Leeward Community College

Catalog 2011–2012

explore
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information
writing
completion
industry
opportunities

UNIVERSITY *of* HAWAIʻI®

LEEWARD
COMMUNITY COLLEGE

University of Hawai'i

Leeward Community College

96-045 Ala 'Ike | Pearl City, Hawai'i, 96782 | 808.455.0011
www.leeward.hawaii.edu

Important Academic Dates
(subject to change)

2011 Fall Semester

Application Deadline for Fall 2011 Semester	July 15
First Day of Classes	August 22
Last Day to Late Register, Add or Change Sections*	August 26
Last Day for Textbook Refunds	September 2
Last Day to withdraw without a "W" grade*	September 12
Last Day to Withdraw with a "W" grade*	October 25
Last Day of Instruction*	December 8
Final Exams	December 12–16
Fall Graduation Application Deadline	December 8**
Bookstore Buyback	December 12–16

2012 Spring Semester

Application Deadline for Spring 2012 Semester	December 1
First Day of Classes	January 9
Last Day to Late Register, Add or Change Sections*	January 13
Last Day for Textbook Refunds	January 20
Last Day to withdraw without a "W" grade*	January 30
Last Day to withdraw with a "W" grade*	March 27
Spring Graduation Application Deadlines**	
Name to appear in printed program	April 22
Participant deadline & Graduation Application Filing deadline (walk in commencement, name will not appear in printed program)	May 2
Last Day of Instruction*	May 2
Final Exams	May 7–11
Bookstore Buyback	May 7–11
Spring Commencement	May 11

2012 Summer Sessions

Summer Session I	May 21–June 29
Summer Session II	July 2–August 10

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

Semester-long courses only. For important dates affecting Part-of-Term courses, see 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 the College website for the most current information.

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

WELCOME TO

UNIVERSITY *of* HAWAI'I®
LEEWARD
COMMUNITY COLLEGE

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

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

We believe in the dignity and potential of each individual and the power of that belief to help people learn and grow. We are committed to providing an educational environment that accepts people as they are and fosters the development of each student's unique talents.

At Leeward Community College, education is a cooperative endeavor in which students, faculty, and staff share responsibility.

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

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

www.leeward.hawaii.edu

photos by Tomi Rivera

CONTENTS

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

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

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

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

Manuel J. Cabral
Chancellor

Our commitment to your success is embodied in our motto:

to help people learn

MISSION

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

Access | To broaden access to postsecondary education in Hawaiʻi, 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 Hawaiʻi'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 Oʻahu.

INSTITUTIONAL LEARNING OUTCOMES

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

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

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

A QUICK LOOK AT LEEWARD CC

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 fields, 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 8,000 students, representing diverse nationalities and cultures, Leeward students take an average of 8.7 credits each semester on their way to a variety of educational goals.

40% **male**
60% **female**

41.5% **full time students**
58.5% **part time students**

59% **Liberal Arts majors**
15% **Career & Technical Ed majors**
 5% **Unclassified**
21% **Home-based at other UH campus**

33% **under 20 years old**
37% **between 20 and 24**
30% **25 years old and over**
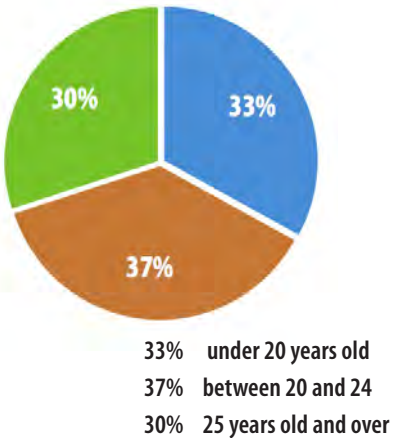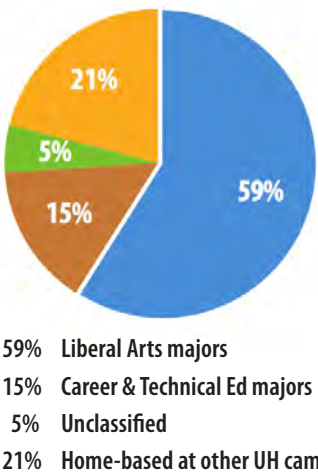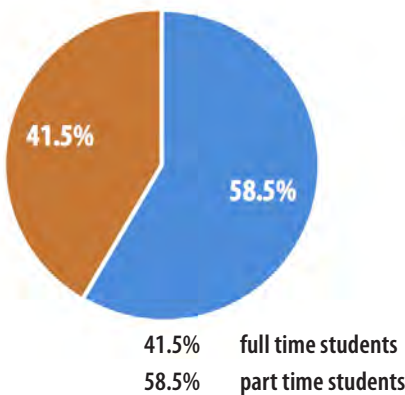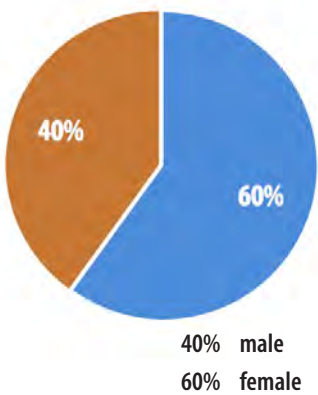
Student Ethnicity

Hawaiian/Part Hawaiian	26%
Filipino	21.5%
Mixed Ethnicity	12.5%
Caucasian	11%
Other Asian	10%
Japanese	8%
Pacific Islander	3%
Chinese	2%
All Others	6%

Introduction

Data source: Fall 2010 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 3,000 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, more than a thousand students were recipients of over $7.75 million 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. Kākoʻo ʻIke 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. College Bash, Poetry Slams, Video Game Tournaments and several annual festivals fill the campus with a great sense of ʻohana. 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 Education

programs and courses in fundamental reading, writing, and mathematical skills preceding the baccalaureate level as well as learning and study skills; designed to help students become independent and life-long learners and to enhance their chances for success in their personal, professional, and academic endeavors.

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 Hawaiʻi 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 Oʻahu 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 Waiʻanae 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 Oʻahu 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).

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.

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 116), call 455-0222 or visit the website, **http://www.leeward.hawaii.edu/DistanceEdStudent**

Differences from the Traditional Classroom
The delivery methods of a Distance Education course differentiate it from a campus-based course. DE courses are delivered to you electronically via cable, satellite, ISDN, or phone line. Instructors utilize various methods of communication to conduct the course, such as Web 2.0 technologies, social networking, threaded discussions, email, web conferencing, audio and video.

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

More Opportunities for In-Depth Understanding
Online course resources are available anytime. You can read and interact with course content as often as you want, and communicate with your instructor when you have questions about the course.

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

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

DE Registration
Students must apply for admission to Leeward Community College. After they have been admitted as a student, they must register for the course. Admission and enrollment services can be found at: http://www.leeward.hawaii.edu/apply

Alternate Technology Access Plan
In registering for a Distance Education course (Cable or Web) the student is responsible for finding immediate alternate access to a computer with Internet connectivity or cable television should that student experience technical difficulties. Technical difficulties can include but are not limited to problems with a student's computer hardware/software; inoperability of a student's VCR or DVR; or lack of service by a student's Internet Service Provider (ISP) or Cable Provider. Technical issues do not 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.

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

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
Laurie Lawrence, Coordinator**

Leeward Community College, Wai'anae (Leeward CC Wai'anae) is a full-service satellite campus of Leeward Community College located on the beautiful Wai'anae coast.

The campus offers more than 50 Leeward Community College credit classes in the fall and spring semesters. Classes offered in language arts, mathematics and science, fine arts and humanities, social sciences and education, business and vocational education meet the requirements for a liberal arts degree. Students can complete their entire Associate of Arts degree at Leeward CC Wai'anae. Classes are offered days, evenings, and Saturdays during the fall and spring semesters, with limited class offerings in the summer session. A complete list of courses offered each semester can be found at http://www.leeward.hawaii.edu/lccw.

Leeward CC Wai'anae offers several advantages for Wai'anae Coast residents pursuing higher education. The campus is in the heart of Wai'anae town, making higher education accessible to all residents of the Wai'anae Coast without requiring that they travel long distances. The class sizes are small and provide students with more individualized attention from instructors. It offers two computer labs, wireless laptops, and support for on-line learning.

The Learning Resource and Counseling Center are fully staffed with education support specialists and counselors who provide academic and personal support to students as they complete their college classes. Faculty and staff at Leeward CC Wai'anae work by the following motto: Helping students succeed every step of the way.

Application

Students may obtain and submit the UH System Common Application Form to Leeward CC Wai'anae at the reception desk during regular hours of operation. Assistance with completion of the application form and faxing documents to Admissions and Records at the Pearl City campus is also available. Hours of operation in the fall and spring semesters are: Monday –Thursday 8am-9pm; Friday 8am-7:30pm; Saturday 8am-3pm. Summer and break hours are subject to change. Call 696-6378 for hours.

