers of Other Languages (3)**

This course is designed to give non-native speakers of English at the intermediate or higher level practice in communicating and understanding English in an academic setting. It includes practice in pronunciation, group interactions, public speaking, and social skills. Only open to non-native speakers of English and may be repeated.

*Prerequisite:* Completion of ESL 1A, 2A, and 3A with a grade of C or better; or placement into ESL 8B and 9B or higher; or approval from the Language Arts Division.

**ESL 18 High Intermediate Reading for Speakers of Other Languages (3)**

This course is designed to improve the academic reading skills of high intermediate level non-native speakers of English. The focus is on reading comprehension, vocabulary development, reading rate, and study skills. Open only to non-native speakers of English and may be repeated.

*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 20 Intermediate to High Intermediate Grammar for Speakers of Other Languages (3)**

This course is designed to build the grammar skills of intermediate and high intermediate level non-native speakers of English. It broadens the students knowledge of grammar as it is used in complex sentence structures. Open only to non-native speakers of English and may be repeated.

*Prerequisite: Completion of ESL 1A, 2A, and 3A with a grade of C or better; or Placement into ESL 8b and ESL 9b or ESL 18 and ESL 19; or approval from the Language Arts Division.*

## **ESL 21 Advanced Reading for Speakers of Other Languages (3)**

This is an advanced level ESL course in reading comprehension and vocabulary development for the non-native speaker. Open only to non-native speakers of English and may be repeated. Students who pass this course and ESL 22 with grades of C or better may enroll in 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.*

## **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. (formerly BUS 150)

*Prerequisite ENG 21 and ENG 22 with a grade of C or better or equivalent.*

### **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 Preparation: MGT 120 and ACC 124 or ACC 201.*

## **FOOD SCIENCE & HUMAN NUTRITION (FSHN)**

### **FSHN 185 Concepts in Nutritional Science (3)**

The study of the relationship of food and nutrition to health. The six categories of nutrients, their characteristics, physiological functions, food sources and their interrelationship with the needs of the human body will be covered as well as the application of sound nutritional principles toward a better understanding of food preparation, diet analysis, and recipe modification. This course is required for the A.A.S. Degree in Food Service; not the same as UH Mānoa's FSHN 185.

*Prerequisite: ENG 22 and MATH 50H with a grade of C or better or equivalent.*

### **FSHN 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 A.A.S. degree in Food Service or Nursing.

*Rec Preparation: High School GPA 2.5 or better.*

### **FSHN 285 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. (same as UHM's FSHN 185). (DB)

*Prerequisite: ENG 100 and MATH 25.*

## **GEOGRAPHY (GEOG)**

### **GEOG 101 Natural Environment (3)**

A survey of the basic elements of the natural environment, especially climate, soils, landforms, water and natural vegetation. An optional laboratory course is offered for those interested. (DP)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent; MATH 24.*

### **GEOG 101L 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. (DP)

*Prerequisite: GEOG 101 must have been completed or concurrently enrolled.*

*Rec Preparation: ENG 21 or 22 with grade of C or better or equivalent; MATH 24.*

### **GEOG 102 World Regional Geography (3)**

Geography of world's major cultural regions; emphasis on geographic aspects of contemporary economic, social and political conditions. Introduction to the study of geographic regions. Each region will be examined in terms of its underlying physical, cultural, economic and political backgrounds. (DS)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**GEOG 122 Geography of Hawai'i (3)**

The course is designed to acquaint the student with basic geographic principles and aid in understanding and appreciating the Hawaiian environment. Fundamental concepts of physical and cultural geography are presented with emphasis on Hawai'i's volcanic landforms, coastal features, climate and vegetation. Geographic aspects of population, settlement, agriculture, economics and land use are also investigated. (DH)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**GEOG 151 Geography and Contemporary Society (3)**

Human use of the earth; systematic study of world patterns of population, natural resources, economic activities, agriculture, mining and manufacturing, services and consumption. Elements of location theory, resource management and regional economic development and planning. (FG)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**GEOLOGY–GEOPHYSICS (GG)****GG 101 Introduction to Geology (3)**

Lecture course in the fundamentals of physical geology covering rocks and minerals, the external processes of weathering, mass wasting, erosion, the internal processes of magma movement and the dynamics of plate tectonics. Field trips will be made to nearby sites to study local volcanism. An optional lab course is offered. Geology majors should register concurrently in the lab course. (DP)

*Prerequisite: Completion of or concurrent registration in GG 101.*

**GG 101L Introductory Geology Lab (1)**

Laboratory course offered as an optional part of the introductory geology lecture course. The class will study rocks and minerals, make topographic maps and interpret geologic maps. Field trips will be made to illustrate the various forms of volcanism. Class meets for 3 hours of lab per week. (DP)

**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)

**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.

*Recommended Preparation: 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 language while gaining knowledge of more complex structures.

*Prerequisite: HAW 201 with a grade of C or better or equivalent.*

**HAWAIIAN STUDIES (HWST)****HWST 107 Hawai'i: Center of the Pacific (3)**

An introduction to the unique aspects of the native point of view in Hawai'i and the larger Pacific with regards to origins, language, religion, land, art, history and modern issues. (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*

**HWST 270 Hawaiian Mythology (3)**

Introduces Hawaiian Mythology in relation to the islands' ecology. Using archaeological pre-historical dating, the course traces the development of myths, legends, and tales of religious and cultural values from the earliest beginnings to the end of Hawaiian chiefly rule. Course meets the Hawaiian Focus requirement at UH Mānoa. (formerly HUM 270) (H)

*Prerequisite: ENG 100 with a grade of C or better or equivalent.*

**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 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. It 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.*

**HLTH 131 First Responder in Emergencies (3)**

This course is open to those who want to be prepared to respond effectively to disabling illness or injury. Major topics include basic lifesaving procedures (including CPR), and evaluation of injury and illness in order to provide primary emergency response in the most efficient manner.

*Prerequisite: Previous or concurrent registration in natural science courses. Adequate reading ability.*



## **HEALTH & PHYSICAL EDUCATION (HPER)**

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### **HPER 197 Beginning Tennis (1)**

Beginning Tennis introduces students to the basics of playing tennis. These basics include the both strokes; strategies; rules for playing matches and court etiquette.

*Rec Preparation: Good physical health.*

## **HISTORY (HIST)**

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### **HIST 151 World Civilizations I (3)**

A survey of the development of world cultures, institutions and thought from the earliest times to 1500 A.D. Emphasis is given to broad relationships and trends within the historical process and to political, religious, economic and social change. (FG)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **HIST 152 World Civilizations II (3)**

A survey of the development of world cultures, institutions and thought from 1500 A.D. to the present. Emphasis is given to broad relationships and trends and to the political, religious, economic and social changes most relevant to contemporary society. (FG)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **HIST 231 Modern European Civilizations I (3)**

Political evolution and major economic, social, and cultural development of European states, 1500-1800. (DH)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better, or its equivalent.*

*Rec Preparation: HIST 152.*

### **HIST 232 Modern European Civilizations II (3)**

Continuation of Hist 231; Major political, social, and economic, and cultural trends in Europe from Napoleon to the present. (DH)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better, or its equivalent.*

*Rec Preparation: HIST 152.*

### **HIST 241 Civilizations of Asia I (3)**

A survey of the history of Asian civilization with emphasis upon Japan, China, Korea, South Asia, and Southeast Asia using films and readings on the areas. (DH)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **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 21 or ENG 22 with a grade of C or better or equivalent.*

*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 21 or ENG 22 with a grade of C or better or equivalent.*

*Recommended Preparation: HIST 151 and 152.*

### **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. (Effective Spring 2007)

*Prerequisite: ENG 22 with grade of C or above, or consent of instructor*

*Recommended Preparation: 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. Emphasis is placed on the social and political evolution of the United States. (DH)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **HIST 282 Introduction to American History II (3)**

A survey of the continuing development of the United States from the Civil War to the present time. Emphasizes the social and political structure and analyzes the major historical forces, movements and cultural developments which have brought the United States to its present position. (DH)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **HIST 284 History of the Hawaiian Islands (3)**

A survey of the social, economic-political history from earliest times to the present. (DH) and (H)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **HIST 297C Islamic History and Culture (3)**

HIST 297C focuses on the history and culture of the Muslim World from the rise of Islam in the seventh century to the fall of Baghdad in 1258.

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

*Recommended Preparation: History 151 or Religion 151*

## **HORTICULTURE (HORT)**

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### **HORT 110 Hawaiian 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 Hawaii. 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)

*Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.*

## 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 102 Introduction to Human Services (3)

This course will introduce the student to the field of Human Services. Topics covered will include an examination of current themes and approaches in human services, the nature and meaning of human service work and worker identity, primary roles and intervention activities utilized, major issues and types of problems encountered, and the basic knowledge, attitudes, values and skills characteristic of human service work. Also emphasized will be an understanding of the different community resource systems and social service agencies, and how to make appropriate referrals.

*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 150 Stress Management (3)

An understanding of the nature, causes, and dynamics of stress; experience in identifying personal areas of stress, and learning, experiencing, and exposure to various tension reduction techniques. The course will also include development of a personal stress management plan incorporating various techniques.

*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

### HSER 152 Assertiveness Training (3)

This course will present the behavioral skills and techniques of assertion as well as the philosophy and theoretical background related to assertiveness. Students will develop a self-management plan and practice giving assertive responses. After mastering techniques, students will learn to observe and analyze unassertive behavior in others and give training and reinforcement in more effective behavior.

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### 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. It 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 262 Adolescent Counseling (3)

A basic understanding of adolescent development (ages 12-18), and the knowledge base and interpersonal skills necessary to deliver quality services when working with youth. The course is intended for persons who have direct contact with youth on an individual or group basis in a service capacity; for example, law enforcement and corrections personnel, mental health workers, school personnel, alternative and outreach program staff, etc.

*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

### HSER 268 Survey of Substance Abuse Problems (3)

This course is designed to increase people's understanding of substance use and abuse. 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.*

### **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 of Completion 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 Preparation: 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 Preparation: HSER 140, 245, 268, 270.*

## **HUMANITIES (HUM)**

### **HUM 200 The Individual and the Arts (3)**

An exploration of the fine arts as an approach to understanding the individual, both as participator and critic.

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **HUM 210 Humanities and Science in Science**

#### **Fiction Literature (3)**

An interdisciplinary, interdivisional team-taught study of Science Fiction literature to show how science has shaped humanity's growing understanding of the universe and the position of our species in that universe.

*Prerequisite: ENG 100.*

### **HUM 220 Introduction to Japanese Culture (3)**

This course is a survey of Japanese culture, including interpersonal relationships, daily life, theatre, art, architecture, tea and Zen. Basic values and aesthetic tastes of the Japanese that have had a long existence will be explored. Therefore, although the focus is on contemporary society, the traditional aspects of it will be emphasized.

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **HUM 225 Japanese Culture: Man & Nature (3)**

A thematic, team-taught Japanese culture course offered in alternate Leeward CC summer sessions, i.e., 1987, 1989, 1991, etc. Principal lectures will be offered by a visiting scholar from the Beppu University faculty of Kyushu, Japan. Through one humanities discipline, such as history, literature, religion, philosophy, or art, the lectures will thematically explore the Japanese view of Man and Nature. Lectures will be translated by a Leeward CC faculty member, appointed, who will serve as instructor for record including grading.

### **HUM 261 Hawaiian Literature (3)**

Hawaiian literature in English translation is studied in the context of the Hawaiian culture. Its characteristics, forms, relation to other Hawaiian arts, history and society are examined. (DL)

*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

### **HUM 262 Pacific Literature (3)**

Pacific Basin Literature: Traditional and Modern. Selections from the oral traditions and written modern literatures of the Pacific Basin peoples. Identifies folk beliefs and modern values in the changing Pacific, oral and written genres, and emergent innovative forms reflecting a new Pacific spirit. (DL)

*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

## **INFORMATION & COMPUTER SCIENCE (ICS)**

### **ICS 100 Computing Literacy and Applications (3)**

An introductory survey of computers and their role in the modern world. Emphasis is on computer terminology and hardware and software. Opportunities for "hands-on" experience using microcomputer applications software may include spreadsheets, word processing, graphics and database management systems. (45 lecture hours) (DO)

*Prerequisite: ENG 21 or ENG 22 and MATH 73 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 (UHM and UHH) and UHM's 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.*

### **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.

*Prerequisite: ENG 21 and MATH 83 with a C or better or equivalent.*

*Rec Preparation: ICS 100.*

**ICS 111 Introduction to Computer Science I (3)**

This is an introductory course in computer programming. Emphasis is on structured programming, problem solving, algorithm development, computer language coding, implementation, and debugging/testing. (45 lecture hours) (DO)

*Prerequisite:* Math 103 with a grade of C or better or consent of instructor.

**ICS 113 Database Fundamentals (3)**

This is an introduction to the concepts and theory of a database in an object-oriented environment. This course covers file organization, information handling, management, and control using a relational database system such as Access. A substantial part of the course involves the development of an understanding of database concepts. The course includes hands-on use of microcomputers to provide the students with experience creating, implementing, loading and using a database. (45 lecture hours) (Formerly ICS 106)

*Prerequisite:* ENG 21 or ENG 22 and MATH 83 or equivalent and ICS 100, all with a grade of C or better, or consent of instructor.

**ICS 125 Microcomputer Maintenance (3)**

Introduction to the hardware components of microcomputer systems. The specification, selection, installation, and configuration of hardware components including memory, floppy disk drives, hard disks, monitors, and printers are covered. Advantages and disadvantages of hardware components, and compatibility requirements are identified. Opportunities for "hands-on" activities may include the installation and configuration of hardware components and database management systems.