Counseling Services

A full range of counseling services is offered by two full-time counselors. Appointments are recommended, but every effort is made to accommodate students on a "walk-in" basis whenever possible. Services provided include:
- Academic advising and career counseling
- Class registration assistance
- New student orientation
- Financial aid and scholarship application assistance
- Financial aid workshops
- Requests for transcripts
- Graduation checks
- Transfer assistance
- Assistance obtaining services for students with disabilities
- Personal counseling

LEEWARD COMMUNITY COLLEGE, WAI'ANAE
A UNIVERSITY of HAWAI'I® EDUCATION CENTER

Leeward CC Wai'anae Learning Resource Center

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

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

Student Activities

Leeward CC Wai'anae has an active student body who are engaged with the campus and the community. Students work closely with instructors and staff to develop, plan, and hold events that will provide a social outlet. Past activities have included movie nights, International Week, outings to UH sports events and the Polynesian Cultural Center, concerts, and holiday gatherings. All students are invited to participate in these events.

Leeward CC at Wai'anae Community Partners

Ka Lama Education Academy

The Ka Lama Education Academy, one of several free programs offered through INPEACE (the Institute for Native Pacific Education and Culture), was designed to improve public school education on the Wai'anae Coast 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 of Arts in Teaching degree and gain admittance to Hawai'i state approved teacher education programs. They offer refresher workshops in math and English, Praxis preparation workshops, writing workshops, as well as transfer workshops to other colleges. Call 696-5556 for more information.

Wai'anae Health Academy

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

MA'O Farms

MA'O Organic Farms, located in the Wai'anae Valley, offers a two-year Youth Leadership Training (YLT) internship to Wai'anae youth (17-24). This internship offers a unique opportunity for students to start their college career by obtaining an Associate in Arts degree from Leeward CC while gaining work and leadership experience at MA'O. 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.

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. 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.

Contact: **Office of International Programs**
Room BE 109
(808) 455-0570
international@lcc.hawaii.edu

English Language Institute (ELI)

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

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

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

ELI Mission Statement:

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

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

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

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 Hawai'i 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.

OFFICE OF CONTINUING EDUCATION
& WORKFORCE DEVELOPMENT

Programs in

Business & Computer Applications

Hospitality & Food

Industry & Trades

Motorcycle Safety

Personal Enrichment

Process Technology

Sustainability & Green Jobs

Transportation Industry

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

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

Non-Credit and Continuing Education Program

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

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

OCEWD strives for constant development of new approaches and designs for learning. The long-range concerns and needs of industry, business, labor and consumers challenge Leeward CC to provide citizens and employees with an opportunity to learn new skills and upgrade present skills.

Community Involvement

The Office of Continuing Education and Workforce Development works closely with members of civic, business, community trade associations, and other organizations. These partnerships assure that the communities' needs are met; that the college is taking full advantage of the talents of the community; and that the College's resources are used and accessible.

OCEWD also works closely with other governmental and private non-profit agencies that provide services to the community. Education services of the College are carefully coordinated with education and training services provided by other agencies.

Training and Consultation

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

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

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

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. Cooperative Education is a variable credit course, offered as BUSN 193.

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

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

English as a Second Language (ESL)

The ESL program is for permanent residents and immigrants who are non-native speakers of English who need further development of their English language skills to pursue college course work at Leeward CC. Students are tested and placed into the ESL program at the Basic, Intermediate, High Intermediate, or Advanced level.

In addition to classroom instruction in the English language and study skills, peer tutoring in the 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 12.

Hālau ʻIke O Puʻuloa

Hālau ʻIke O Puʻuloa, established by the College in 2009 to *"inspire excellence, promote growth, and advance opportunities for Native Hawaiians"* has become a gathering place for students to practice cultural values, a place to socialize and at times a Puʻuhonua (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.

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

- Ke Ala ʻIke Native Hawaiian Excellence Program
- Hoʻoulu Native Hawaiian Career &Technical Education Program
- Academic Programs: Hawaiian Studies & Language
- Academic Subject Certificate: Hawaiian Studies
- Liko Aʻe Native Hawaiian Scholarship (Oʻahu Coordinator)
- Counseling & Guidance (Personal, Academic & Career)
- Laptop Computers & Free Printing
- Financial Aid & Scholarship Assistance
- Distinguished Cultural Speaker Series
- Māla ʻŌiwi Native Hawaiian Gardens
- "Art in Public Places:" State Foundation on Culture and the Arts
- Native Hawaiian Reference Library
- Career Resource Library
- Service Learning & Internships

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

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 offered at Leeward CC such as automotive technology, business technology, culinary arts, digital media, substance abuse counseling, television technology, teaching, and STEM.

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.

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

Honors Program

To graduate with honors, students must apply and be accepted into the Honors Program. The Program is designed to permit students the opportunity to pursue their studies in greater depth than the regular program of studies allows.

It introduces students to the seminar technique and independent study approach and instills the habit of critical thinking. The Honors Program is open to all qualified students in all Degree and Certificate Programs at Leeward CC. Students in the Program must meet all degree requirements, take one Honors course, and maintain a 3.5-4.0 grade point average.
Entrance Qualifications of the applicant at the time of application include:

1. a cumulative grade point average of 3.5-4.0 for the equivalent of one semester of full-time work (12 credits at Leeward CC or present proof of membership in good standing in a high school honor society)

2. one recommendation from a previous instructor

3. a completed application form with an official Leeward CC transcript

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

Internship Programs

The Legislative Internship Program enables students to obtain a practical, hands-on experience interning during the annual Spring Session of the Hawai'i State Legislature assigned to the office of a state senator or representative. Students can either participate for up to 12 credits or just go for the experience. If taken for credit, they meet with Professor Ernest Libarios (Counseling/Self-Development). For more information please contact Ernest Libarios, 455-0242.

The Disney 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. Contact Job Prep Services at 455-0240 for details.

Learning Communities

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

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

Enrolling in a Learning Community can help a student to:

Make a smooth and easy transition to college life

Get to know people and make friends while working together

Develop a supportive team with other students and professors

Do better in college

For more information, contact a counselor.

SPECIAL ACADEMIC PROGRAMS

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 AA, BA, BS or MS 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.

Service-Learning

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

Examples of community service activities include: tutoring elementary school students; assisting senior citizens; coaching elementary students in sports; teaching computer basics to senior citizens or other age groups; or providing literacy tutoring. Students may earn variable credits for Service-Learning through independent study credits.

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

Study Abroad

Leeward CC's Study Abroad Programs offer students international travel, the chance to experience another culture first hand and the opportunity to earn college credit. Programs are currently available to Europe, Asia, Mexico, and South America. A number of scholarships for Study Abroad are available to University of Hawai'i community college students. Contact the Office of International Programs for more information or visit the website at www.leeward.hawaii.edu/StudyAbroad.

Sulong Aral

Sulong Aral is derived from two Filipino words: *sulong* which means "to advance" and *aral* which means "to study." Sulong Aral envisions to increase postsecondary access for Filipino high school students from Oʻahu communities, raise persistence and completion rates of Filipino students at Leeward CC, and increase the transfer rate of Filipino community college students into baccalaureate programs at the UH Mānoa.

This program offers students of Filipino ancestry assistance to achieve and maintain satisfactory academic standing at Leeward CC by providing programs, services and activities that focus on students' learning styles and needs. Sulong Aral not only helps students succeed in academics but also offers cultural activities and career and life planning for a four year degree and beyond. There is a study area, wireless laptop computers and a student lounge. Students are welcome to stop by and check out the program in Dap-ayn (DA 204) from 8:00 am to 4:30 pm M-F. For more information, contact the Sulong Aral Program Coordinator, Melvin Jadulang, at 808-455-0586 or via e-mail at melvinj@hawaii.edu.

The Sulong Aral program receives its funding through a grant from the United States Department of Education's Fund for the Improvement of Education.

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. 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.

PROGRAMS OF STUDY
DEGREE AND CERTIFICATES OFFERED
DEGREE AND CERTIFICATE REQUIREMENTS
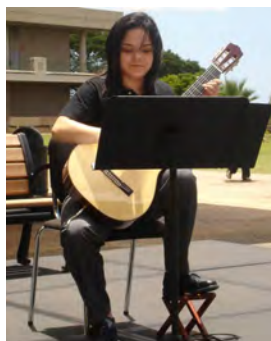
DEGREE AND CERTIFICATES OFFERED

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
Plant Bioscience Technology
Travel Industry Management
Writing, Business & Creative Tracks

Applied Forensic Anthropology
A joint certificate program with courses offered by Leeward CC and UH–West Oʻahu. Certificate awarded by UHWO.

Career & Technical Education
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
Administrative Support
(Hospitality, Legal, or Medical)
Business Technology
Health Information Technology
Medical Receptionist
Office Coordinator
E-Commerce
Certificate of Competence
E-Commerce for Entrepreneurs
Management
Associate in Applied Science Degree
Certificate of Completion
Business Essentials
Health Care Management
Management Essentials
Sales & Marketing
Travel Industry Management
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
Graphic Design
Motion Graphics
Digital Photography
Digital Video
Web Architecture
Web 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
Basic Logic and Programming Level 1
Basic Logic and Programming Level 2
Web Programming
Web Science

Television Production
Associate in Science Degree
Certificate of Achievement
Certificate of Completion

Additional Information Online:
www.leeward.hawaii.edu/programs

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:

General Education

General Education courses are referenced in the AA and AAT degrees.

> General Education Outcomes, pages 24-25
> General Education Courses, pages 26-27

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.

> AA Degree Requirements, pages 28-29

Associate of Arts in Teaching (AAT) degree

A two–year liberal arts degree, consisting of 62 semester credits, entirely at the baccalaureate level (100 level and above), designed to provide a career ladder for teaching. The program prepares students to be an effective educator and provides a solid foundation for those interested in pursuing a baccalaureate degree in education.

> AAT Degree Requirements: page 30-31

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 50
> AS Degree Specific Program Requirements, pages 52-85
> AS Degree Competencies, page 50
> AS Degree General Education Core Courses, page 51

Offered in:
Accounting (60 credits)
Business Technology (60–61 credits)
Digital Media (60-63 credits)
> Specializations in
> Internet Publishing, Digital Video, or Motion Graphics
Information & Computer Science (60–63 credits)
> Specializations in Network Support, Database Support or Webmaster
Television Production (63 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 50
> AAS Degree Specific Program Requirements, pages 52-85
> AAS Degree General Education Core Courses, page 51

Offered in:
Automotive Technology (64 credits)
Culinary Arts (67 credits)
Management (64 credits)

Application for Degree/Certificate:

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

Additional details can be found on page 188.

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

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.

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 (33 credits)
Culinary Arts (30 credits)
Television Production (39 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.

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
  Administrative Support (12–17 credits)
  Business Technology (16 credits)
  Health Information Technolgy (19 credits)
  Medical Receptionist (11–14 credits)
  Office Coordinator (18 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)
  Health Care Management (12 credits)
  Management Essentials (15–18 credits)
  Sales & Marketing (21 credits)
  Travel Industry Management (16-19 credits)
  Small Business Accounting (12–15 credits)
  Television Production (18 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.

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
  Graphic Design (9 credits)
  Motion Graphics (9 credits)
  Digital Photography (9 credits)
  Digital Video (9 credits)
  Web Architecture (9 credits)
  Web Design (9 credits)
E-Commerce
  E-Commerce for Entrepreneurs (9 credits)
Management
  Business Foundations (6 credits)
  Management Foundations (9 credits)
  Retail Foundations (9 credits)
Information & Computer Science
  Web Programming (9 credits)
  Web Science (6 credits)
  Basic Logic and Programming Level 1 (6 credits)
  Basic Logic and Programming Level 2 (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 (15 credits)
Business (24–27 credits)
Business Technology (19 credits)
Community Food Security (16 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)
Plant Bioscience Technology (27 credits)
Travel Industry Management (24 credits)
Writing (18–19 credits)

*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
Plant Bioscience Technology
Travel Industry Management
Writing, Business & Creative Tracks

University Transfer Options

Applied Forensic Anthropology
A joint certificate program with courses offered by Leeward CC and UH–West Oʻahu. Certificate awarded by UHWO.

Arts & Humanities Division Office
    FA 109, 455-0350

Business Division Office
    BE 213, 455-0344

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

Additional Information Online:
www.leeward.hawaii.edu/liberal-arts

GENERAL EDUCATION

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 career technical associate degree student should not be confused with liberal education for a baccalaureate student. General education should allow a student to gain a more integrated view of knowledge, a more realistic view of life and a more defined sense of community and social responsibility. Because of the belief that knowledge leads to actions, students should be actively engaged in learning. This holistic point of view provides the student a foundation of lifelong learning in a changing world.

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.

General Education Outcomes

The following outcomes and academic skill standards represent the minimum outcomes expected of students who have completed their general education experiences. Each course included in the general education curriculum should address at least one of these academic skill standards.

Critical Thinking
Make critical judgements and apply critical reasoning to address challenges and solve problems.

1. Identify and state problems, issues, arguments and questions contained in a body of information.
2. Identify and analyze assumptions and underlying points of view relating to an issue or problem.
3. Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions and assumptions through the use of appropriate evidence.
4. Synthesize information from various sources, drawing appropriate conclusions.
5. Demonstrate fundamental concepts intrinsic to aesthetic appreciation.
6. Demonstrate the understanding of the relationship between cause and effect.

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

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

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

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

Quantitative Reasoning

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

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

Written Communication

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

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

Arts, Humanities, and Sciences

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

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

Cultural Diversity and Civics

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

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

For the AA Degree

The 31 credits of general education core requirements consist of the following:

12 credits in Foundation Requirements

   3 cr. in Written Communication (FW)

   3 cr. in Symbolic Reasoning (FS)

   6 cr. in Global Multicultural

      Perspectives (FG)

19 credits in Diversification Requirements

   6 cr. in Arts, Humanities, Literatures

     from two separate sub-categories

     (DA, DH, DL)

   6 cr. in Social Sciences (DS)

     from two different disciplines

   7 cr. in Natural Sciences

     (2 courses and 1 lab)

     One course in Biological Science (DB)

     One course in Physical Science (DP)

     One of the courses must include

      a lab (DY)

Complete requirements for the AA degree are listed on pages 28-29. A total of 60 credits is required.

The 60 credits must include:

   31 credits in General Education (courses meeting these requirements are listed here)

   26 credits of electives

Plus Graduation Requirements:

   2 Writing Intensive courses in any discipline.

   1 Hawaiian, Asian, Pacific (HAP) focus course.

   3 credits in Oral Communication (OR)

    Approved OR Courses include:

    COM 210HON Honors Colloquium:

       Intercultural Communications

    SP 151 Personal and Public Speech

    SP 200 Speaking Skills for Prospective Teachers

    SP 231 Interpretative Reading

    SP 251 Principles of Effective Public Speaking

For the AAT Degree

   25 General Education credits

   see page 30 for program details

Foundation Requirements
AA degree:12 credits

Written Communication (FW) 3 cr.

ENG 100 Composition I

ENG 100E Composition I

   (for non-native speakers of English)

Symbolic Reasoning (FS) 3 cr.

ICS 141 Discrete Math for Computer Sci

ICS 241 Discrete Math for Computer Sci II

MATH 100 Survey of Mathematics

MATH 103 College Algebra

MATH 112 Math for Elem. Teachers II

MATH 135 Pre-Calculus: Elem. Functions

MATH 140 Pre-Calc: Trig & Anal Geometry

MATH 140X Accelerated Pre-Calculus

MATH 203 Calculus for Bus. & Soc Sciences

MATH 205 Calculus I

PHIL 110 Intro to Logic

Global Multicultural Perspectives (FG) 6 cr.

Select two courses, each from a different group.

  Group A:

  ANTH 151 Emerging Humanity

  ART 175 Survey of Global Art I

  HIST 151 World Civilizations I

  Group B:

  ART 176 Survey of Global Art II

  HIST 152 World Civilizations II

  ANTH 152 Global Perspectives on Humanity

  Group C:

  GEOG 151 Geography & Contemporary

   Society

  MUS 107 Music in World Cultures

  REL 150 Intro to the World's Major Religions

Diversification Requirements
AA degree:19 credits

Arts, Humanities, and Literature 6 cr.