*Prerequisite:* ENG 21 or ENG 22 and MATH 83 or equivalent and ICS 110 (formerly ICS 130), all with a grade of C or better, or consent of instructor.

*Rec Preparation:* ICS 100 or ICS 101.

**ICS 135 Introduction to Programming in Visual Basic (3)**

An introduction to window-based programming using Visual Basic. Topics covered include the Visual Basic environment, user-interface design, data types, scope, control structures, data structures, files and graphics. (45 lecture hours) (DO)

*Prerequisite:* ICS 110 (formerly ICS 130).

**ICS 141 Discrete Math for Computer Science I (3)**

Covers logic, sets, functions, algorithms, number theory, matrices, mathematical reasoning, counting techniques, and relations (including closures, equivalence relations and partial orders). Selected algorithms/programs will be observed and compared on the computer. (45 lecture hours)

*Prerequisite:* MATH 100 or higher and ICS 111 (or concurrent), all with a grade of C or better.

**ICS 151 Structured Database Programming (3)**

Introduction to programming in a database programming language. Application requirements are explained through a presentation of a set of data structures, or logical schema, for sample applications. Structured programming techniques and good programming style are emphasized. Students will develop complete menu-driven systems. (45 lecture hours) (formerly ICS 151Z) (DO)

*Prerequisite:* MATH 103 or equivalent, ICS 106 (formerly ICS 113) and ICS 135 all with a grade of C or better, or consent of instructor.

**ICS 184 NetPrep Network Fundamentals (3)**

Introduces the student to the concepts of data communications, telecommunications, and networking. It provides a conceptual view of networking and will bring together the acronyms, protocols, and components used in today's networks. It is the fundamental portion for the Basic Certificate in Computer Networking, designed to specifically provide the student with a practical and comprehensive working knowledge of networking.

*Prerequisite:* ICS 100 and MATH 103 or concurrent, or equivalent, or consent of instructor.

*Rec Preparation:* ICS 125.

**ICS 185 NetPrep Local Area Networks (3)**

This course is designed to bring the student up to date on the latest concepts of Local Area Network (LAN) technologies. It provides a comprehensive introduction to the concepts, technologies, components and acronyms inherent in today's local networking environments.

*Prerequisite:* ICS 184 or consent of instructor.

**ICS 185L Local Area Networks Lab (1)**

This course covers the essentials of computer networking at the local area level from a practical perspective. Students will learn computer configuration and basic troubleshooting of Local Area Networks (LANs) and Virtual Local Area Networks (VLANs). The lab will include the making and testing of different cables as well as network troubleshooting using current methods such as link state and packet analyzers for traffic monitoring across a local area network.

*Prerequisite:* Satisfactory completion, or current enrollment in ICS 185, or consent of instructor.

**ICS 186 NetPrep Wide Area Networks (3)**

This course is designed to provide the student with conceptual and working knowledge of how Local Area Networks communicate over a wide area. This course will introduce the student to telephony, the technology of switched voice communications. The course further provides students with an understanding of how communications channels of the public switched telephone networks are used for data communications, and how voice and data communications have become integrated.

*Prerequisite:* ICS 184 or consent of instructor.

**ICS 186L Wide Area Networks Lab (1)**

This course covers the essentials of computer networking at the wide area level. Students will design and implement a small wide area network (WAN). Students will become familiar with WAN protocols, equipment, components, cabling, connectivity and troubleshooting issues regarding the communication of local area networks over a wide area network.

*Prerequisite:* Satisfactory completion, or current enrollment in ICS 186, or consent of instructor.

**ICS 187 NetPrep TCP/IP Networking Architecture (3)**

This course covers the operation of the TCP/IP standard and related protocols. The class will cover underlying components and protocols that make up the Internet. TCP/IP will be covered as well as the services that are provided by the Internet. Tools used to navigate and access information on the Internet will be studied. Demonstrations will be given on some of the more popular Internet navigation tools used today, such as Internet Explorer and Netscape. Methods used to gain access to the Internet will also be covered.

*Prerequisite:* ICS 184 or consent of instructor.



**ICS 187L TCP/IP Lab (1)**

This course covers the essentials of network design and implementation using TCP/IP. Students will learn and practice subnetting as well as dynamic and static routing. Different tools such as network analyzers will be in use. Students will learn different network troubleshooting techniques.

*Prerequisite: Satisfactory completion, or current enrollment in ICS 187, or consent of instructor.*

**ICS 193D/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.

**ICS 211 Introduction to Computer Science II (3)**

This is a second course in programming. The course will cover topics subsequent to those covered in ICS 111. This course emphasizes data structures: lists, queues, stacks, binary trees. (45 lecture hours)

*Prerequisite: ICS 111 and ICS 141 or equivalent, all with a grade of C or better, or instructor consent.*

**ICS 212 Program Structure (3)**

A programming intensive course which covers program organization paradigms, programming environments, implementation of a module from specifications, the C and C++ programming languages.

*Prerequisite: ICS 211 with a grade of C or better.*

**ICS 240 Operating Systems (3)**

This course is an overview of operating systems. The concepts of microcomputer and multiuser operating systems are covered. The topics covered will include operating systems as a software interface with hardware, CPU memory and secondary storage, compilers, linkers and interpreters, single and multi-user systems, command languages, segmentation, paging and virtual memory, and operating systems in distributed and networked environments. (45 lecture hours)

*Prerequisite: ICS 111 with a grade of C or better, or instructor consent.*

**ICS 241 Discrete Math for Computer Science II (3)**

Recursive algorithms, program correctness, structured programs, graph theory, trees and their applications, probability theory, Boolean algebra, introduction to formal languages and automata theory. (45 lecture hours)

*Prerequisite: ICS 111 and ICS 141.*

**ICS 250 Introduction to Object Oriented Programming (C++) (3)**

This is an introductory course in object-oriented programming, designed for students with previous structured programming experience. It covers C++ syntax for standard input/output, arithmetic, conditional and iterative statements. It introduces the student to object-oriented design and implementation of classes, objects, functions, and methods. It also introduces the student to programming with graphical user interfaces.

*Prerequisite: ICS 111 or ICS 135.*

**ICS 251 Advanced Database Programming (3)**

A second course in programming database applications. Emphasis is placed on structured programming techniques in a multi-platform environment. An introduction to an object-oriented programming language is included. Students learn to transport and convert data between minicomputer and microcomputer platforms. Development of large program systems is required. (45 lecture hours)

*Prerequisite: ICS 151.*

**ICS 270 Systems Analysis (3)**

A study of data processing systems and procedures including the advantages and disadvantages of different types of systems, forms design, controls, conversion techniques and facilities planning. Emphasis on various techniques and tools of Systems Analysis, such as interviewing, procedure analysis and flowcharting. (45 lecture hours)

*Prerequisite: ICS 111 with a grade of C or better, or instructor consent.*

**ICS 290 NetPrep Introduction to Internet Technologies (3)**

The Internet Technologies course begins with an overview of the Internet, its organization and structure. Once the general structure is understood, we look at different ways to access the Internet, both as an individual user and as a group of users. Web clients and servers and the underlying protocols used by both are also covered reviews the many applications that are used for retrieving information or providing information across this global network of networks. Current web server operating systems will be explored.

*Prerequisite: ICS 187 or consent of instructor*

*Rec Preparation: ICS 184, ICS 185, and ICS 186.*

**ICS 291 NetPrep Internetworking (3)**

This is an advanced course intended for networking professionals and students who already grasp the general concepts of data communications and networking, but would like a more detailed understanding of internetworking. Techniques and components for managing network growth and connecting disparate network architectures will be presented and solutions to internetworking problems will be developed.

*Prerequisite: ICS 187 or consent of instructor or Certificate of Completion in Basic Computer Networking.*

*Rec Preparation: ICS 184, ICS 185, and ICS 186.*

**ICS 292 NetPrep Processes and Protocols (3)**

This is an advanced course intended for networking professionals and students who grasp the basic concepts of networking but would like to understand, in more detail, some of the major protocols controlling the flow of information between data communications layers and between cooperating processes on network nodes. Trace and analysis tools will be used to analyze the frames and packets traversing a network.

*Prerequisite: ICS 187 or consent of instructor or Certificate of Completion in Basic Computer Networking.*

*Rec Preparation: ICS 184, ICS 185, and ICS 186.*

**ICS 294 NetPrep Network Analysis & Design (3)**

The student will gain a more in-depth understanding of methods used to analyze, design and manage LANs and point-to-point networks. Exercises are geared toward learning techniques in network design and analysis. Network diagrams from several corporate networks will be analyzed and discussed.

*Prerequisite:* ICS 187 or consent of instructor.

*Rec Preparation:* ICS 184, ICS 185, and ICS 186.

**ICS 298B Topics in Networking: Wireless (3)**

This course covers current wireless technologies. Topics may include mobile technologies, satellite, microware, IEEE 802.11x, free space optics, encryption and site survey considerations.

*Prerequisite:* ICS 184 or consent of instructor.

**ICS 298C Topics in Networking: Security (3)**

This course covers network security. Topics may include workstation and server operating system vulnerabilities; firewalls; packet filtering; network data analyzers; wired and wireless security issues; and virus, spam and spybot.

*Prerequisite:* ICS 187 or consent of instructor.

**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 97 Math Preparation Course for Students with Math Anxiety (3)**

Course is designed to assist students in developing strategies to overcome their fear of mathematics.

**IS 100 College Experience and Success (2)**

This course will introduce students to college life and focus on essential transitional elements that promote academic success and personal goals. Students will have an opportunity to become familiar with college and community resources, acquire skills which support academic achievement and provide opportunities to develop personal goals, self confidence and personal responsibility for lifelong learning.

*Prerequisite:* Completion of ENG 8 or equivalent or consent of instructor

**IS 104 Career/Life Exploration and Planning (1)**

Survey course offering preparation for initial career/life exploration and planning. 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 197C Freshman Seminar (3)**

In order to learn to function comfortably and effectively in an academic setting, students will learn to understand their own cultural and personal learning styles and blend those with learning techniques expected of college students. To do so, students will focus on learning and study skills, critical thinking, basic computer skills, and presentation skills while reinforcing reading, writing, and math skills. Students will also learn to improve their ability to recall both spoken and written materials, visualize concepts, control their anxieties in high stress situations (such as during public speaking and test taking), and develop a positive image of themselves as effective learners. All learning will be related to a central theme focusing on Hawaiian issues and culture. Thus, this course will acquaint students with the college and its services, prepare students for success in all college courses and will help students begin to explore career options.

*Corequisite:* SP 151

**IS 197D Service Learning & Career Preparation (1)**

A self paced, self-instructional course on career and service learning skill sets needed for successful employment attainment and retention. Recommended for any student who is considering service as part of their college studies or seeking gainful employment. Students will learn skill sets that have been identified by employers and service learning organizations as critical proficiencies for successful and long-term employees. Using scenario-based learning to create relevant student experiences, this project based course will require students to create and implement real life strategies and proposals to address numerous workforce needs and challenges based upon their coinciding service learning or employment situation.

**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? (DS)

*Rec Preparation:* 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 with a grade of C or better.



### IS 297C Freshman Project (3)

In order to learn to function comfortably and effectively in an academic setting and in the broader world, students will (1) assess their aptitudes, interests, abilities, and career opportunities; (2) learn to adapt their own cultural and personal learning styles to college and the business world; (3) apply their computer skills in designing a portfolio to include a resume and other pertinent career-related documents; (4) further develop computer and research skills to produce an independent computer/research project; and (5) complete a service learning project. Opportunities will be provided for students to blend creatively the various components of the course. Outside of class time, students must also attend weekly Hawaiian-themed colloquia. As appropriate, activities will focus on Hawaiian issues and culture.

*Corequisite: ART 112.*

*Rec Preparation: IS 197C, SP 151.*

## JAPANESE (JPNS)

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### JPNS 101 Elementary Japanese I (4)

Basic structures of Japanese with an emphasis on listening comprehension, speaking, reading and writing. Through directed drill and practice in class and in the Learning Resource Center, the student learns to communicate in correct Japanese.

### JPNS 102 Elementary Japanese II (4)

Basic structures of Japanese with an emphasis on listening comprehension, speaking, reading and writing. Through directed drill and practice in class and in the Learning Resource Center, the student learns to communicate in correct Japanese.

*Prerequisite: JPNS 101 with a grade of C or better, or JPNS 101 equivalent by placement test or instructor's approval.*

### JPNS 111 Elementary Japanese for Communication I (3)

Japanese 111 is the first part of an elementary course with an emphasis on spoken Japanese designed for beginning students whose primary interest is to develop basic oral communication skills in Japanese. Although the primary emphasis is on spoken Japanese, class time will also be spent to enable students to acquire skills to read and write basic Japanese scripts.

### JPNS 112 Elementary Japanese for Communication II (3)

Japanese 112 is the second part of an elementary course with an emphasis on spoken Japanese designed for beginning students whose primary interest is to develop basic oral communication skills in Japanese. Although the primary emphasis is on spoken Japanese, class time will also be spent to enable students to acquire skills to read and write basic Japanese scripts.

*Prerequisite: JPNS 101 or JPNS 111 with a grade of C or better, or approval from Language Arts Division.*

### JPNS 201 Intermediate Japanese I (4)

Continuation of the skills learned in Japanese 101/102. Intended to make the student proficient in the usage of the major sentence patterns in Japanese. Continued emphasis placed on audio-lingual skills while an increased emphasis is placed on reading and writing Kanji skills. Students are expected to be able to appreciate and enjoy and describe the different cultural aspects and their relation to the Japanese Language.