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

Diversification Arts (DA)

(Mainly Theory)

ART 101 Intro to the Visual Arts

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

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)

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.: Literature and Film
HUM 261 Hawaiian Literature
   (HUM 261 will be HWST 261 effective
   Spring 2012)
HUM 262 Pacific Literature

Diversification Humanities (DH)
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 251 Islamic Civilization
HIST 260 20th Century World History
HIST 281 Intro to American History I
HIST 282 Intro to American History II
HIST 284 History of the Hawaiian Islands
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)
6 total credits required from two 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
FAMR 230 Human Development
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 151 Introduction to the Sociology of
   Food
SOC 214 Intro to Race & Ethnic Relations
SOC 218 Intro to Social Problems
SOC 231 Intro to Juvenile Delinquency
SOC 250 Community Forces in Hawai'i
SOC 251 Sociology of the Family
WS 151 Intro to Women's Studies
WS 290 Topics in Women's Studies

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

Diversification Biological (DB)
ANTH 215 Physical Anthropology
BIOL 100 Human Biology
BIOL 124 Environment and Ecology
BIOL 130 Anatomy and Physiology
BIOL 171 Intro to Biology I
BIOL 172 Intro to Biology II
BIOL 201 Biotechnology and Society
BIOL 275 Cell and Molecular Biology
BOT 101 Botany
FSHN 185 Science of Human Nutrition
   (formerly FSHN 285)
MICR 130 General Microbiology
SCI 107 The Molecular Basis of Life

Diversification Biological + Lab (DB+DY)
BIOL 101 Biology for Non-Majors (lect/lab)
BIOL 200 Coral Reefs (lect/lab)
BOT 130 Plants in the Hawaiian
 Environment (lect/lab)
HORT 110 Hawaiian Horticulture &
 Nutrition (lect/lab)
ZOOL 101 Principles of Zoology (lect/lab)
ZOOL 200 Marine Biology (lect/lab)
ZOOL 240 Human Anatomy and Physiology
 I (lect/lab)
ZOOL 241 Human Anatomy and
   Physiology II (lect/lab)

Diversification Physical (DP)
ASTR 110 Survey of Astronomy
ASTR 111 Contemporary Astronomy
BIOC 241 Fundamentals of Biochemistry
BIOC 251 Elements of Biochemistry
GG 101 Intro to Geology

GG 103 Geology of the Hawaiian Islands
GEOG 101 Natural Environment
OCN 201 Science of the Sea
PHYS 151 College Physics I
PHYS 152 College Physics II
PHYS 170 General Physics I
PHYS 272 General Physics II
SCI 225 Earth & Universe, Science

Diversification Physical + Lab (DP+DY)
CHEM 100B Chemistry and Man (lect/lab)
CHEM 151B Elem. Survey of Chemistry
   (lect/lab)
CHEM 152B Organic & Biorganic Chemistry
   (lect/lab)
CHEM 161B General Chemistry I (lect/lab)
CHEM 162B General Chemistry II (lect/lab)
CHEM 272B Organic Chemistry I (lect/lab)
CHEM 273B Organic Chemistry II (lect/lab)
PHYS 100B Survey of Physics (lect/lab)
SCI 122 Intro to Science-Physical (lect/lab)

Diversification Laboratory (DY)
BIOL 124L Environment and Ecology Lab
BIOL 130L Anatomy and Physiology Lab
BIOL 171L Intro to Biology I Lab
BIOL 172L Intro to Biology II Lab
BIOL 275L Cell and Molecular Biology Lab
BOT 101L Botany Lab
MICR 140 General Microbiology Lab
GG 101L Intro to Geology Lab
GEOG 101L Natural Environment Lab
OCN 201L Science of the Sea Laboratory
PHYS 151L College Physics I Lab
PHYS 152L College Physics II Lab
PHYS 170L General Physics I Lab
PHYS 272L General Physics II Lab
SCI 225L Earth & Universe Lab

For AAT Degree only
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 Visual BASIC
ICS 151 Structured Database Programming

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

ASSOCIATE IN ARTS DEGREE REQUIREMENTS

The requirements for the Associate in Arts Degree are General Education Core requirements plus elective credits and Graduation Requirements 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 below.

The 60 credits are composed of:
    31 credits in General Education Core Requirements
    26 credits of electives
    Leeward CC Graduation Requirements (Focus Requirements and 3 credits Oral Communication)

Core Requirements
Foundations and Diversification
    12 credits in Foundation Requirements
    19 credits in Diversification Requirements

Foundations Requirements: 12 credits
    3 cr. in Written Communication (FW)
    3 cr. in Symbolic Reasoning (FS)
    6 cr. in Global Multicultural Perspectives (FG)

Foundations courses are intended to give students skills and perspectives that are fundamental to undertaking higher education. Courses taken to fulfill the Foundations requirement **may not be used** to fulfill Diversification or Focus requirements. Only courses taken after they have an official Foundations designation (FW, FS, or FG) will count as meeting the Foundations requirement. To enroll in a course that meets the Foundations requirement, students must first meet the prerequisites, if any. *Approved Courses are listed on page 26.*

Written Communication (FW): 3 credits
Written Communication courses introduce students to the rhetorical, conceptual, and stylistic demands of writing at the college level; courses give instruction in composing processes, search strategies, and composing from sources. These courses also provide students with experiences in the library and on the Internet and enhance their skills in accessing and using various types of primary and secondary materials.

Symbolic Reasoning (FS): 3 credits
Symbolic Reasoning courses expose students to the beauty and power of formal systems, as well as to their clarity and precision; courses will not focus solely on computational skills. Students learn the concept of proof as a chain of inferences. They learn to apply formal rules or algorithms; engage in hypothetical reasoning; and traverse a bridge between theory and practice. In addition, students develop the ability to use appropriate symbolic techniques in the context of problem solving and to present and critically evaluate evidence.

Global and Multicultural Perspectives (FG): 6 credits
Global and Multicultural Perspectives courses provide thematic treatments of global processes and cross-cultural interactions from a variety of perspectives. Students will gain a sense of human development from prehistory to modern times through consideration of narratives and artifacts of and from diverse cultures. At least one component of each of these courses will involve the indigenous cultures of Hawai'i, the Pacific, or Asia.

To satisfy this requirement, students must take six credits; the six credits must come from two different groups. See page 26 for groups A, B and C.

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notes

See pages 26–27 for listing of courses that meet AA degree General Education Foundation and Diversification Requirements.

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

Diversification Requirements: 19 credits

    6 cr. in **Arts, Humanities, and Literatures** (DA, DH, DL)

    6 cr. in **Social Sciences** (DS)

    7 cr. in **Natural Sciences** (DB, DP, DY; 2 courses and 1 lab)

The Diversification requirement is intended to assure that every student has a broad exposure to different domains of academic knowledge, while at the same time allowing flexibility for students with different goals and interests.

To enroll in a course that meets the Diversification requirement, students must first meet the prerequisites, if any. Some courses that satisfy the Diversification requirement may also simultaneously satisfy Focus requirements. (See a counselor for "Requirements that may be Double-Dipped.") *Approved courses are identified in this Catalog on pages 26–27*. They are also indicated by designations after the course description.

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

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

Social Sciences (DS): 6 credits

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

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

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

Designations are: "DB" for Biological science courses, "DP" for physical science courses and "DY" for laboratory courses.

Graduation Requirements

    Focus Requirements (3 courses)

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

        2 courses: Writing Intensive (WI)

    Oral Communication (3 credits)

Focus Requirements

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

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

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

Writing Intensive (WI): 2 courses

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

Oral Communication (OR): 3 credits

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

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

ASSOCIATE OF ARTS IN TEACHING

Program Coordinator **Bobbie Martel**
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Program Counselor **Erin Loo**
Office **DA 205A**
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"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.

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.
4. A total of 40 hours of Service-Learning (in the field experience) is required.

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

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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, UH West O'ahu, Chaminade)?

Associate of Arts in Teaching Program Outcomes
The successful teacher candidate in the AAT program will

Recognize, develop, and use effective instructional strategies that make learning meaningful for students of diverse backgrounds, abilities and learning styles, and assessment strategies and tools that inform and direct instruction.

Recognize and describe safe and positive learning environments that encourage respectful social interaction, active engagement in learning, and demonstrate effective communication skills that build trust within the learning community.

Use an understanding of education history, current practices and different perspectives to develop a personal philosophy of education to guide in making effective professional decisions as a teacher.

Use writing to discover, develop, communicate, and reflect on their own creative and critical ideas and practice, and respond effectively in writing to the spoken, written and visual ideas and practice of others.

Identify and state educational problems, issues, and questions contained in a body of information; identify and analyze assumptions and underlying points of view relating to the problem or issue; distinguish between relevant and irrelevant facts, opinions, or assumptions; and synthesize information to draw appropriate conclusions.

Associate of Arts in Teaching Degree
62 credits

Education Core Requirements

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

Education Electives

Choose 2 courses from list below for 6 credits		6

ED 100 Introduction to Education (3)

ED 284 Foundations of Inclusion in Teaching (3)
 (formerly ED 297S)

ED 286 Students with Exceptionalities I (3)

ED 287 Students with Exceptionalities II (3)

ED 292 Developing Language & Literacy II (3)

ED 296 Intro to Art, Music & Movement in Classroom (3)

ED 279 Educational Media and Technology (3)
 (formerly ED 297A)

MATH 112 Math for Elementary Teachers II (3)

ED 289 Educational Psychology (3)
 (formerly ED 298

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

Total Ed Elective Credits: 6

General Education Requirements
Written Communication

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

Symbolic Reasoning — 3

Select one of the following

PHIL 110 (3)
MATH 100 (3)
MATH 103 (3)
MATH 111 or higher (3)

Global Multicultural Perspectives — 6

Select 1 course from 2 different groups

Group A: ANTH 151, ART 175, HIST 151
Group B: ART 176, HIST 152, ANTH 152
Group C: GEOG 151, MUS 107, REL 150

Diversification Social Sciences — 3

Select 1 Diversification Social Sciences course
for 3 cr (not in the PSY discipline) as listed in the
AAT degree requirements. *See the AAT Counselor for list.*

Diversification Arts — 3

Select 1 Diversification Arts (DA) course
for 3 cr as listed in the AAT degree requirements.
See the AAT Counselor for list.