*Prerequisite: JPNS 102 with a grade of C or better.*

### JPNS 202 Intermediate Japanese II (4)

Emphasize the continuation of the skills learned in Japanese 201. Class will be conducted entirely in Japanese. The teaching method used relies heavily on question-answer sessions between the instructor and students. Classes are conducted entirely visually and orally which requires active class participation.

*Prerequisite: JPNS 201 or equivalent.*

### JPNS 211 Intermediate Japanese for Communication I (3)

Japanese 211 is the first part of an intermediate course with an emphasis on spoken Japanese designed for intermediate students whose primary interest is to develop basic oral communication skills in Japanese. Although the primary emphasis is on spoken Japanese, class time will also be spent to enable students to acquire skills to read and write basic Japanese scripts and to read high-frequency basic kanji.

*Prerequisite: JPNS 102 or 112 with a grade of C or better, or approval from the Language Arts Division.*

### JPNS 212 Intermediate Japanese for Communication II (3)

Japanese 212 is the second part of an intermediate course with an emphasis on spoken Japanese designed for intermediate students whose primary interest is to develop basic oral communication skills in Japanese. Although the primary emphasis is on spoken Japanese, class time will also be spent to enable students to acquire skills to read and write basic Japanese scripts and to read high-frequency basic kanji.

*Prerequisite: JPNS 201 or JPNS 211 with a grade of C or better.*

## JOURNALISM (JOUR)

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### JOUR 150 The Press and Society (3)

An introduction to the media of mass communication covering the historical development of the press, the interaction of the press and society and selected problems relating to newspapers, magazines, radio and television in contemporary culture.

*Rec Preparation: English 21 or 22 with a grade of C or better or equivalent.*

### JOUR 205 Newswriting (3)

Practice and instruction in reporting, interviewing and news writing techniques.

*Prerequisite: English 100 with a grade of C or better or equivalent or approval of Language Arts Division.*

*Rec Preparation: Typing or computer 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 Preparation: Ability to use word processor. Basic knowledge of grammar, punctuation, and word usage.*

## LEARNING SKILLS (LSK)

### LSK 97 Learning Skills (3)

A course designed to give students an opportunity to learn and practice fundamental learning skills, necessary for success in college, such as time management, listening, note taking, highlighting, and summarizing.

*Rec Preparation: Same placement score as for ENG 21.*

### 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 Preparation: Concurrent registration in or successful completion of appropriate level of Writing (ENG 22 or ENG 100), Reading (ENG 21 or ENG 102), and Math (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). (formerly BUS 121)

*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)

This course covers the personal, regulatory, financial, operating, and marketing requirements of starting a new business. Additionally, students develop a database of available community, government, educational, private, and professional small business resources culminating in a formal business plan.

*Prerequisite: Completion of or concurrent enrollment in ENG 21 or ENG 22 or equivalent or consent of Instructor.*

### 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.

*Recommended Preparation: Completion of or concurrent enrollment in ENG 21 or ENG 22 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.

*Recommended Preparation: 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.

*Recommended Preparation: Completion of or concurrent enrollment in ENG 21 or ENG 22, completion of BUS 125C 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. (45 lecture hours)

*Prerequisite: MGT 120, MGT 122, MGT 124, FIN 245, ENG 209, and SP 151.*

*Rec Preparation: ACC 124 or ACC 201, MKT 120.*

## MARKETING (MKT)

### MKT 120 Marketing in a Global Economy (3)

An introductory course to theories and principles of marketing in today's global economy. Emphasis is on understanding the importance of channel of distribution, market research, consumer behavior, and marketing application.

*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; finance and control, operations, personnel, merchandising and sales promotion.

*Prerequisite:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

### MKT 150 Principles of Selling (3)

An introduction to personal selling. This course covers the principles and methods of personal selling including approach, presentation, demonstration, overcoming objections and closing the sale; behavior of forces in selling; buying motives; industrial and retail selling; and sales management.

*Prerequisite:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

### MKT 160 Principles of Advertising (3)

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 1B Basic Math Through Problem Solving (3)

Study of concepts and applications through the use of a variety of problem-solving techniques of the following topics: whole numbers, fractions, decimals, ratios, proportions, and percents. Also included is the development of skills for estimation and approximate solution procedures. Successful completion of Math 1B will qualify students to enroll in Math 22.

### MATH 22 Introductory Algebra with Geometry (3)

Helps students acquire and strengthen computational, problem-solving, and analytical skills for continued study in algebra and advanced mathematics courses. Emphasis will be on the fundamental concepts of algebra such as operations with integers and signed numbers, algebraic expressions and formulas, polynomials, fractions and rational expressions and equations, study of geometric figures and their properties, ratio and proportion, and percents. The course will include using critical thinking to interpret the solutions to the verbal problems, and other mathematical concepts.

*Prerequisite:* A grade of C or better in Math 1B or equivalent, within the past two years.

### MATH 50C Technical Mathematics I: Automotive and Diesel Mechanics (3)

The application of basic arithmetic, algebraic and trigonometric operations to the solution of problems confronting automotive technologists. Topics include piston displacement, pressure, force, load, tolerance, compression ratio, etc., calculated in both English and metric systems.

### MATH 50H Technical Mathematics I: Food Service (3)

A course to develop the knowledge and skills of mathematics that are necessary in hospitality education, especially in the area of food trades. Related instruction in the fundamentals of whole numbers, fractions, decimals, ratios, proportions and percents to food trades problems. Topics include dry measurements, liquid measurements, measurement by weight, converting recipes, price markup, food cost problems and preparation of various business forms related to the food industry.

*Prerequisite:* C or better in Math 1B or equivalent, within the past two years.

### MATH 73 Algebraic Foundations I (3)

MATH 73 strengthens the problem-solving skills needed for the transition into MATH 83 (Algebraic Foundations II). MATH 73 studies algebraic concepts and applications through the use of a variety of problem-solving techniques of the following topics: signed numbers, algebraic expressions, equations, exponents, polynomials, special products, and factoring. (Effective Fall 2007)

*Prerequisite:* MATH 22 with a C or better, or equivalent, within the past two years.

### MATH 83 Algebraic Foundations II (3)

MATH 83 further develops the concepts of algebra introduced in MATH 73, with emphasis on polynomials, special products and factoring, linear and quadratic equations, inequalities, graphing, systems of linear equations, roots and radicals. (Effective Fall 2007)

*Prerequisite:* C or better in MATH 73, or equivalent, within the past two years.

### MATH 100 Survey of Mathematics (3)

Math 100 includes a variety of selected mathematical topics designed to acquaint students with examples of mathematical reasoning. The topics included in a given section or academic term are chosen by the instructor to demonstrate the beauty and power of mathematics from applied, symbolic, and abstract standpoints. MATH 100 is not intended as, and does not qualify as, a prerequisite for advanced mathematics courses. (FS)

*Prerequisite:* C or better in MATH 83 or equivalent, within the past two years.

### 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:* C or better in MATH 83 or equivalent.

**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. (FS)

*Prerequisite: C or better in Math 83 or equivalent; C or better in ENG 22 or equivalent, or appropriate reading and writing placement test scores.*

**MATH 112 Math for Elementary Teachers II (3)**

Math 112 covers representations of and operations on natural numbers, integers, rationals, and reals, and the properties of those operations. There will be connections to other parts of mathematics and applications. (FS)

*Prerequisite: Math 111 with C or better.*

**MATH 115 Statistics (3)**

MATH 115 is an introduction to statistics that covers descriptive statistics, elementary probability, and inferential statistics. (FS)

*Prerequisite: C or better in MATH 83 or equivalent, within the past two years.*

**MATH 135 Pre-Calculus: Elementary Functions (3)**

A functional approach to algebra which includes polynomial, exponential and logarithmic functions; higher degree equations; inequalities; sequences; binomial theorem; partial fractions. This course is recommended for students majoring in mathematics, sciences or engineering. (FS)

*Prerequisite: C or better in MATH 103, or equivalent.*

**MATH 140 Pre-Calculus: Trigonometry and Analytic Geometry (3)**

A study of the properties and graphs of trigonometric, circular, and inverse functions; solution of triangles; identities; solution of trigonometric equations; conic sections; polar coordinates; parametric equations. (FS)

*Prerequisite: C or better in Math 135 or equivalent.*

**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: MATH 135 with a C or better.*

**MATH 205 Calculus I (4)**

Limits, continuity, and derivatives. Computations of derivatives — sum, product, and quotient formulas; implicit differentiation; chain-rule. Study of algebraic and trigonometric functions with the analysis of their derivatives. Linear approximation and Newton's method. Applications of derivatives to maximum-minimum problems and related rate problems. Mean-value theorem. Definite integrals and the Fundamental Theorem of Calculus. Applications of definite integrals to computations of areas, volumes, arc lengths, surface areas, etc. Simple differential equations. Simpson's rule. (FS)

*Prerequisite: C or better in MATH 140 or in equivalent courses covering trigonometry and analytic geometry.*

**MATH 206 Calculus II (4)**

The second course in the calculus sequence. The course extends differentiation and integration to inverse trigonometric, logarithmic, and exponential functions, and covers such topics as basic techniques of integration, improper integrals, Taylor's series of functions and their applications. (FS)

*Prerequisite: C or better in MATH 205 or equivalent.*

**MATH 206L Calculus II Computer Lab (1)**

Students in MATH 206L 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. (effective Spring 2007)

*Prerequisite: MATH 206 concurrent, or C or better in MATH 206 (or equivalent).*

**MATH 231 Calculus III (3)**

Vector-oriented study of functions of several variables; partial differentiation; parametric curves, polar coordinates. (FS)

*Prerequisite: C or better in MATH 206 or equivalent.*

**MATH 232 Calculus IV (3)**

Multiple integrals; line integrals, Green's Theorem, surface integrals; first and second order ordinary differential equations. (FS)

*Prerequisite: C or better in MATH 231 or equivalent.*

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**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.*

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**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. (DB)

*Prerequisite: Completion of or concurrent registration in MICR 130.*



## MUSIC (MUS)

### MUS 103 Guitar Ensemble I (2)

Performance of literature for guitar ensembles: duets, trios, quartets, and larger groups. Course will culminate with a public performance of major works. May be repeated for additional credits. (45 lecture/lab hours) (DA)

*Rec Preparation: 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 105 The History of Jazz (3)

The history of the creation and development of Jazz, America's only indigenous art form. Music styles of blues, dixieland, swing, bebop, cool, modern jazz and jazz/rock fusion will be analyzed and discussed. Seminal figures in Jazz history, e.g. Louis Armstrong, Charlie Parker and John Coltrane, will also be discussed.

*Rec Preparation: Prerequisite: ENG 21 or ENG 22 and Math 1J with a grade of C or better.*

### MUS 106 Introduction to Music Literature (3)

Covers the elements, form and styles of music. Emphasis is on music of the western hemisphere from the listener's point of view. (45 lecture hours) (DH)

*Prerequisite: ENG 21 and ENG 22 and MATH 1B with a grade of C or better.*

### MUS 107 Music in World Cultures (3)

Designed for the general student, the course views music both as sound organization and as a product of specific cultures or peoples. Topics of discussion are tribal traditions in the cultures of Polynesia and Africa, tribal and folk traditions in the United States and Central America, and folk and art traditions in the Middle East and Asia. (45 lecture hours) (FG)

*Prerequisite: ENG 21 or ENG 22 and MATH 1B with a grade of C or better.*

### MUS 108 Music Fundamentals (3)

Covers basic concepts in organization of music as an expressive medium in Western culture, including the roles of composer, performer and listener. Notation as a mode of experience and discovery and verification of ideas through laboratory experience are practiced. Emphasis will be on singing, music reading, and aural dictation. (45 lecture hours) (DA)

*Prerequisite: ENG 21 or ENG 22 and Math 1B, or equivalent, with a grade of C or better.*

### MUS 112 Hawaiian Ensemble I (2)

Hawaiian Ensemble will focus on basic vocal and instrumental group performance and study of earlier to contemporary Hawaiian songs. Two and three part harmony will be introduced. (45 lecture/lab hours) (DA)

*Rec Preparation: 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 Preparation: MUS 108 and either MUS 121Z or MUS 122Z.*

### MUS 114 College Chorus (2)

Students will cultivate ensemble singing skills by learning and performing at least one multi-movement choral work. May be repeated for additional credit(s). Concurrent enrollment in MUS 121B, 122B, 221B is strongly recommended. (45 lecture/lab hours) (DA)

*Rec Preparation: MUS 108.*

### MUS 121B Beginning Voice Class (2)

This course will provide the student with an opportunity to explore and develop their "natural singing voice." Instruction will include the basic steps of vocal production: breathing, resonance, diction, and stage presence as well as the fundamental elements of musicianship; pulse, pitch, and phrase. Solo and group performances of songs will be required. Concurrent enrollment in Music 108 is strongly recommended. (45 lecture/lab hours) (formerly MUS 123) (DA)

### MUS 121C Beginning Piano Class 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. Listening skills will be developed and integrated with the practical. (45 lecture/lab hours) (formerly MUS 115) (DA)

*Rec Preparation: MUS 108.*

### 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/lab hours) (formerly MUS 121C) (DA)

### MUS 121E Folk Guitar I (2)

Introductory classroom instruction in folk and popular styles of guitar playing: technique, music reading, chord symbols, song accompaniment patterns, stage etiquette, and ensemble performance. (45 lecture/lab hours) (formerly MUS 121G) (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 Hawaii is included. May be repeated for additional credit. (30 lecture/lab hours) (DA)

### MUS 121Z 'Ukulele (2)

An introduction to basic Hawaiian style 'ukulele playing and singing. Students will learn 'ukulele chords and words to selected traditional and contemporary American and Hawaiian songs. An introduction to 'ukulele history in Hawaii is included. (1 hr. lecture/2 hr. lab) (DA)

**MUS 122B Intermediate Voice Class (2)**

In this course, the student will continue to develop vocal technique by learning to improve and control the coordination of the “singing mechanism.” Listening skills will be stressed and supplemented by the study of the International Phonetic Alphabet as well as basic musicianship skills actively applied in the learning of songs. This course will also provide students an opportunity to investigate and integrate motion and emotion in a song. Solo and group performances of songs will be required. Concurrent enrollment in MUS 108 or MUS 180 is strongly recommended. (45 lecture/lab hours) (formerly MUS 124) (DA)

*Prerequisite:* MUS 121B or consent of instructor.

**MUS 122C Beginning Piano Class II (2)**

A continuation of MUS 121C skills. This course continues to explore and develop finger technique and note reading skills as it relates to the piano keyboard. Performance skills are emphasized. The course will also include sight-reading, improvisation skills, and creating simple accompaniments for melodies. Listening skills will continue to be explored, developed, and integrated with the practical. (45 lecture/lab hours) (formerly MUS 116) (DA)

*Prerequisite:* MUS 121C or consent of instructor.

**MUS 122D Classic Guitar II (2)**

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/lab hours) (formerly MUS 122C) (DA)

*Prerequisite:* MUS 121D or consent of instructor.

**MUS 122E Folk Guitar II (2)**

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/lab hours) (formerly MUS 122G) (DA)

*Prerequisite:* MUS 121E 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 ‘Ukulele II (2)**

A continuation of MUS 121Z, ‘Ukulele, with classroom instruction in Hawaiian and popular styles of ‘ukulele playing: technique, music reading, chord symbols, song accompaniment patterns, improvisation, stage etiquette and ensemble performance. (45 lecture/lab hours) (DA)

*Prerequisite:* MUS 121Z 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. Attendance at optional labs highly recommended. (45 lecture hours)

**MUS 146 The Business of Music (3)**

Provides musicians with the basic business skills necessary to market and profit from a musical venture. Topics such as copyright protection for original music, the musician’s union, running a business and marketing will be covered.

*Prerequisite:* ENG 21 and ENG 22 and MATH 1B with a grade of C or better, or equivalent.

**MUS 173 Hawaiian Music Interpretation I (3)**

An introduction to and examination of Classical Hawaiian song types, lyric translations, traditional poetic structure and metaphoric interpretations from early to contemporary compositions. (45 lecture/lab hours)

**MUS 174 Hawaiian Music Interpretation II (3)**

A continuation of the examination of classical Hawaiian song types with increased emphasis on lyric translations, traditional poetic structure and metaphoric interpretations from early to contemporary compositions. Increased emphasis on understanding the historical context of the compositions and additional practice in Hawaiian pronunciations. A brief overview of chanting and falsetto singing will be included. (45 lecture hours)

*Prerequisite:* MUS 173 or consent of instructor.

**MUS 178 Jazz Improvisation I (3)**

This course will include improvisational techniques, analysis, and performance of common jazz forms and devices. Emphasis is on learning to read standardized chord symbol notation and improvise using proper chord/scale relationships. The course will cover major, minor, dominant, augmented and diminished chords and scales as well as the blues. Seminal figures in jazz history will also be discussed. (45 lecture hours)

*Prerequisite:* MUS 108 or consent of instructor.

**MUS 179 Jazz Improvisation II (3)**

Advanced improvisational concepts such as the use of altered chords and scales, and chord substitutions will be covered. Students will demonstrate their improvisational ability through class performance. Students will improve existing improvisational technique through the study of chord/scale relationships and jazz theory. (45 lecture hours)

*Prerequisite:* MUS 178 or consent of instructor.

**MUS 180 Aural Perception and Notation (2)**

Basic concepts of music notation and reading applied to sight singing and dictation. Recognition of intervals and tonal orientation. For students with limited skills in music reading and sight singing. (45 lecture/lab hours) (DA)

*Prerequisite:* MUS 108 or consent of the instructor.

**MUS 201 Vocal Ensemble: The Kanikapila Singers (2)**

Student will perform in a show choir which incorporates part-singing and dance movements. The choir will perform repertoire requiring a cappella singing as well as with instrumental accompaniment. Audition or consent of instructor required. May be repeated for additional credit(s). (45 lecture/lab hours) (DA)

*Rec Preparation:* MUS 121B and previous choral experience.

**MUS 202C Community College Band (2)**

Performance of wind ensemble and band literature from medium difficult. Open to community and college personnel. May be repeated for additional credit. (45 lecture/lab hours)



**MUS 203D Keyboard Ensemble (2)**

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 (2)**

Performance of advanced literature for guitar ensembles: duets, trios, quartets and larger groups. Course will culminate with a public performance of major works. May be repeated for additional credits. (45 lecture/lab hours)

*Prerequisite: MUS 103.*

**MUS 204 Advanced 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 know how to interpret jazz, rock and latin styles, and have excellent music reading and improvisation skills. Saxophonists will be expected to double on flute, clarinet and bass clarinet. Acceptance into the ensemble is by audition. May be repeated for additional credit. (45 lecture/lab hours)

**MUS 206 Electronic Keyboard Ensemble (2)**

This is a performance course that explores principles and techniques of electronic keyboard through group and solo performances. Improvisation and simple compositions are emphasized within the development of advanced performance skills. Music literature includes both classical and popular styles. May be repeated for additional credit. Strongly recommend concurrent enrollment in MUS 227 or 228. (45 lecture/lab hours)

*Prerequisite: MUS 222C or consent of instructor.*

**MUS 221B Advanced Voice Class (2)**

This course is designed for experienced voice students. Course work will include individual instruction in a "master-class" situation and lectures given to aid students in the development and understanding of the art and science of singing. Students will be encouraged to refine their vocal technique and identify the elements that contribute to the "effective communicator-performer." Repeatable for additional credit(s). (45 lecture/lab hours) (formerly MUS 223) (DA)

*Prerequisite: MUS 122B or consent of instructor; ENG 21 or 22 and MATH 1B with a grade of C or better or equivalent.*

**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) (formerly MUS 215) (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 221G Contemporary Guitar (2)**

A continuation of MUS 122G, Folk Guitar II. Classroom instruction in popular styles of guitar playing: technique, music reading, chord symbols, song accompaniment patterns, improvisation, chord embellishment and substitution, arranging, stage etiquette and ensemble (combo) performance. (45 lecture/lab hours) (DA)

*Prerequisite: MUS 122G or consent of instructor.*

**MUS 221H Classic Guitar III (2)**

A continuation of MUS 122D, Classic Guitar II. Advanced skills and concepts involving solo and ensemble performance, technique, interpretation, stage etiquette and music literature are addressed. (45 lecture/lab hours) (DA)

*Prerequisite: MUS 122D 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) (formerly MUS 216) (DA)

*Prerequisite: MUS 221C or consent of instructor.*

**MUS 227 Piano By Ear I (2)**

Music 227 is a course in keyboard technique and literature with an emphasis on playing by ear through the further development of ear training, note reading skills, music theory, knowledge of accompaniment styles, transcription of simple melodies and an overall interpretation of keyboard literature from classical to popular music. (45 lecture/lab hours)

*Prerequisite: MUS 122C or consent of instructor.*

**MUS 228 Piano By Ear II (2)**

Music 228 is a continuation of Music 227, where the ability to play by ear is further developed. Ear training, improvisation, transposition, knowledge of jazz chords, and performance of melodies and various accompaniment styles will be emphasized. Keyboard literature will include the use of fake books in addition to other classical and popular music. (45 lecture/lab hours)

*Prerequisite: MUS 122C and MUS 227 or consent of instructor.*

**MUS 232 Applied Music (1)**

Offers individual music instruction for commercial music majors (CMUS). MUS 232: B Voice; C Piano; D Organ; E Harpsichord; F Harp; G Classical Guitar; H Violin; I Viola; J Cello; K Double Bass; M Flute; N Oboe; O Clarinet; P Bassoon; Q Saxophone; R Trumpet; S French Horn; T Trombone; U Tuba; W Baritone Horn; Y Percussion; Z Other. May be repeated for additional credit. (7 1/2 lecture hours) (15 1/2 hour lessons)

*Prerequisite: Audition.*

**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 Preparation: 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 265 History of Western Music to 1750 (3)**

Covers the development of Western music from its origins to 1750, including styles, schools and composers. (DH)

*Prerequisite:* MUS 282 or consent of instructor. ENG 21 or ENG 22 and Math 1B with a grade of C or better or equivalent.

**MUS 266 History of Western Music after 1750 (3)**

Covers the development of Western music from 1750 to the present, including styles, schools and composers. (DH)

*Prerequisite:* MUS 265 or consent of instructor.

**MUS 281 Music Theory I (3)**

A survey of elementary concepts in music theory: melodic, rhythmic, and harmonic materials; musical structure and form; composition and analysis. To be taken concurrently with MUS 283. (45 lecture hours) (DA)

*Prerequisite:* MUS 108 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 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 Preparation:* A grade of C or higher in English 18 or 19, 21 or 22.

**OCN 201 Science of the Sea (3)**

An overview of the science of oceanography. Major topics include the geology of the seafloor and coastal regions, the salinity of seawater, physical oceanographic processes of the ocean such as waves, currents, tsunamis, and tides, and marine ecology and biota. Occasional fieldtrips. (DP)

*Recommended Preparation:* Completion of Math 22 and Eng 21 with a grade of C or better or equivalent.

**OCN 201L Science of The Sea Laboratory (1)**

This laboratory course is an extension of the lecture course. It is designed to introduce students to the basic techniques used in marine scientific study and to bring into sharp focus the principles learned in OCN 201. Occasional fieldtrips. It may be taken either concurrently or separately after completion of the OCN 201. (DP)

*Recommended Preparation:* Completion of MATH 22 and ENG 21 with a grade of C or better or equivalent.

**OCN 210 Oceanographic Instrumentation I (4)**

This course provides hands-on experience in sampling and studying the marine environment. Stressed are the basic techniques for water sampling and analysis (i.e., salinity, oxygen and nutrients), geological and biological sampling and subsequent laboratory analysis. Meets twice weekly, each for four hours.

*Rec Preparation:* OCN 201, MATH 135 (or its equivalent).

**OCN 211 Oceanographic Instrumentation II (3)**

A continuation of OCN 210 with emphasis on modern oceanographic and geophysical techniques and instruments. Meets twice weekly, each session for four hours.

*Prerequisite:* OCN 210.

**OCN 214 Techniques In Marine Ecology (4)**

Techniques of collecting, recording and evaluating data in the field are stressed. Work will be done in the marine environment with SCUBA. Class meets for 1 hour lecture and 5 hours of field work per week. Students must have SCUBA certification.

*Prerequisite:*

*Rec Preparation:* Completion of or concurrent registration in ZOOL 101 or ZOOL 200.

**OCN 215V Marine Ecology Field Work (2-6)**

Ecological data collection in offshore waters; environmental impact statement studies. Work is performed from a ship at sea. The number of credits is determined by the length of the cruise. The cruise is normally scheduled for summer usually after the Spring Session.

*Prerequisite:* Scuba certificate

*Rec Preparation:* ZOOL 200 or OCEAN 214.

### **OCN 230 Ocean Resources (3)**

An overview of the potential resources available from the ocean. Biological resources (food from the sea and aquaculture), mineral resources available, the energy potential of oceanic processes, and the effects of ocean pollution on these resources will all be covered.

*Prerequisite: OCN 201 with a grade of C or better or consent of instructor.*

## **OFFICE ADMINISTRATION & TECHNOLOGY (OAT)**

All OAT courses have been changed to Business Technology (BUSN), please see page 114.

## **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 Preparation: 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)**

An introductory study of moral values, nature of end or goals, the voluntary, virtues and vices, natural law, happiness, nature of morality. (DH)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **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 History of Western Philosophy I (3)**

An introduction to the history of philosophy based on translation of texts originally written in classical Greek or Latin. (DH)

*Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

### **PHIL 212 History of Western Philosophy II (3)**

Introduction to the history of philosophy based on translations of texts originally written in post-classical Latin or Arabic. (DH)

*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. (DH)

*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 Preparation: PHIL 110.*

## **PHYSICS (PHYS)**

### **PHYS 56 Basic Electrical Theory and Lab (4)**

Provides a comprehensive study of fundamental electrical and electronic principles, covering basic laws that describe electrical phenomena and principles of semiconductor devices like transistors and diodes. The use of meters and oscilloscopes is also covered. Course is designed for and restricted to AMT majors.

*Prerequisite: ENG 22 with a grade of C or better or equivalent; MATH 50C or equivalent; and concurrent registration in AMT 40.*

### **PHYS 100B Survey of Physics (4)**

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)

*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: Pocket trig-type calculator. (DP)

*Offered Fall Semester only.*

*Prerequisite: credit or concurrent registration in MATH 140.*

### **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. (DP)

*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. (DP)

*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. (DP)

*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. (DP)

*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.*

**POLITICAL SCIENCE (POLS)****POLS 110 Introduction to Political Science (3)**

An introduction to the study of the theory, structure, functions and techniques of modern government, with special attention given to contemporary problems and controversies. The course is designed to provide knowledge of government and to encourage creative and critical thinking about political concepts, institutions and practices. (DS)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**POLS 120 Introduction to World Politics (3)**

A study of the mechanics of international organization through a systematic exposure and analysis of the relations among nations; history and origin of the state systems and causes behind state policies. (DS)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**POLS 130 Introduction to American Politics (3)**

A contemporary look at the ideology behind the problems, the structure and policy formation process of the American political system. Comparisons will be made from analysis of the problems with actual government policies intended to deal with them. This course will attempt to present an even-handed treatment unveiling the problems as well as the strengths of the American political system. (DS)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**POLS 180 Introduction to Politics in Hawai'i (3)**

An examination of contemporary Hawai'i political institutions, processes, issues, and personalities at the State and County levels, Hawai'i's place in the national and international political arenas, and the future of politics in Hawai'i. Emphasis is placed on citizen roles and responsibilities in local politics. (DS)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**PSYCHOLOGY (PSY)****PSY 100 Survey of Psychology (3)**

The basic principles of human behavior, motivation, learning, perception, emotion, etc., as they relate to the individual. (DS)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**PSY 180 Psychology of Work (3)**

Designed for the vocational education major, this introductory course examines the personal and career needs of individuals working within an organization. Emphasizes the importance of psychology and human relations in the work setting. Students will learn how workers successfully cope with job demands while effectively meeting organizational goals. (DS)

*Rec Preparation: ENG 21 or 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 at UH Mānoa.) (DS)

*Prerequisite: PSY 100 or WS 151 with a grade of C or better.*

**PSY 230 Introduction to Psychobiology (3)**

Survey of study of behavior from a natural sciences viewpoint. Evolution, ethological analysis of behavior, behavior genetics, neural mechanisms, drugs and behavior, biological development.