Diversification Natural Sciences — 7

Select 1 course from each different group
See the AAT Counselor for list.

Select 1 Diversification Biological Science (DB) 3 cr.
Select 1 Diversification Physical Science (DP) 3 cr.
Select a Lab Science course that must match the DB
 or DP course 1 cr

Total Gen Ed Credits: 25

Graduation Requirements

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

Additional Information Online:
www.leeward.hawaii.edu/teach

Total Degree Credits	62

ACADEMIC SUBJECT CERTIFICATES

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.

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

A C C O U N T I N G
15 credits

Program Coordinator **Mike Fujita**
Office **BE 208**
Phone **455-0422**
fujitam@hawaii.edu

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

Course Alpha	Course Title	Credits
Core Courses		
MGT 121	Customer Service	3
ACC 201*	Financial Accounting	3
ACC 202*	Managerial Accounting	3
Accounting Electives, select two		6
ACC 132	Payroll and Hawaiʻi GE Tax (3)	
ACC 134	Income Tax Preparation (3)	
ACC 150	Using QuickBooks® in Accounting (3)	
or ACC 155	Using Spreadsheets in Accounting (3)	
	Total Credits	15

Academic Subject Certificate in Accounting
Program Learning Outcomes

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

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

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

Use appropriate software to complete accounting/bookkeeping tasks

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

notes

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

Planning to transfer to a four year?
It is recommended that students who are also completing the AA degree take ECON 130 or ECON 131 as one of their Social Science courses. ECON 130 and ECON 131 are required for students transferring to four-year business programs.

For students planning to transfer to UHM, BUS 101 or ICS 101 are recommended to fulfill the technology prerequisite for the Shidler College of Business. Students planning to transfer to UHWO or UHM should review admission requirements for math and take the appropriate math course.

Additional recommendations are ENG 100 for written communication and SP 151 for oral communication.

Academic Subject Certificate
BUSINESS
24 or 27 credits

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

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

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

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

Academic Subject Certificate in Business
Program Learning Outcomes

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

Perform fundamental accounting tasks and maintain basic accounting systems

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

Demonstrate basic competencies in oral and written communication

Demonstrate basic quantitative reasoning and problem solving skills

Analyze economic conditions that are internal and external to an organization

Use basic computer applications skills to create documents and produce information to help solve business problems

Requirements

Course Alpha	Course Title	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	
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 103 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 Oʻahu prefers completion of MATH 103 or higher with a "C" or better (excluding MATH 115).

*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

BUSINESS TECHNOLOGY
19 credits

Program Coordinator **Kay Ono**
Office **BE 217**
Phone **455-0223**
kayono@hawaii.edu

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

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

Requirements

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

Academic Subject Certificate in Business Technology
Program Learning Outcomes

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

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

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

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

Manage and maintain an effective office environment.

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

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

Explore various career opportunities in the business community.

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

notes

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

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

Academic Subject Certificate
C O M M U N I T Y   F O O D   S E C U R I T Y
16 credits

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

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 Alpha	Course Title	Credits
SOC 151	Intro to Sociology of Food *(formerly GEOG 197)*	3
AG 112	Introduction to Organic Agriculture *(formerly AG 197)*	4
MGT 197 or FSHN 100	Agriculture Entrepreneurship in Hawai'i Concepts in Nutritional Science (3) *(formerly FSHN 185 prior to Fall 2010)*	3
GEOG 297	Advanced Issues in Community Food Security	3
HWST 107	Hawai'i: Center of the Pacific	3
	Total Credits	16

Academic Subject Certificate in Community Food Security
Program Learning Outcomes

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

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

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

Demonstrate the skills and knowledge to grow produce organically

Demonstrate ability to market the produce

Explain nutritional concepts related to agriculture

Express an understanding of the Hawaiian "sense of place" and the value of caring for the 'āina.

Programs

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

Academic Subject Certificate
CREATIVE MEDIA
21 credits

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

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. The final 12 required credits for the certificate must be taken at Leeward Community College. At least 6 credits of the 21 required credits for the Certificate would also apply as general education core requirements for the Associate in Arts (AA) degree. With proper planning, the Certificate can be used as electives for the AA degree and will not exceed the maximum credits needed for the AA.

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

Specialization **Animation & Computer Games**
Requirements

Course Alpha	Course Title	Credits
Design and Illustration		6
2 different courses up to 6 credits from the list below		
ART 113	Basic Drawing (KCC, UHM) (3)	
ART 113D	Digital Drawing (3) (Leeward)	
ART 115	Introduction to Design–2D (3)	
ART 213	Intermediate Drawing (3)	
Animation and Production		12
4 different courses up to 12 credits from the list below		
DMED 141	Intro to 3-D Animation (Leeward) (3)	
DMED 240	Animation & Special Effects (Leeward) (3)	
DMED 242	Character Animation (Leeward) (3)	
DMED 243	3-D Modeling & Animation (Leeward) (3)	
ART 126	3-D Computer Graphics I (KCC) (3)	
ART 212	Digital Animation (KCC) (3)	
ART 246	Computer Graphics II (KCC) (3)	
ART 247	Lighting and Rendering (KCC) (3)	
Technology		3
ICS 111	Introduction to Computer Science I (3)	
	Total Credits	21

Specialization **Interactive Media**
Requirements

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

DIGITAL ART
15 credits

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

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.

Academic Subject Certificate in Digital Art
Program Learning Outcomes

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

Demonstrate art and design required to express ideas using digital technology.

Develop skills in art and digital media to prepare for further academic study or the workplace.

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

Carry out basic accounting, computer, and management functions in a work-place environment.

Requirements

Core Prerequisite: ART 101

Course Alpha	Course Title	Credits
Core Courses		
ART 113D	Digital Drawing	3
ART 112	Digital Art	3
DMED 200	Electronic Portfolio	3
ART 107D	Intro to Digital Photography	3
	Total Core Courses: 12	
Electives, select one for 3 credits from list below		3
ART 115	Introduction to Design (3)	
DMED 113	Layout Design (3)	
DMED 130	Digital Storyboard (3)	
ART 202	Digital Imagin (3)	
ART 220	Virtual Reality (3)	
	Total Credits	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
H A W A I I A N   S T U D I E S
18 credits

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

Academic Subject Certificate in Hawaiian Studies is intended to provide students with a strong introduction to the culture, language and history of Hawaiʻi 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 Hawaiʻi.

Academic Subject Certificate in Hawaiian Studies
Program Learning Outcomes

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

Describe the culture, language and history of Hawaiʻi and the Native Hawaiian people.

Apply the credits as electives towards an Associate of Arts degree which could lead ultimately to the baccalaureate degree in Hawaiian Studies.

Requirements

Course Alpha	Course Title	Credits
Core Courses		
HAW 101	Elementary Hawaiian I	4
HAW 102	Elementary Hawaiian II	4
HWST 107	Hawaiʻi: Center of the Pacific	3
BOT 130	Plants in the Hawaiian Environment	4
Elective, 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	18

* HUM 261 will be HWST 261 effective Spring 2012.

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.

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

Programs

39

INFORMATION & COMPUTER SCIENCE

18 credits

Program Coordinator **Blanca Polo**
Office **DA 210**
Phone **455-0319**
blanca@hawaii.edu

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

Academic Subject Certificate in ICS
Program Learning Outcomes

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

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

Demonstrate familiarity with the mathematics used in computing science.

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

Requirements

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

tips for success

Suggested sequence:
Semester One: ICS 100, ICS 111, ICS 141
Semester Two: ICS 211, ICS 241
Semester Three: ICS 212

MANAGEMENT
18 credits

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

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.

Academic Subject Certificate in Management
Program Learning Outcomes
Upon successful completion of this certificate, students will be introduced to the basic skills and competencies necessary to supervisory positions in business.

Requirements

Course Alpha	Course Title	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
	Total Credits	18

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 Oʻahu 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.

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

MUSIC
20-21 credits

Program Coordinator **Peter Frary**
Office **FA 115**
Phone **455-0353**
frary@hawaii.edu

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
Performing Ensembles	4 credits
Electives	2 credits

Course Alpha	Course Title	Credits
Core Courses (All six courses for 14 credits)		
MUS 281	Music Theory I	3
MUS 282	Music Theory II	3
MUS 283	Aural Training I	1
MUS 284	Aural Training II	1
MUS 140	Sound System Utilization	3
MUS 146	The Business of Music	3
	Total Core Credits: 14	

Performing Ensembles (4 credits)		4
4 credits are required from any of the performing ensemble courses below. All ensemble courses are 2 cr, except for MUS 202B which is 1 cr.		
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)	
	Total Performing Ensemble Credits: 4	

Electives (2 credits)		2
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 cr) of MUS 232, Applied Music, 1 credit each.		
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		
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)	
	Total Certificate Credits: 20-21	

Academic Subject Certificate in Music
Program Learning Outcomes
Upon completion of the program, students will be able to:

Demonstrate music theory and performance

Describe the music business

(pending approval)

Academic Subject Certificate
PHILIPPINE STUDIES
17 credits

Program Coordinator **Raymund Liongson**
Office **BE 219**
Phone **455-0224**
liongson@hawaii.edu

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 Alpha	Course Title	Credits
ASAN 203	Philippine History & Culture*	3
ASAN 204	Filipinos in the U.S.*	3
TAG 101	Elem Tagalog/Pilipino I	4
TAG 102	Elem Tagalog/Pilipino II	4
HIST 242	Civilizations of Asia II*	3
	Total Credits	17

Recommended Electives
(beyond the 17 credits required for the Certificate

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

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

Academic Subject Certificate in Philippine Studies
Program Learning Outcomes

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

Examine the historical development of and contemporary issues in the Philippines

Express in concrete and aesthetic manner the culture of the Filipino people

Relate and compare Philippine history and issues with those of other countries and regions of the world

Demonstrate basic skills in the Filipino language, orally and in written form

Combine the knowledge of Philippine history, language and culture to produce a work of art

(pending approval)

PLANT BIOSCIENCE TECHNOLOGY

27 credits

Program Coordinator **Dr. Kabi Neupane**
Office **MS 107**
Phone **455-0418**
kabi@hawaii.edu

The ASC in Plant Bioscience Technology is designed to provide plant science and laboratory knowledge and skills to facilitate employment or further education in agricultural businesses.

Requirements

Course Alpha	Course Title	Credits
PBT 100	Orientation to Hawaiʻi's Agriculture Industry	1
PBT 200	Introduction to Plant Sciences	4
PBT 264	Horticulture/Micro Propagation	3
PBT 141	Pest Management	3
PBT 275	Intro to Crop Improvement	4
PBT 290 B/C/D/E	Plant Bioscience Tech Internship	1
BIOL 101 or BIOL 171 and BIOL 171L	Biology for Non-majors (4) Introduction to Biology (3) and Introduction to Biology Lab (1)	4
CHEM 151B	Elementary Survey of Chemistry	4
ICS 100	Computing Literacy and Applications	3
	Total Credits	27

Academic Subject Certificate in Plant Bioscience Technology
Student Learning Outcomes

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

Perform general plant cultivation in the field and greenhouse including propagation, hybridization, watering, fertilizing, and pest control

Apply technology and management skills to develop bioprocessing agribusiness

Follow standard ethics and regulations of biotech professionals

Perform standard plant science and micropropagation laboratory techniques.

Additional Information Online:
www.leeward.hawaii.edu/pbt

T R A V E L   I N D U S T R Y   M A N A G E M E N T
24 credits

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

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

Academic Subject Certificate Travel Industry Management
Program Learning Outcomes

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

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

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

Requirements

Course Alpha	Course Title	Credits
ENG 100	Composition (or equivalent)	3
MATH 203	Calculus for Business and Social Sciences	3
SP 151	Personal and Public Speech (3)	3
or SP 251	Principles of Effective Public Speaking (3)	
ECON 130	Principles of Microeconomics	3
TIM 101	Introduction to Travel Industry Management	3
BUS 101	Business Computer Systems (3)	3
or ICS 101	Digital Tools for the Information World (3)	
ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
	Total Credits	**24**

Certificates in terms of GPA and number of credits earned at Leeward CC.

W R I T I N G
18-19 credits

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

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 18–19 credits inclusive of English 100. With proper planning, the Certificate may be completed within the total credit requirements for the Associate in Arts degree.

Certificate of Achievement in Writing
Program Learning Outcomes

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

Write for academic success and work performance

Apply the credits as electives towards an Associate of Arts degree which could lead ultimately to the baccalaureate degree

Creative Track
Requirements

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

Business Track

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

APPLIED FORENSIC ANTHROPOLOGY
Certificate
11-12 credits at Leeward CC and 18 credits at UHWO
Awarded by UH-West Oʻahu

Program Coordinator **Suzanne Falgout**
Phone **454-4725**
falgout@hawaii.edu
Leeward CC Contact **Grace Miller**
millerg@hawaii.edu

The Certificate in Forensic Anthropology (CAFA) is a joint program offered by Leeward Community College and University of Hawaiʻi - West Oʻahu. 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

Course Alpha	Course Title	Credits
Leeward Community College		
BIOL 100	Human Biology (3)	3-4
or BIOL 171	Intro to Biology (3)	
and BIOL 171L	Intro to Biology Lab (1)	
ANTH 215	Physical Anthropology (3)	4
ANTHR 215L	Physical Anthropology Lab (1)	
ANTH 297	Human Skeletal Biology	4
	Human Skeletal Biology Lab	
University of Hawaiʻi West Oʻahu		
ANTH 380	Field Archaeology	3
HPST 380		
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
TAG 202	Inter Tagalog/Pilipino II	4
	Total Credits	**29-30**

Interested students must contact UHWO for advising.

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tips for success

Recommended courses include:

at Leeward CC:
 ZOOL 240-241 Human Anatomy/Physiology

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

Applied Forensic Anthropology

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

Business

Our Accounting and Business Technology programs have transfer agreements with both UH West Oʻahu and Hawaiʻi 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 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 Oʻahu 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 Oʻahu 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 Bobbie Martel, 455-0632, or email, **rmartel@hawaii.edu**.

Engineering

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

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

Other STEM programs

Our proposed AS-Natural Science degree will provide an efficient pathway to a four year degree in a variety of science, technology, engineering and math fields. A detailed listing of possible majors at UH Mānoa is listed on page 107.

> 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

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.

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

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

Automotive Technology
Culinary Arts
Television Production
  Professional Arts and Technology
  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

Academic Subject Certificates
are also offered in:
  Accounting
  Business
  Business Technology
  Creative Media
  Digital Art
  Information & Computer Science
  Management
  Travel Industry Management

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
  Administrative Support
    (Hospitality, Legal, or Medical)
  Business Technology
  Health Information Technology
  Medical Receptionist
  Office Coordinator
Management
Associate in Applied Science Degree
Certificate of Completion
  Business Essentials
  Health Care Management
  Management Essentials
  Sales and Marketing
  Travel Industry Management
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
  Graphic Design
  Motion Graphics
  Digital Photography
  Digital Video
  Web Architecture
  Web 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
  Basic Logic and Programming Level 1
  Basic Logic and Programming Level 2
  Web Programming
  Web Science

Television Production
Associate in Science Degree
Certificate of Achievement
Certificate of Completion

Additional Information Online:
www.leeward.hawaii.edu/cte-programs

Career & Technical Education programs offer two different types of Associate 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

Associate in Science Degree Competencies

A graduate of a University of Hawaiʻi 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.
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.

GENERAL EDUCATION ELECTIVES
FOR CAREER & TECHNICAL EDUCATION PROGRAMS

.

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

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

Professional Arts & Technology

Automotive Technology
Culinary Arts
Television Production

Additional Courses

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

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

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

notes

The general education requirements for the AS and AAS degrees vary depending on the demands of the specific degree. A list of specific requirements for each degree program is included in the Program Section, pages 52-86. 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

Program Coordinator **Jake Darakjian**
Office **ET 108A**
Phone **455-0438**
jdarakji@msn.com

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

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

In order to promote a student's readiness and success, prerequisites have been established for each AMT certificate and degree and for AMT courses. The competencies students are expected to achieve in the AMT program are based on the tasks prescribed by National Automotive Technician Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE) for technician certification.

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

Certificate of Completion
Automotive Technology
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 Alpha	Course Title	Hours	Credits
AMT 25	Prevt Main & Insp (PMI)	105	3
AMT 40	Electrical System I	150	6
Electives: Select 9 credits			9
AMT 43	Heat. A/C Vent. (HACV) (105 hrs/3 cr)		
AMT 30	Engines (210 hr/7cr)		
AMT 53	Brakes (105 hrs/3cr)		
AMT 55	Suspension & Steering (150 hrs/5 cr)		
AMT 46	Man. Drive-Train & Axles (105 hrs/3 cr)		
AMT 50	Auto Trans & Transaxles (150 hrs/6 cr)		
	Total Credits		18

Certificate of Completion in Automotive Technology
Program Learning Outcomes
   Upon completion of the program, students will be able to:

   Complete a group of occupational courses taught in a specific sequence to obtain professional skills and knowledge required in the automotive industry.

   Apply safety procedures required in shop practices.