*Prerequisite: PSY 100 with a grade of C or better.*



**PSY 240 Developmental Psychology (3)**

Emotional, mental, physical, social development from infancy to death; interest and abilities at different age levels. (DS)  
*Prerequisite: PSY 100 with a grade of C or better.*

**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.*

**PSY 270 Introduction to Clinical Psychology (3)**

History, theories, types of psychological problems, methods of assessment, forms of intervention, current developments.  
*Prerequisite: PSY 100 with a grade of C or better.*

**PSY 298 Educational Psychology (3)**

The aim of this course is to furnish the prospective teacher with the basic psychological sophistication needed for classroom teaching. Topics include role and scope of educational psychology, meaning and learning, evaluation and measurement, and social, affective, cognitive and developmental factors in learning. You will have the opportunity to interview guest speakers as part of our exploration into the world of teaching and learning. We will have supervision and videotaping sessions beyond the scheduled Saturday class sessions. The time and date for the supervision and videotaping sessions are negotiable.  
*Prerequisite: PSY 100.*

**RELIGION (REL)****REL 150 Introduction to the World's Major Religions (3)**

A survey of the origins, teachings, practices, and present-day situation of the world's great religions through lectures, slides, videotapes, discussion, and field trips. Hinduism, Buddhism, Confucianism, Taoism, Shinto, Judaism, Christianity, Islam. (FG)  
*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

**REL 151 Religion & the Meaning of Existence (3)**

Emphasizes contemporary religious thought regarding the human person's consciousness of human existence. Addresses the question "What is the meaning of existence?" (DH)  
*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

**REL 200 Understanding The Old Testament (3)**

Intellectual analysis of the developing beliefs and practices of the Hebrew religion as set forth in the Jewish scriptures (which Christians call the Old Testament). This Bible study will highlight the meaning of the Hebraic faith for the modern world. (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.*

**REL 202 Understanding Indian Religions (3)**

Teachings and practices of major religious traditions of India. (DH)  
*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

**REL 203 Understanding Chinese Religions (3)**

Taoist, Confucian, Buddhist, Socialist and folk beliefs and practices in their social and historical context. (DH)  
*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 22 with a grade of C or better or equivalent.*

**REL 205 Understanding Hawaiian Religion (3)**

A general introductory survey of Hawaiian religious teaching and practice from ancient times to the present. (DH)  
*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

**REL 207 Understanding Buddhism (3)**

Survey of major forms and practices. (DH)  
*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

**REL 210 History of Christianity (3)**

History of ideas concentrating on events, persons, and issues with the greatest impact on the development of Christianity. (DH)  
*Prerequisite: ENG 22 with a grade of C or better or equivalent.*  
*Rec Preparation: Computer word processing skills, use of the Internet, and e-mail.*

**SCIENCE (SCI)****SCI 103 Environmental Science of Hawai'i**

This course introduces students to the environment of the Hawaiian Islands and the factors that endanger Hawaii'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 Preparation: MATH 22 and ENG 21 (or equivalent) with a grade of C or better.*

**SCI 107 The Molecular Basis of Life (3)**

The topic of life will be examined from the molecular standpoint. Topics include the combination of atoms to form complex molecules such as proteins, carbohydrates, lipids, and DNA—the genetic material. Chemical digestion of foods; intermediate metabolism; molecular evolution, and a biological viewpoint of the origin of life. (DB)

**SCI 122 Introduction to Science-Physical (4)**

An introduction to the philosophy and history of science from the perspective of the physical scientist. Topics covered include: the evolution of the scientific approach to problem solving, interrelationships between science and 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)  
*Rec Preparation: MATH 83 or one year of high school algebra.*

**SCI 225 Earth and Universe (3)**

Origins, structures, and processes of the Earth's atmosphere, hydrosphere, and lithosphere. A dynamic account of Earth's history from the "Big Bang" to present, emphasizing its physical and chemical properties and the effects of life. Intended for non-science majors and prospective education majors. (DP)

*Prerequisite: High school chemistry and physics, or SCI 122.*

**SCI 225L Earth and Universe Lab (1)**

Laboratory exercises illustrating topics in earth science and astronomy. (DP)

*Prerequisite: Satisfactory completion of or concurrent registration in SCI 225.*

**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.

**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.*

**SSCI 197 Campus Involvement Seminar (1)**

This course will provide hands-on learning exercises centered on developing skills needed for participating in a campus organization which include communication, teamwork, service, leadership and ethical decision-making. Students may also find these skills useful in their off-campus affiliations.

**SOCIOLOGY (SOC)****SOC 100 Survey of General Sociology (3)**

Introduction to basic sociological concepts, theories and findings with emphasis on the sociological perspective to gain insight into basic social relationships, social structures and processes. (DS)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**SOC 218 Introduction to Social Problems (3)**

Application of a social perspective to selected problems afflicting modern industrial societies. Emphasis on understanding the nature, causes, and effects of selected social problems. Different research data and theoretical approaches are examined. Prerequisite to all Mānoa 300-level sociology courses. (DS)

*Rec Preparation: ENG 21 or 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 Preparation: 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 Hawaii. Fundamental concepts of sociology in the area of race relations are presented with emphasis on Hawaii's unique potential "melting pot" social environment and the development of an "unorthodox race doctrine" for Hawaii. Sociological aspects of the various cultural contributions by the ethnic groups to Hawaii including values, concepts, practices, history, and language are also investigated. (DS)

*Rec Preparation: ENG 21 or ENG 22 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)

*Rec Preparation: ENG 21 or ENG 22 with a grade of C or better or equivalent.*

**SOC 275 Introduction to Sociological Inquiry (3)**

Introduction to basic methods and analytical techniques used in sociology. This course is designed to introduce students to the basic methods in sociology, and the nature, logic, and skill involved in the production and analysis of social scientific data. Emphasis is on learning by doing and providing basic skills in sociology. This course provides the necessary foundation for more advanced courses in methods and statistics. (Required of all sociology majors in the Mānoa program and is a prerequisite for all 400-level sociology courses).

*Prerequisite: SOC 100 or any 200-level sociology course.*



## SPANISH (SPAN)

### SPAN 101 Elementary Spanish I (3)

Basic structures of the Spanish language emphasizing speaking, writing, and comprehension in listening and reading. Through practice in class and drills in the Learning Resource Center, the student learns to use the basic structures of Spanish without hesitation.

*Rec Preparation: ENG 22 with a grade of C or better or equivalent, or consent of the instructor.*

### SPAN 102 Elementary Spanish II (3)

Basic structures of the Spanish language emphasizing speaking, writing, and comprehension in listening and reading. Through practice in class and drills in the Learning Resource Center, the student learns to use the basic structures of Spanish without hesitation.

*Prerequisite: SPAN 101 with a grade of C or better or equivalent.*

### 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 or equivalent.*

### SPAN 202 Intermediate Spanish II (3)

Continuation and refinement of basic language skills acquired in Spanish 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 or equivalent.*

### SPAN 204 Spanish: Business/Travel Industry Management (TIM) (3)

Specific aspects of Spanish language and culture for the purpose of meeting social demands and working requirements in business and TIM. Not restricted to Business and TIM majors. SPAN 204 may be taken in lieu of SPAN 201 and/or SPAN 205 may be taken in lieu of SPAN 202 toward fulfillment of the UH Mānoa General Education Requirement in Foreign Language and major requirements for Spanish.

*Rec Preparation: SPAN 102 or equivalent.*

### SPAN 205 Spanish: Business/Travel Industry Management (TIM) (3)

Specific aspects of Spanish language and culture for the purpose of meeting social demands and working requirements in business and TIM. Not restricted to Business and TIM majors. SPAN 204 may be taken in lieu of SPAN 201 and/or SPAN 205 may be taken in lieu of SPAN 202 toward fulfillment of the UH Mānoa General Education Requirement in Foreign Language and major requirements for Spanish.

*Rec Preparation: SPAN 201 or 204 or equivalent.*

## 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 Preparation: ENG 22 with a grade of C or better or equivalent.*

### SP 200 Speaking Skills for Prospective Teachers (3)

Theory and activities for competence in speaking skills useful in classroom: Interview, discussion, lecture, etc. (OR)

*Prerequisite: English 21 and ENG 22 with a grade of C or better or equivalent.*

### SP 231 Performance of Literature (3)

Introduction to the study of literature through performance. Practice in rhetorical and literary analysis culminating in solo performance of literary selections for an audience. The nature of performance criticism. (OR)

*Prerequisite: English 21 and ENG 22 with a grade of C or better or equivalent.*

### SP 251 Principles of Effective Public Speaking (3)

Adaptation of rhetorical theory to particular speakers, audiences, occasions. Extensive practice. (OR)

*Prerequisite: ENG 22 with a grade of C or better or equivalent.*

## 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 and in the Learning Resource Center, the student learns to communicate in correct Tagalog.

### 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 and in the Learning Resource Center, the student learns to communicate in correct Tagalog.

*Prerequisite: TAG 101 with a C or better, equivalent placement test, or instructor's approval.*

### TAG 201 Intermediate Tagalog Filipino (4)

Emphasizes a variety of sentence constructions in Tagalog/Pilipino: 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.

*Rec Preparation: TAG 101, TAG 102, or permission of instructor.*

**TAG 202 Intermediate Tagalog Filipino (4)**

Emphasizes a variety of sentence constructions in Tagalog/Pilipino: 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.

*Rec Preparation: TAG 101, TAG 102, TAG 201, or permission of instructor.*

**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 Preparation: English 100 or higher and Math 100 or higher.*

**TVPR 121 Film and Video Graphics (3)**

Introduction to video and film graphics. Students will learn about digital and non-electronic graphic production including character generators, color, motion, perspective, teleprompters, set construction, virtual sets, and graphic design.

*Prerequisite: English 100 or higher, and Math 100 or higher. TVPR 101, 126, 136, 142, & 151. TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite: TVPR 226, 251 and 293B or instructor's approval.*

**TVPR 126 Introduction to Digital Camera Operation and Lighting Principles (3)**

An introduction to contemporary digital video cameras, operating controls, and mounting systems. Basic lighting principles, portable and studio equipment, safety, and operation will be illustrated in theory and application, particularly in relationship to camera operation.

*Prerequisite: TVPR 101 may be taken concurrently or instructor's approval.*

*Corequisite: TVPR 136, 142 & 151 or instructor's approval.*

*Rec Preparation: English 100 or higher, and Math 100 or higher.*

**TVPR 136 Audio/Video Engineering (3)**

Audio and video engineering fundamentals for television producers and production staff. This introductory course focuses on electrical power sources and generation, proper calibration, readings, and settings of audio and video signal monitoring and testing equipment, connections, adapters, inputs and outputs. Students will learn to diagnose problems and adjust equipment accordingly. Simple troubleshooting, safety, care, and maintenance will also be emphasized.

*Prerequisite: TVPR 101 may be taken concurrently or instructor's approval.*

*Corequisite: TVPR 126, 142 & 151 or instructor's approval.*

*Rec Preparation: English 100 or higher, and Math 100 or higher.*

**TVPR 142 Film and Video Audio: Acquisition and Recording (3)**

Delivers theory, knowledge, and skills required for audio acquisition and recording as applied to film and television production. Audio theory, microphones, pickup patterns, frequency and amplitude, digital and analog signals, mixers, recording techniques, production audio devices, Foley, channels and tracks, sound effects, music, troubleshooting, mixing, and monitoring equipment are emphasized.

*Prerequisite: TVPR 101 may be taken concurrently or instructor's approval.*

*Corequisite: TVPR 126, 136, & 151 or instructor's approval.*

*Rec Preparation: English 100 or higher, and Math 100 or higher.*

**TVPR 151 Introduction to Film and Video Digital Editing Principles (3)**

An introduction to editing film and video in non-linear digital formats. Topics will include the grammar of the edit, history of film and video editing, analog and digital theories, contemporary formats, magnetic and optical recording and editing, contemporary recording, editing, and playback devices, digital editing file management, edit decision lists, timelines, editing strategies and methodologies, manipulation of audio and creation of simple soundtracks, and contemporary editing software and hardware and operation. Current editing software includes Adobe Premier, Final Cut Pro, and Avid.

*Prerequisite: TVPR 101 may be taken concurrently or instructor's approval.*

*Corequisite: TVPR 126, 136, & 142 or instructor's approval.*

*Rec Preparation: English 100 or higher, and Math 100 or higher.*

**TVPR 210 Film and Video History, Criticism, Ethics, and Aesthetics (3)**

Through various international examples and critiques, students will study film and video history, development, and technical milestones, learn, study, question, and practice criticism, and examine ethical problems, responsibilities, and personal solutions. Students will study and examine media literacy. Students will also examine, compare, and contrast the aesthetics of film and video.