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

Certificate of Achievement
Automotive Technology
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 CA 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 Alpha	Course Title	Hours	Credits
AMT 25	Prevt Main & Insp (PMI)	105	3
AMT 40	Electrical System I	150	6
AMT 43	Heat. A/C Vent. (HACV)	105	3
MATH 50C	Technical Mathematics	45	3
	Total Semester Credits: 15		

Second Semester Requirements

Course Alpha	Course Title	Hours	Credits
AMT 30	Engines	210	7
AMT 53	Brakes	105	3
AMT 55	Suspension & Steering	150	5
	Total Semester Credits: 15		

Third Semester Requirements

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

Fourth Semester Requirements

Course Alpha	Course Title	Hours	Credits
AMT 40D	Engine Performance	150	6
	Total Semester Credits: 6		
	Total Credits		48

Certificate of Achievement in Automotive Technology
Program Learning Outcomes
   Upon completion of the program, students will be able to:

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

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

   Demonstrate writing skills required to communicate effectively with automotive technicians.

Associate in Applied Science in Automotive Technology

64 Credits

The Associate in Applied Science Degree is awarded to students who successfully complete both the required AMT and general education courses. The AAS degree 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 career-technical fields or to pursue advanced education at other colleges.

Program Prerequisite: ENG 22

First Semester Requirements

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

Second Semester Requirements

Course Alpha	Course Title	Hours	Credits
AMT 30	Engines	210	7
AMT 55	Suspension & Steering	150	5
SCI 122 or	Intro. to Science-Phys. (4)	90	4
CHEM 100B	Chemistry and Man (4)		
	Total Semester Credits: 16		

Third Semester Requirements

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

Fourth Semester Requirements

Course Alpha	Course Title	Hours	Credits
AMT 40D	Engine Performance	150	6
AMT 53	Brakes	105	3
AMT 60	Diagnostic & Repair	105	3
Social Sciences (100 and above)		45	3
Arts/Humanities (100 and above)		45	3
	Total Semester Credits: 18		
	Total Degree Credits		**64**

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

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

Additional Information Online:
www.leeward.hawaii.edu/auto

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.

MORE INFORMATION ONLINE:

All Business programs	www.leeward.hawaii.edu/business-programs
Accounting	www.leeward.hawaii.edu/acct
Business Technology	www.leeward.hawaii.edu/bt
Management	www.leeward.hawaii.edu/mgt
Transfer Programs	www.leeward.hawaii.edu/business-transfer-programs
Programs of Study	www.leeward.hawaii.edu/programs
Career & Technical Ed	www.leeward.hawaii.edu/cte-programs
How to Apply	www.leeward.hawaii.edu/enroll
Services for Students	www.leeward.hawaii.edu/services
Counseling	www.leeward.hawaii.edu/counseling
Financial Aid	www.leeward.hawaii.edu/finaid
Student Life	www.leeward.hawaii.edu/studentlife

CONNECT ONLINE:

www.facebook.com/LeewardCC

http://twitter.com/LeewardCC

www.flickr.com/photos/leewardcc/

www.youtube.com/theleewardchannel

BUSINESS PROGRAMS

Accounting
Business Technology
Management

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

If you are interested in pursuing a business degree, but are undecided on a specific program, such as accounting, business technology or management, you can begin your degree work by taking the Common Courses listed below. All these courses are required for an Associate degree in each of the three business programs.

Details on all degrees and certificates offered in Business are listed on pages 56–67.

Common Classes for Business Division Associate's Degrees

Business Courses

BUS 120	Principles of Business	3
BUSN 188	Business Calculations	3
BUS 101	Business Computer Systems	3
MGT 121	Customer Service	3
ACC 124 or ACC 201	College Accounting I or Financial Accounting	3
BUSN 166	Professional Employment Preparation	1
BUSN 193V	Cooperative Education	1
Total Core Courses		17

General Education Courses

SP 151	Personal and Public Speech	3
ENG 100	Composition I	3
ECON 130 or 131 or 120	Economics	3
Arts & Humanities Elective		3
Natural Science Elective (not ICS)		3
Total Gen Ed Courses		15

Total Credits		32

ACCOUNTING

Academic Subject Certificate (page 33)
Certificate of Completion
Certificate of Achievement
Associate in Science Degree

Program Coordinator **Mike Fujita**
Office **BE 208**
Phone **455-0422**
fujitam@hawaii.edu

Business Program Counselor **Joy Lane**
Office **BE 210**
Phone **455-0220**
joylane@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
Small Business Accounting

12 or 15 Credits

First Semester Requirements

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

Second Semester Requirements

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

Certificate of Completion in Small Business Accounting
Student Learning Outcomes

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

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

Use appropriate software to complete accounting/bookkeeping tasks.

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

Certificate of Achievement
Accounting

31 Credits

First Semester Requirements

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

Second Semester Requirements

Course Alpha	Course Title	Credits
ACC 125*	College Accounting II (3)	3
or ACC 202*	Managerial Accounting (3)	
ENG 100	Composition I	3
ACC 132	Payroll & Hawai'i GE Tax	3
BUS 120	Principles of Business	3
ACC 134	Income Tax Preparation	3
BUSN 166	Professional Employment Preparation	1
	(AS students may take this in their fourth semester)	
	Total Semester Credits: 16	
	Total Credits	31

Certificate of Achievement in Accounting
Program Learning Outcomes

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

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

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

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

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

Additional Information Online:
www.leeward.hawaii.edu/acct

Associate in Science Degree in Accounting
60 Credits

First Semester Requirements

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

Second Semester Requirements

Course Alpha	Course Title	Credits
ACC 125*	College Accounting II (3)	3
or ACC 202*	Managerial Accounting (3)	
ENG 100	Composition I	3
ACC 132	Payroll & Hawai'i GE Tax	3
BUS 120	Principles of Business	3
ACC 134	Income Tax Preparation	3
BUSN 166	Professional Employment Preparation	1
	(AS students may take this in their fourth semester)	
	Total Semester Credits: 16	

Third Semester Requirements

Course Alpha	Course Title	Credits
ACC 126*	College Accounting III (3)	3
or BUSINESS	Elective* for those who completed ACC 201 and ACC 202	
	(see recommended list in 4th semester)	
ACC 150	Using QuickBooks® in Accounting	3
ECON 131	Principles of Macroeconomics (3)	3
or ECON 130	Principles of Microeconomics (3)	
or ECON 120	Introduction to Economics (3)	
ENG 209	Business Writing	3
Nat Science	Natural Science Elective	3
	Total Semester Credits: 15	

Fourth Semester Requirements

Course Alpha	Course Title	Credits
ACC 155	Using Spreadsheets in Accounting	3
BLAW 200	Legal Environment of Business I	3
BUSN 193B	Cooperative Education	1
A & H	Arts and Humanities Elective	3
BUSINESS	Business Elective Recommended Business Electives ACC 137 Business Income Tax (3)	4
	Total Semester Credits: 14	
	Total Degree Credits	**60**

Associate in Science Accounting Program Outcomes

In addition to acquiring the competencies required for Associate 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.

Compose clear and accurate business documents.

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 AA degree.

tips for success

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

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

BUSINESS TECHNOLOGY

Academic Subject Certificate (page 35)
Certificate of Completion
    Administrative Support
      (Hospitality, Legal, or Medical)
    Business Technology
    Health Information Technology
    Medical Receptionist
    Office Coordinator
Certificate of Achievement
Associate in Science Degree

Program Coordinator **Kay Ono**
Office **BE 217**
Phone **455-0223**
kayono@hawaii.edu

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

The overall objective of the Business Technology Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. Articulation agreements have been established with both the University of Hawai'i-West O'ahu and Hawai'i Pacific University. See a counselor or advisor to see what credits may transfer.

Additional Information Online:

www.leeward.hawaii.edu/bt

Certificate of Completion
Health Information Technology

19 Credits

The Health Information Technology Program of Study develops a foundation in records and information management for a medical facility. Students completing the Certificate of Completion in Health Information Technology will have the skills and knowledge necessary to assist in maintaining accurate and timely medical data in clinics, hospitals, and other health care organizations.

Requirements

Course Alpha	Course Title	Credits
BUS 101	Business Computer Systems	3
BUSN 170	Records and Information Management	3
ICS 113	Database Fundamentals	3
BUSN 106	Introduction to Medical Coding	3
BUSN 105	Intro to Health Care Administration	3
BUSN 171	Introduction to Medical Records	3
BUSN 192	Business Practicum	1
	Total Credits:	19

Certificate of Completion in Health Information Technology
Program Learning Outcomes
    Upon successful completion of the program, students will be able to:

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

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

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

notes

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

Programs

See pages 21 and 50
for additional requirements for degrees and certificates in terms of GPA
and number of credits earned at Leeward CC.