*Prerequisite: English 100 or higher, and Math 100 or higher or instructor's approval.*

**TVPR 211 Film and Video Storytelling and Scriptwriting (3)**

Students enrolled in this course will study fiction and non-fiction storytelling forms in film and video. Various genres will be explored and examined. Brainstorming, concepts, treatments, pitching, storyboarding, and scriptwriting formats will be emphasized. Students will produce their own scripts for both film projects shot on video and television projects.

*Prerequisite: English 100 or higher, and Math 100 or higher or instructor's approval.*

**TVPR 212 Media Talent Development, Directing, and Performance (3)**

This course is designed for film and television production students who may also want to learn skills required for talent performances in front of the camera or microphone, and how to direct talent to achieve professional performances.

*Prerequisite: English 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:* English 100 or higher, and Math 100 or higher. TVPR 101, 126, 136, 142, and 151.

*TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite:* TVPR 121, 251, & 293B or instructor's approval.

### TVPR 251 Applied Film & Video Digital Editing and Postproduction Audio (3)

This course combines methods, techniques, software, and hardware image editing with audio editing to produce a complete film or video product. The grammar of the edit, on line and off line editing, edit decision lists, A/B roll, cutaways, integration of graphics, continuity editing, complexity editing, context, transitions, time expansion and contraction, mastery of the tools of editing, signal monitoring, 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:* English 100 or higher, and Math 100 or higher. TVPR 101, 126, 136, 142 & 151.

*TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite:* TVPR 121, 226, 293B, or instructor's approval.

### TVPR 276 Advanced Digital Cinematography, Composition & 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 & Math 100 or higher. TVPR 101, 121, 126, 136, 142, 151, 226, & 251.

*TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite:* TVPR 291, 293C, 294 and 292 or instructor's approval.

### TVPR 291 Film and Video Directing, Studio, and Location Production (3)

This course will concentrate on directing techniques and skills for film, and directing techniques and skills for video in the studio and during location production.

*Prerequisite:* ENG 100 or higher & Math 100 or higher. TVPR 101, 121, 126, 136, 142, 151, 226, & 251.

*TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite:* TVPR 276, 292, 293C, and 294 or instructor's approval.

### TVPR 292 Capstone Project Practicum (3)

This terminal course in the TVPro video production program will require students to apply all appropriate skills and knowledge gained in the Associate in Science TVPro degree program to produce a final ten-minute production.

*Prerequisite:* ENG 100 or higher & Math 100 or higher. TVPR 101, 121, 126, 136, 142, 151, 226, & 251.

*TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite:* TVPR 276, 291, 293C, and 294 or instructor's approval.

### TVPR 293B Internship I (2)

This course provides beginning practical work experiences in television where students will apply classroom/lab knowledge and develop job competencies. Sixty hours of internship minimum, and 15 hours classroom instruction. Positions may be offered on Leeward campus and/or in other off-campus television assignments. Practicum class includes: beginning resume writing, beginning job interviewing skills, and planning for creation of demo reels. This is the first of two internship classes. TVPR 293B must be taken before TVPR 293C.

*Prerequisite:* ENG 100 or higher & Math 100 or higher. TVPR 101, 126, 136, 142, and 151.

*TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite:* TVPR 121, 226, & 251 or instructor's approval.

### TVPR 293C Internship II (2)

This course provides practical work experiences in television where students will apply classroom/lab knowledge and develop job competencies. Sixty hours of internship minimum, and 15 hours classroom instruction. Positions may be offered on Leeward campus and/or in other off-campus television assignments. Practicum class includes: resume writing, job interviewing skills, and creation of demo reels. This is the second of two internship classes. TVPR 293B must be completed before TVPR 293C.

*Prerequisite:* ENG 100 or higher & Math 100 or higher. TVPR 101, 126, 136, 142, 151, 251, 121, 226 and 293B.

*TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite:* TVPR 276, 291, & 294 or instructor's approval.

### TVPR 294 Advanced Film and Video Digital Editing and Post Production Audio (3)

This course concentrates knowledge, skills, and application of advanced film and video editing techniques with creation of a final multi-track soundtrack for productions. Current editing software includes Adobe Premier, Final Cut Pro, and Avid.

*Prerequisite:* ENG 100 or higher & Math 100 or higher. TVPR 101, 121, 126, 136, 142, 151, 226, 251.

*TVPR 210 and 211 or 212 may be taken concurrently or instructor's approval.*

*Corequisite:* TVPR 276, 292, and 293C or instructor's approval.

## TRAVEL INDUSTRY MANAGEMENT (TIM)

### TIM 101 Introduction to Travel Industry Management (3)

This course is designed for pre-TIM majors. An introduction to the travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism. Includes lectures by industry leaders. (45 lecture hours)

*Prerequisite:* ENG 21 and ENG 22 with a grade of C or better or equivalent.

## WOMEN'S STUDIES (WS)

### WS 151 Introduction to Women (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. Present women's experiences from diverse backgrounds, social structures, and cultures. (Leeward CC offers PSY 202, Psychology of Women, which is cross-listed as Women Studies 202 at UH Mānoa.) (DS)

*Rec Preparation:* ENG 21 or ENG 22 with a grade of C or better or equivalent.

### WS 290 Topics in Women's Studies (1-6)

A selection of various topics in Women's Studies utilizing perspectives and data from many disciplines. Each topic examines the issues involved in sexism and sex role differentiation by focusing on women's positions, contributions, concerns and problems. (DS)

*Rec Preparation:* WS 151 and/or an introductory level course in contributing discipline area for all 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)

*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)

*Prerequisite:* ENG 21 and ENG 22 with a grade of C or better or equivalent.

*Three lecture and three lab hours per week.*

*Rec Preparation:* 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)

*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 (formerly BIOL 110).

*Rec Preparation:* (Strongly recommended) MICR 130 or BIOL 101 with a grade of B or better.

### ZOOL 241 Human Anatomy and Physiology (4)

The second semester of a two-semester course on human anatomy and physiology, as such, the prerequisite of ZOOL 240 is essential in providing an introduction to many basic concepts in biology and human anatomy and physiology. These concepts are required for the course, but are not covered at the introductory level. Additionally, without the organ systems and other topics covered in ZOOL 240, ZOOL 241 would represent only a partial coverage of Human Anatomy and Physiology.(DB)

*Three lecture and three lab hours per week.*

*Prerequisite:* ZOOL 240 with a grade of C or better.



## INDEPENDENT STUDY

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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.

### *tips for success*

The general student learning outcomes (the knowledge and/or skills you will develop) for each course are listed in the College's online database, Curriculum Central.

To see the learning outcomes for a specific course:

- log on to <http://emedia.leeward.hawaii.edu/central/>
- select "Courses" from the Main Menu
- select "Display Course" on the next screen
- select the course in section 1
- select "approved course outline" in section 2
- click on the submit button

# POLICIES



# POLICIES

## Student Regulations

### Student Conduct

The University of Hawai'i has a Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions.

Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at UH Leeward Community College the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.

The student conduct code is available at the Office of the Dean of Student Services and on the College's website.

## 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:

- Demonstrations
- Interference with campus operations
- Furnishing false or fraudulent information
- Personal misconduct, such as fighting, hazing, harassing, stealing, unauthorized entering, using or possessing weapons, failing to comply with the directions of a campus official, being disorderly, etc.
- Stealing or mutilating college property
- Disruption
- Abuse of controlled substances
- Academic dishonesty (cheating or plagiarizing)

For violations of these rules, the following sanctions may be imposed:

- Warning
- Probation
- Restitution
- Temporary suspension
- Suspension
- Expulsion
- Rescission of grades or degree

The student conduct code is available at the Office of the Dean of Student Services and on the College's website.

## Student Misconduct Grievances

The process of addressing allegations of misconduct are described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the Office of the Dean of Student Services.

## 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, and bows and arrows are prohibited on campus except with specific prior permission of the Chancellor.

## Smoking

In accordance with the State's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987 and University policy, smoking is prohibited in any of the classrooms, laboratories, conference rooms, and other covered structures of the College.

Additional restrictions can be found online at [www.hawaii.edu/smokingpolicy](http://www.hawaii.edu/smokingpolicy)

## Illicit Drugs and Alcohol

This Official Notice, by the University of Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic,

referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

The purchase, possession or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation."

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion or rescission of grades or degree. Copies of the full text of the Code are available in the Office of the Dean of Student Services.

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

Copies of policies governing the possession, consumption, serving and sale of alcoholic beverages on the University of Hawai'i Leeward Community College campus are available in the Office of the Dean of Student Services and the Office of the Chancellor.

## 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

The University of Hawai'i Leeward Community College embraces those aspects of academic freedom that guarantee the freedom to teach and the freedom to learn. Free inquiry and free expression for both students and faculty are indispensable and inseparable. Students, whether from the U.S. or from foreign countries, as members of the academic community are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth.

For its part, Leeward Community College guarantees all students the freedom of silence. No student is required to engage in research on any topic or to make statements of any kind, unless it is the student's wish to do so.

## Student Academic Grievance Procedures

Any student who has an academic-related complaint against a faculty member may register a complaint pursuant to Leeward Community College's academic grievance procedures, entitled the Student Academic Grievance Procedures.

Under the procedures, the aggrieved student must first attempt to resolve the complaint on an informal level with the faculty member.

Should the complaint not be resolved at this level, the student may then request the appropriate division chairperson to review and resolve the complaint. After consulting with the student and the faculty member, the division chairperson issues conclusions and recommendations.

If a satisfactory resolution cannot be reached, the student may file a written complaint with the appropriate Academic Dean who will seek a resolution. If a satisfactory resolution is still not reached, the student has the right to file a written grievance with and have a hearing before the Academic Grievance Committee, a body of faculty and students.

The Committee submits its findings and recommendations to the Chancellor whose decision on the case is final within the University of Hawai'i.

Copies of the Academic Grievance Procedures are distributed in booklets to new students or are available through the Office of the Dean of Student Services.

## 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.

## 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, 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 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).

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

It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (disability); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to, hiring, firing, upgrading, salaries, benefits, training, and other terms, conditions, and privileges of employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (disability); Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or disability. American citizens or immigrants with limited English proficiency skills will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX, 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 on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by Michael Wong, EEO/AA Coordinator, Title IX Coordinator.

Individuals designated to coordinate the University of Hawai'i Community Colleges' nondiscrimination and affirmative action programs are:

Michael C. K. Wong  
EEO/AA Coordinator,  
Title IX Coordinator  
Leeward Community College  
96-045 Ala Ike; Pearl City, HI 96782  
808-455-0277

Mary Perreira (EEO/AA)  
Phone: 808-956-4650 (V/T)  
Community Colleges  
2327 Dole Street; Honolulu, HI 96822

Kaz Chambers  
Section 504 and Title II Coordinator  
Leeward Community College  
96-045 Ala Ike; Pearl City, HI 96782  
808-455-0321

## Discrimination Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated on the basis of race, sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status, veteran's status or arrest and court record may file a complaint with Michael Wong, EEO/AA Coordinator, Leeward Community College, 96-045 Ala Ike, Pearl City, HI 96782. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office.

The process of addressing allegations of discrimination are described in the CCCM No. 2210 UH Community College Procedure and Guidelines, Relating to Complaints of Discrimination and in campus Section 504/ADA Grievance Procedure.

Students may also file complaints of discrimination with Mary Perreira (EEO/AA) Community Colleges, 2327 Dole Street; Honolulu, HI 96822



## Services for Deaf and Hard of Hearing Students

Deaf and Hard of Hearing individuals desiring information may contact the College by calling the TTY (Text Telephones) number at 1711 or (808) 643-8833. A TTY pay phone is located at on the 'ewa side, ground floor, of the Administration Building.

Information about the programs, services, activities, and facilities which are available to persons with disabilities can be obtained by contacting the Kāko'o 'Ike Program (455-0421, TTY number at 455-0532 or 643-8833). 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 are provided the following services:  
academic and career counseling  
admissions and financial aid application assistance  
campus orientation  
registration assistance  
reader, notetaker, interpreter, and/or other academic support services as needed  
campus accessibility map  
specifically designed auxiliary equipment to meet the needs of students with disabilities.

For further information about accessing services, call or visit:

Kris Hernández  
Program Coordinator/  
Disabilities Specialist  
Kāko'o 'Ike  
L-208, Library Building  
Leeward Community College  
96-045 Ala 'Ike; Pearl City,  
Hawaii 96782  
Phone: 455-0421; TTY: 455-0532

## Policy on Sexual Harassment

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. This policy refers to faculty to learner, staff to faculty, and peer to peer learner harassment.

Examples of sexual harassment include:

Unwanted, unwelcome sexual advances and other verbal or physical conduct of a sexual nature.

"Hostile environment," wherein, discussion of sexual activities, the telling of off-colored jokes, commenting on physical attributes, displaying sexually suggestive pictures, using demeaning terms, making indecent gestures, and using offensive language is occurring.

For more information, please contact the Office of the Dean of Student Services, or the EEO/AA Coordinator.

Sandy Y. Hoshino, Acting Dean  
Phone: 455-0260

Michael Wong, EEO/AA Coordinator  
Phone: 455-0277

Leeward Community College  
96-045 Ala 'Ike; Pearl City, HI 96782

## Sexual Assault Policy

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Policy which explains the college's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy and the procedure for the Sexual Assault Prevention Program can be obtained at the Office of the Dean of Student Services, AD 224A.

## Safe Zone



The UH Safe Zone symbol shown here conveys a positive message to the entire University of Hawai'i community—particularly to lesbian, gay, bisexual, and transgendered (lgbt) faculty, staff and students. The symbol identifies people, lgbt and otherwise, who are non-judgmental and have access to lgbt resources, should you need them. Safe Zone participants are not trained counselors but may direct you to a trained counselor who is also a Safe Zone participant. When you see this symbol, know that—whatever the attitudes toward lgbt people and their allies on campus—here at least is a "Safe zone" or safe place. For more information, contact Camaron Miyamoto, Coordinator of the LGBTQ Office at UH Mānoa, at 956-9250.

## 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 Hawaii 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>

## 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

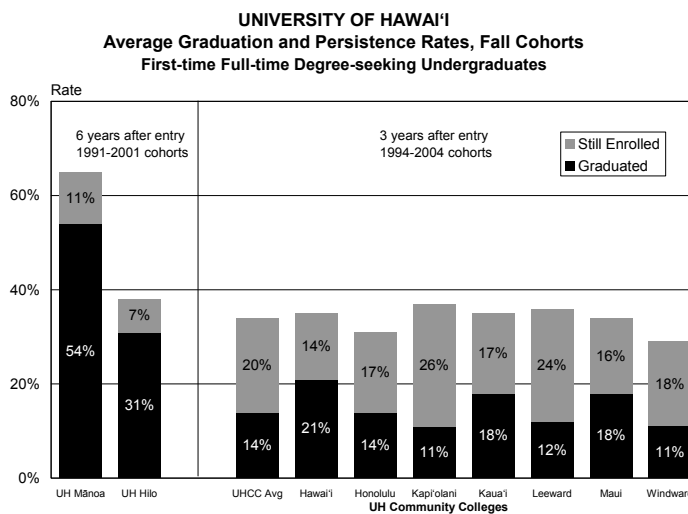
Graduation is one of the most rewarding experiences in our students’ academic journey. Students are encouraged to meet periodically with counselors to determine their most appropriate path toward completing their degrees and/or certificates. To be awarded a diploma from the College, the student must submit a “Application for Degree/Certificate,” obtained through a counselor appointment called “GradCheck”. To participate in the annual Commencement Exercises, students may exercise their right to participate according to their eligibility described below:

Participation in the annual Commencement Exercises 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 graduation checklist / degree audit (Grad Check) on file with the Records Office by the published deadline.

## 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.lcc.hawaii.edu/Security/>



Success rate is defined as the percentage of students who have either graduated or are still enrolled at a campus. **Average success rates** are 64% at UH Mānoa, 37% at UH Hilo, and 35% at the UH community colleges. **Graduation rates for the most recent cohort** are 55% at UH Mānoa and 36% at UH Hilo for the Fall 2001 cohort six years after entry, and at the UH community colleges for the Fall 2004 cohort three years after entry: 14% overall, 19% at Hawai'i CC, 13% at Honolulu CC, 14% at Kapi'olani CC, 11% at Kaua'i CC, 11% at Leeward CC, 26% at Maui CC, and 11% at Windward CC. UH-West O'ahu began admitting first-time students effective Fall 2007, so is not included here.

This information is provided for the Student Right-to-Know Act, Public Law 101-542. It provides a partial description of the graduation and enrollment patterns of students and describes averages for groups of students. It should not be used to infer or predict individual behavior.

Institutional Research Office, University of Hawaii, January 2008

**LEEWARD COMMUNITY COLLEGE  
ADMINISTRATION, FACULTY AND STAFF**



# LEEWARD COMMUNITY COLLEGE ADMINISTRATION, FACULTY AND STAFF

## University of Hawai'i Board of Regents

Allan R. Landon (Chairperson)  
Artemio C. Baxa  
Byron W. Bender  
Carl A. Carlson, Jr  
Michael A. Dahilig  
Ramón de la Peña  
Marlene M. Hapai  
James J. C. Haynes II  
Dennis I. Hirota  
Howard H. Karr  
Kitty Lagareta  
Ronald K. Migita  
Teena M. Rasmussen  
Harvey S. Tajiri  
Jane B. Tatibouet

## University of Hawai'i System Administration

David McClain, President  
Linda Johnsrud, Vice President for Academic  
Planning and Policy  
Sam Callejo, Vice President for Administration  
Howard Todo, Vice President for Budget and  
Finance/CFO  
John Morton, Vice President for Community  
Colleges  
David Lassner, Vice President for Information  
Technology/Chief Information Officer  
Darrolyn Lendio, Vice President for Legal  
Affairs and University General Counsel  
James R. Gaines, Vice President for Research  
Brian Minaai, Associate Vice President for  
Capital Improvements  
Carolyn Tanaka, Associate Vice President for  
External Affairs and University Relations  
Karen C. Lee, Associate Vice President for  
Student Affairs  
Nainoa Thompson, Advisor on Hawaiian Affairs

## Administration

### Office of the Chancellor

Manuel J. Cabral, Chancellor;  
B.A.(mathematics and French), Lewis & Clark  
College; M.A. (mathematics), Indiana University

Cheryl Mokuau, Private Secretary

Kathleen R. Cabral, Marketing Officer  
B.A., University of Toledo

William Souza, Educational Specialist;  
B. A., Chaminade University of Honolulu

### Office of the Vice Chancellor

Michael H. Pecsok, Vice Chancellor/Chief  
Academic Officer; B.A., University of California,  
Berkeley; M.Ed., University of Hawai'i

James Goodman, Interim Dean of Arts and  
Sciences; B.F.A., M.F.A., University of Hawai'i

B. Michael K. Tagawa, Dean of Career and  
Technical Education; B.A., M.A.,  
University of Hawai'i

Kazuo Chambers, Interim Dean of Academic  
Services; Computer Science; B.S., University  
of Hawai'i

Janet Kao Bradford, Program Director, Ho'oulu;  
A.A., Leeward Community College; B.A.  
University of Hawai'i at West O'ahu, Humanities  
and Social Sciences; M.A. University of Hawai'i

Judith N. Kappenberg, Professor CC, Program  
Officer; B.Ed., University of Hawai'i; M.A.,  
Columbia University, Ed.D., Nova Southwestern  
University

Shirlene Callejo, Secretary to Dean of  
Arts & Sciences

Vaughnelle O'Neal, Secretary to the Dean  
of Career and Technical Education

Patricia Kimokeo, Secretary to the Dean  
of Academic Services

### Office of Student Services

Sandy Y. Hoshino, Interim Dean of Student  
Services; Professor CC, Business  
Technology; B.Ed., M.Ed., 5th Year Diploma,  
University of Hawai'i

Susan Durango, Secretary

### Office of Administrative Services

Mark Lane, Vice Chancellor, Administrative  
Services; B.S., Troy University, Montgomery

Dixie M. Kawamura, Secretary

### Office of Policy, Planning and Assessment

Kathy L. Hill, Director; Professor CC,  
Accounting; B.G.S., Chaminade University,  
M.B.A., Hawai'i Pacific University

Guy Nishimoto, Institutional Effectiveness  
Officer; BA, University of Hawaii; MA,  
Claremont Graduate School; MA, University of  
California, Los Angeles

Jeanette Dias, Institutional Analyst; B.S.,  
University of Minnesota; M.B.A., Old  
Dominion University

Charlotte Watanabe, IT Specialist; B.S.,  
University of Hawai'i

### Office of Continuing Education and Workforce Development

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**John W. Conner**, Professor CC, Literature

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**Amy K. Inowe**, Professor CC, Business

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**John Michalski**, Professor, CC, English

**Leslie Munro**, Professor CC, English

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**Bethany L. Thomas**, Professor CC, History

**James Uyeda**, Professor CC, Music

**Arleda M. Watson**, Professor CC, English

**Elaine White**, Professor CC, Counselor

**Ilina Williams**, Professor CC, Counselor

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## Learning Resource Center

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Northwestern University; M.A., University of  
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Clerk:  
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Writing Specialist:  
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KI Program Coordinator/Disabilities Specialist:  
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Clerk Steno:  
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Librarians:  
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**Junie Hayashi**, Instructor CC; B.B.A.,  
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**Jue Wang**, Instructor CC, B.A., Nanjing Normal  
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Library Technician:  
**Gloria Santiago**

Library Assistants:

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**Christy Nathan**  
**Lynette Rudolfo**  
**Eileen Sakamoto**  
**Mary Jane Soriano**

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Division Chair: **Nancy Buchanan**  
Secretary: **Susan Durango**  
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Transcript Evaluator:

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**Veda Tokashiki**

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**Gwen Barros**, Registered Nurse Certificate of Registered Nurse; Queens Medical Hospital

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**John Torres**

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**Joyce Lee**, Zippy's, Inc.  
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**Rodney Uyehara**, Bistro at Century Center  
**Roy Yamaguchi**, Roy's Restaurants  
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**Mike Meyer**, Wave  
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**Debbie Pennuto**, Clinical Director, Salvation  
Army, ARC  
**Angela Smith**, Salvation Army, Women's Way  
**Patricia Johnson**, Co-Director, Adult Programs,  
Hina Mauka  
**Gwen Williams**, Professor CC, Leeward  
Community College

## Television Production

**Angela Angel**, 'Olelo: The Corporation for  
Community Television  
**Daniel Boulos**, Leeward Community College  
**Dennis Burns**, Pacific Focus  
**Bernadette Axelrod**, Freelance Director  
**William Beyer**, KGMB-TV9  
**Nick Carter**, KGMB-TV9  
**Forest Cutright**, Hawai'i Public Television  
**Donne Dawson**, Hawai'i Film Office  
**Georgette Deemer**, Becker Communications  
**Paul Eblen**, KHNL-TV  
**Christian Ganne**, Leeward Community College  
**Charlyn Honda-Masini**, Pacific Focus  
**Bob Johnson**, HILIGHT  
**Ed McNulty**, Hawai'i Public Television  
**Bob Pritchard**, KHON-TV2  
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**Leonard Sensui**, Leeward Community College  
**Candy Suiso**, Wai'anae High School  
**John Wray**, KITV-TV



# GLOSSARY OF TERMS

**Academic Freedom:** refers to the right of the student to learn and the right of the teacher to use teaching methods that are effective in pursuing course objectives.

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

**Academic Year:** Starts at the beginning of the fall semester, ends at the close of the spring semester; does not include summer sessions.

**Accreditation:** Official certification by an external academic organization that a college meets all requirements for academic achievement, curriculum, facilities, and educational integrity.

**Add Period:** Time at the beginning of each semester during which registered students may enroll in additional courses.

**Articulated General Education Courses:** UH system courses reviewed by the System-wide Articulation Standing Committees and accepted by campus core/curriculum committees as meeting undergraduate requirements at one or more system campuses.

**Articulation Agreements:** Formal arrangements between the College and other educational institutions ensuring that credits from Leeward are accepted at specific four year institutions.

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

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

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

**Auditors:** Regularly admitted students who register, with the consent of the instructor, for informational instruction only and who receive no credit. They do not take course examinations and the extent of their classroom participation is at the instructor's discretion. Audit courses are entered on the student's transcripts with a grade of AU and are subject to regular tuition and fee charges.

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

**Certificate of Competence:** A college credential for students who have successfully completed designated short-term credit or non-credit courses, which provide them with job upgrading or entry-level skills. Credit course sequences shall exceed 9 credit hours.

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

**Classified Students:** Students who intend to earn a degree or certificate.

**Community Colleges:** Campuses within the University of Hawai'i system that usually offer lower division courses and grant two-year degrees and certificates.

**Continuing Students:** For registration purposes, those who were registered for the previous semester (fall or spring), are in good standing, have not completely withdrawn, have not graduated in their current classification, and intend to register for the upcoming semester.

**Co-requisite:** A course that must be taken in conjunction with and at the same time as another course. Co-requisites are indicated in the course descriptions.

**Core Requirements:** See General Education Core.

**Counselor:** A professional who helps students with academic advising, career information and life-planning.

**Credit Overload:** Registration for more than 17 credit hours in any one semester. Permission from the Dean of Student Services is required.

**Credits (or Semester Credit Hours):** Earned after successful completion (pass) of a course. If students fail a course, they have only attempted (but not earned) the credits for the course. Three semester credits are approximately equivalent to three 50-minute meeting periods per week in a 16-week semester.

**Curriculum:** All the courses of study offered by the College. May also refer to a particular course of study and the courses in that area.

**Discipline:** A branch of knowledge or teaching. Typically refers to an area of study or a major field. For example, drama is a discipline within the Arts and Humanities Division.

**Drop Period:** Time at the beginning of each semester during which registered students may drop unwanted courses and not have them appear on their transcripts.

**Early-Admits:** Academically superior and accomplished youths under 18 years of age who are continuing high school students admitted to the College to take specific courses for which they are qualified.



**Electives:** Courses not designated as part of the General Education Core, degree or certificate requirements. Students should consult their program or academic advisors to discuss the selection of electives.

**Emeritus Faculty:** Recognition, designation, and privileges given by the UH Board of Regents to faculty members who have retired but still retain ties to the College.

**Enroll:** To sign up for classes for inclusion on the official class list.

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

**Fees:** Charges in addition to tuition.

**Financial Aid:** Money received from various sources to help students with college costs.

**Full-Time Students:** For academic purposes, students carrying 12 or more credits per semester.

**General Education Core:** Specified courses in liberal arts and related areas required for the associate degrees.

**Grade Point Average (GPA):** Determined by first multiplying the number of credits for each course taken for a letter grade by the points earned for that course (i.e., A is 4 points, B is 3, C is 2, D is 1, and F is 0), then by adding all the points, and finally by dividing total grade points by the total number of credits attempted for courses in which letter grades were given.

**Incomplete Grades:** With the instructor’s approval, students may receive a grade of I if they are unable to complete a small, but important part of a course’s requirements by semester’s end but are committed to doing so by the tenth week of the following semester.

**Liberal Arts:** Academic disciplines such as language, history, or humanities that help develop general intellectual ability and provide information of general cultural concern.

**Orientation:** Scheduled time for a student to become familiar with the College, its programs, policies and expectations.

**OAR:** Orientation, Advising and Registration; During OAR, a student receives general information about the College and its programs and services, takes the appropriate Placement Testing, and begins selecting and registering for classes.

**Part-Time Students:** For academic purposes, students carrying fewer than 12 credits per semester.

**Placement Tests:** Standardized tests used to measure a student’s proficiency in a specific subject area in order to determine the appropriate level of courses in which to enroll. The College currently requires most incoming students to complete COMPASS placement tests in English and mathematics.

**Prerequisite:** A necessary condition for enrollment in a course. Prerequisites for courses usually consist of a previous course or courses in a related subject, a passing score on the COMPASS test, and/or the instructor’s consent. Prerequisites are specified in the course descriptions.

**Registrar:** Professional who is responsible for student records, transcripts, and registration procedures.

**Registration:** Process of selecting and enrolling in classes.

**Returning Students:** Students resuming studies after staying out of school for one semester or longer.

**Test of English as a Foreign Language (TOEFL):** Test required of students whose first language is not English.

**Transcript:** Official record of courses and grades earned at a secondary or postsecondary institution.

**Transfer Students:** Students admitted to the College who have previously attended another college or university.

**Tuition:** Amount of money charged for classes.

**Tuition Waiver:** An exemption from the requirement to pay college tuition. Waivers awarded by the College can range from partial to full waivers and do not include student fees.

**UH System:** The state of Hawai’i’s postsecondary education system, comprised of 10 campuses and other research and learning facilities throughout the islands. In addition to the seven UH Community Colleges, it includes UH at Mānoa, UH at Hilo, UH at West O’ahu.

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

**Withdrawal Grades:** Grades of W are given for courses from which the student has officially withdrawn with the approval of the instructor. Formal withdrawals are only approved after the first three weeks of the semester, or its equivalent in a shorter-term course.

**Writing-Intensive Courses:** Courses that emphasize written work as part of the regular course of study and are officially designed as “WI” sections. WI sections are identified in each semester’s Schedule of Classes and fulfill the Writing Intensive requirement for Associate in Arts degree.

## APPENDIX A

**AA Degree Course Competencies not covered under the UH System Hallmarks (pages 26–27) meet the criterion of the below general education categories.**

### Arts and Humanities

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

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

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

### Languages

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

### Mathematics and Logical Reasoning

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

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

### Natural Sciences

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

1. Understand basic, general scientific laws, theories and concepts from the biological and physical sciences, including
  - a. an understanding of how and in what context they were formulated and are applied; and
  - b. an understanding of their universality (i.e., cutting across time and cultural boundaries).
2. Understand the philosophy and history of science, including the concepts that:
  - a. scientists use creativity, curiosity, objectivity, and skepticism to arrive at conclusions;
  - b. the free exchange of ideas and willingness to discard concepts which are no longer valid are central to the success of the scientific enterprise;
  - c. the theories, concepts and laws arising out of scientific investigation have limitations;
  - d. the experimental results used to support theories, concepts and laws must be repeatable;
  - e. the historical context of scientific ideas is important to their understanding;
  - f. the pervasive effect of science in society results from the powerful nature of scientific inquiry.

3. Understand scientific laws, theories, concepts, and data sufficiently well to:
  - a. evaluate information presented in the media;
  - b. use and apply them appropriately and understand their limitations;
  - c. determine the validity of experimental procedures;
  - d. devise experiments to test hypotheses;
  - e. interpret data and results of experimentation;
  - f. relate cause and effect and recognize when no such relationship exists.
4. Possess the knowledge and ability to use the tools of science, including:
  - a. the scientific method;
  - b. mathematics;
  - c. scientific terminology;
  - d. critical reading ability;
  - e. ability to write clearly and concisely.

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

## Social Sciences

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

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

## World Civilizations

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

1. Distinguish the characteristics of the world's major civilizations in their geographic settings.
2. Manifest a sense of historical time.
3. Describe the interactive roles that social, religious, political, economic, scientific and technological forces have played among the civilizations of the world.
4. Evaluate such historic theories as the "great person" in history or deterministic interpretations.
5. Trace the development of traditional civilizations and recognize their enduring influences.
6. Discuss the historical dimensions of contemporary world affairs and issues.
7. Describe global processes (e.g., agricultural and urban revolutions, emergence and growth of civilization, human migration, disease, ecological forces, imperialism, neo-imperialism, decolonization, industrialization, etc.).

8. Compare and contrast responses of the world's peoples as a result of intercultural contacts and the diffusion of ideas, institutions and inventions.
9. Draw upon their knowledge of the varieties of human experiences, and their sympathetic understanding of cultures other than their own; to define their roles as citizens of the contemporary world.
10. Express informed judgments on the behavior of peoples and their institutions.
11. Analyze cause and effect relationships in history.
12. Discuss the major attempts to explore the ethical and fundamental questions of life posed throughout history.

## Written and Oral Communication

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

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

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# QUICK DIRECTORY

## Leeward Community College

96-045 Ala 'Ike  
Pearl City, HI 96782  
808-455-0011

## Leeward CC at Wai'anae

86-088 Farrington Highway, Suite 201  
Wai'anae, HI 96792  
808-696-6378

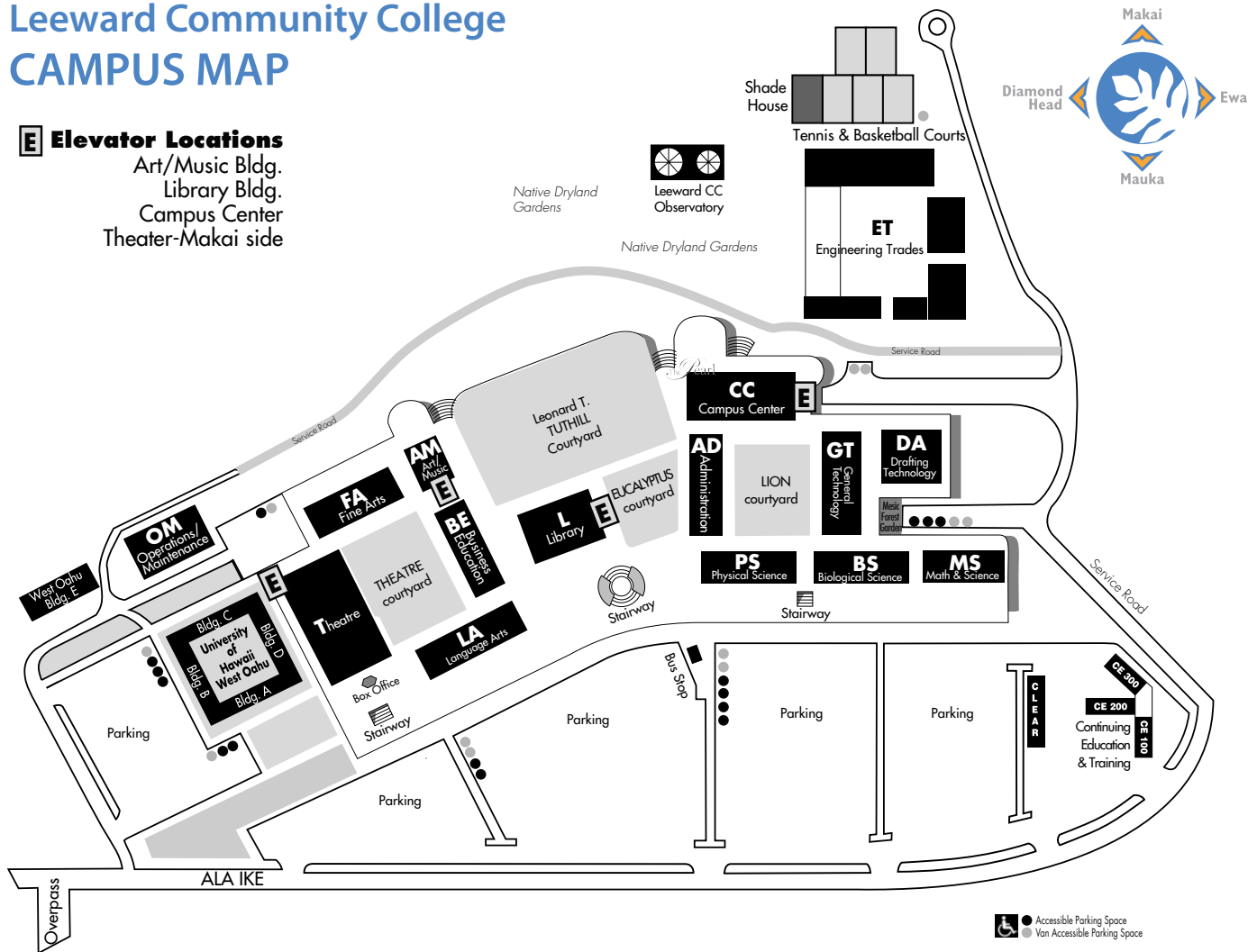
Admissions and Records	AD 220	455-0642	Human Resources Office	AD 121	455-0326
Arts & Humanities Division Office	FA 109	455-0350	International Programs Office	BE 109	455-0570
Bookstore	CC 1st Fl	455-0205	Job Prep Services	AD 222	455-0240
Business Technology Division Office	BE 213	455-0344	Language Arts Division Office	LA 201	455-0330
Business Office	AD 113	455-0324	Learning Resource Center	L 101	455-0412
Campus Directory Assistance		455-0011	Leeward CC at Wai'anae		696-6378
Cashier's Office	AD-113	455-0308	Leeward CC Help Desk	BS 109	455-0271
Chancellor	AD 102	455-0215	Leeward CC Theatre Box Office		455-0385
Chemistry Lab	PS 213	455-0263	Leeward CC Theatre Manager	TH 207	455-0380
Children's Center (Child Care)	DA 107	455-0488	Lost and Found	LA 238	455-0610
College Computing Labs	BS 109	455-0623	Library Reference Desk	Library	455-0379
	BE 226		Mathematics & Sciences Division Office	BS 106A	455-0251
Counseling & Academic Advising	AD 208	455-0233	Math Lab	MS 204	455-0400
Deans of Instruction & Academic Services	AD 107	455-0228	Non Credit Programs	CE 101	455-0477
Dean of Student Services	AD 224	455-0260	The Pearl	CC 220	455-0475
Director of Continuing Education & Workforce Development	CE 101	455-0477	Security	LA 238	455-0611
Educational Media Center	L 112	455-0222	Social Sciences Division Office	FA 220	455-0360
'Ōlelo Satellite Center	L 116	455-0000	Student Activities Office	AD 223B	455-0208
English Language Institute	BE 109	455-0570	Student Government Office	CC	455-0489
Emergency		455-0611	Services for Students with Disabilities Kāko'o 'Ike	L 208	455-0421
Financial Aid	AD 210	455-0606	Testing Center	BE 227	455-0273
Health Center	AD 122	455-0216	Uluwehi Café	CC	455-0630
Ho'oulu, Native Hawaiian CTE Program	DA 111	455-0225	Vocational-Tech Education Division Office	GT 116	455-0300
			Vice Chancellor, Academic Affairs	AD 109	455-0543
			Vice Chancellor, Administrative Services	AD 111	455-0213

**[www.leeward.hawaii.edu](http://www.leeward.hawaii.edu)**

# Leeward Community College CAMPUS MAP

## **E Elevator Locations**

Art/Music Bldg.  
Library Bldg.  
Campus Center  
Theater-Makai side



**AD Administration Bldg.**  
**Upper Level:**  
Admissions & Records  
Counseling & Advising Office  
Dean of Student Services  
Financial Aid Office  
Job Prep Services  
Student Activities  
**Lower Level:**  
Business Office, Cashier  
Dean of Arts & Sciences  
Dean of Career & Technical Education  
Foyer Art Gallery  
Human Resource Office  
Office of the Chancellor  
Vice Chancellor, Academic Affairs  
Vice Chancellor, Administrative Services

**BE Business Education Bldg.**  
**Upper Level:**  
Business Education Division Office  
**Lower Level:**  
BE 103, Classroom for Televised Courses

**BS Biological Science Bldg.**  
**Lower Level:**  
Math & Science Division Office  
Computing Center  
College Computer Lab

**CE Continuing Education and Training Complex**

**CC Campus Center Bldg.**  
**Upper Level:**  
The Pearl Restaurant  
Student Lounge  
Student Government  
**Lower Level:**  
Bookstore,  
Cafeteria

**DA Drafting Technology Bldg.**  
**Lower Level:**  
Children's Center  
Halau 'Ike O Pu'uloa

**FA Fine Arts Bldg.**  
**Upper Level:**  
Social Sciences Division Office  
**Lower Level:**  
Arts & Humanities Division Office

**GT General Technology Bldg.**  
**Lower Level:**  
Copy Center  
GT 105  
Vocational-Technical Division Office

**L Library Bldg.**  
**Upper Level:**  
Library  
KI Office  
**Lower Level:**  
Educational Media Center  
Learning Resource Center

**LA Language Arts Bldg.**  
**Upper Level:**  
Language Arts Division Office  
Security Office

**OM Operations & Maintenance Bldg.**  
Auxiliary Services Office  
Mail Room

**T Theatre**  
**Upper Level:**  
Administrative Offices  
**Lower Level:**  
Box Office, Scene Shop  
Lab Theatre Entrance

**Security Office: LA-238**



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**LEEWARD**  
COMMUNITY COLLEGE