58

Certificate of Completion
Medical Receptionist
11-14 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 Alpha	Course Title	Credits
MGT 121	Customer Service	3
BUSN 121 or BUSN 123	Introduction to Word Processing (3) Word Processing for Business (3)	3
BUSN 104 or BUSN 170 & BUSN 284	Basic Medical Office Procedures (3) Records and Information Management (3) Medical Terminology & Office Procedures (3)	3-6
HLTH 110	Medical Terminology	2
	Total Credits:	11-14

Certificate of Completion Medical Receptionist
Student Learning Outcomes

- Apply basic medical knowledge in addressing the patient's immediate need and referral to the correct medical professional as required for a medical receptionist.

- Use computer and other technology proficiently to complete daily medical office tasks (e.g. input/extract data, answer the telephone, schedule appointments, file, basic coding).

- Demonstrate positive interpersonal interactions and diplomacy as a team member, recognizing diverse population needs.

- Model professional and ethical behavior, especially confidentiality and compassion.

- Apply problem solving skills by analyzing, making decisions, and prioritizing activities (e.g. medical emergencies) that occur on a daily basis without the need for continuous step-by-step directions.

Certificate of Completion
Administrative Support
Hospitality, Legal, Medical
12–17 Credits

The goal of the certificate is to train personnel to meet the needs of entry-level clerical/administrative positions public and private organizations. Students completing the Certificate of Completion in Administrative Support will have the basic skills to find employment and address the workforce need for front and back-of-the-office staff. This certificate will set a foundation toward careers in office management. Students can also continue toward a Business Technology Certificate of Completion, Certificate of Achievement, and/or Associate in Science degree.

Requirements

Course Alpha	Course Title	Credits
Core Courses		
MGT 121	Customer Service	3
BUSN 121 or BUSN 123*	Introduction to Word Processing (3) Word Processing for Business (3)	3
BUS 101 or ICS 101	Business Computer Systems (3) Digital Tools for the Information World (3)	3
	Core Credits: 9	
Specializations		3-6
Hospitality		
TIM 101	Intro to Travel Industry Management (3)	
Legal		
BUSN 286	Legal Terminology and Procedures (3)	
Medical		
BUSN 104 & HLTH 110	Basic Medical Office Procedures (3) Medical Terminology (2)	
OR		
BUSN 170 & BUSN 284 & HLTH 110	Records and Information Management (3) Medical Terminology & Office Procedures (3) Medical Terminology (2)	
	Total Credits	12-17

* BUSN 123 is required for the Legal specialization.

Certificate of Completion Administrative Support
Student Learning Outcomes

- Apply problem-solving skills and basic office knowledge to address the customer's or patient's immediate needs.

- Use computer and other technology proficiently to complete daily office and project-based tasks (e.g., input/extract data, answer telephone, schedule appointments, create reports, file).

- Demonstrate positive interpersonal interactions and diplomacy as a team member that addresses diverse population needs.

- Examine professional and ethical behavior in the workplace that adhere to government laws as dictated in the work environment.

BUSINESS TECHNOLOGY

Program Coordinator **Kay Ono**
Office **BE 217**
Phone **455-0223**
kayono@hawaii.edu

Certificate of Completion
Office Coordinator
18 Credits

Office Coordinator program builds upon the student's basic office skills to develop a stronger foundation that will lead to more responsibilities as an office coordinator. Students should be able to use MS Word and key/type at 30 GWAM.

Requirements

Course Alpha	Course Title	Credits
ACC 124	College Accounting (3)	3
or ACC 201	Financial Accounting (3)	
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUS 101	Business Computer Systems (3)	3
or ICS 101	Digital Tools for the Information World (3)	
BUS 201	Microsoft® Office Advanced	3
MGT 121	Customer Service	3
	Total Credits:	18

Certificate of Completion Office Coordinator
Program Learning Outcomes

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

Apply basic office knowledge in addressing the customer's or patient's immediate need, including problem solving skills.

Use computer and other technology proficiently to complete daily office and project-based tasks (e.g. input/extract data, answer telephone, schedule appointments, create reports, file).

Use proper accounting procedures as dictated by the accounting principles.

Demonstrate positive interpersonal interactions and diplomacy as a team member, recognizing diverse population needs.

Model professional and ethical behavior, especially adhering to federal and state records information and management laws.

Certificate of Completion
Business Technology
16 Credits

Requirements

Course Alpha	Course Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 166	Professional Employment Preparation	1
BUSN 170	Records & Information Management	3
BUSN 188	Business Calculations	3
BUS 101	Business Computer Systems	3
	Total Credits:	16

Certificate of Achievement
Business Technology
33 Credits

Requirements

Course Alpha	Course Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records & Information Management	3
BUSN 166	Professional Employment Preparation	1
BUSN 188	Business Calculations	3
BUS 101	Business Computer Systems	3
BUSN 193C	Cooperative Education	2
BUS 120	Principles of Business	3
BUS 201	Microsoft® Office Advanced	3
MGT 121	Customer Service	3
ENG 100	Composition I (or equivalent)	3
SP 151	Personal and Public Speech	3
or SP 200	Speaking Skills for Prospective Teachers (3)	
	Total Credits:	33

notes

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

Additional Information Online:
www.leeward.hawaii.edu/bt

Associate in Science Degree in Business Technology
60–61 Credits

Requirements

Course Alpha	Course Title	Credits
Core Requirements		
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records & Information Management	3
BUSN 166	Professional Employment Preparation	1
BUSN 188	Business Calculations	3
BUS 101	Business Computer Systems	3
BUSN 193C	Cooperative Education	2
BUS 120	Principles of Business	3
BUS 201	Microsoft® Office Advanced	3
MGT 121	Customer Service	3
ACC 124	College Accounting I (3)	3
or ACC 201	Financial Accounting (3)	
BUSN 269	Supervision	3
	Total Core Credits: 33	

General Education Requirements

Course Alpha	Course Title	Credits
ENG 100	Composition I (or equivalent)	3
SP 151	Personal and Public Speaking (3)	3
or SP 200	Speaking Skills for Prospective Teachers (3)	
Arts & Humanities Elective		3
	HIST 151/152 or Arts or Humanities Elective	
Natural Sciences Elective		3-4
Social Science Elective complete one of the following ECON courses		3
	ECON 130 Principles of Microeconomics (3) *(recommended)*	
	ECON 131 Principles of Macroeconomics (3)	
	ECON 120 Introduction to Economics (3) *(not recommended for transferring to a four-year)*	
	Total Gen Ed Credits: 15-16	

Specialization Select 12 credits from the following — 12

Course Alpha	Course Title (Credits)
BUSN 200	Computer Speech Recognition (3)
BUSN 242	Business Presentations (3)
BUSN 250	Expert Business Computing (3)
BUSN 270	Advanced Records & Info Mgt (3)
BUSN 277	International Business Protocol (3)
BUSN 279	International Business Analysis (3)
BUSN 284	Medical Terminology & Procedures (3)
BUSN 286	Legal Terminology & Procedures (3)
BLAW 200	Legal Environment of Business (3)
	Specialization Credits: 12
	Total Degree Credits 60-61

Business Technology Program Outcomes:
Associate in Science, Certificate of Completion, Certificate of Achievement

Upon successful completion of a certificate or degree in Business Technology, students 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.

tips for success

Suggested Sequence for 2 year plan
First semester courses
   BUSN 123
   BUSN 164
   BUSN 166
   BUSN 170
   BUSN 188
   BUS 101

Second semester courses
   BUS 120
   BUS 201
   MGT 121
   ENG 100 or equivalent
   SP 151 or SP 200

Third and fourth semesters
   ACC 124 or 201
   BUSN 269
   Specialization courses
   General Education Requirements

E - C O M M E R C E
Certificate of Competence

Certificate of Competence
E-Commerce for Entrepreneurs

9 credits

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

Requirements

Course Alpha	Course Title	Credits
MGT 125B	Starting a New Business I (1)	3
and MGT 125C	Starting a New Business I I(1)	
and MGT 125D	Starting a New Business III (1)	
or MGT 125	Starting a New Business (3)	
ACC 201	Financial Accounting	3
Three	additional unduplicated credits in E-Commerce Courses	3
	Total Credits	**9**

Business Program
M A N A G E M E N T

Academic Subject Certificate
   Travel Industry Management (page 41)
Certificate of Competence
   Business Foundations
   Management Foundations
   Retail Foundations
Certificate of Completion
   Business Essentials
   Health Care Management
   Management Essentials
   Sales & Marketing
   Travel Industry Management
Associate in Applied Science Degree

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

Business Program Counselor **Joy Lane**
Office **BE 210**
Phone **455-0220**
joylane@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 Alpha	Course Title	Credits
MGT 121	Customer Service	3
BUSN 164	Career Success	3
	Total Credits	6

Certificate of Competence in Business Foundations
Program Learning Outcomes
   Upon successful completion of this program, students will be able to:

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

   Analyze business situations and prescribe appropriate solutions to resolve conflicts.

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

   Model professional behavior acceptable in a business setting.

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

Certificate of Competence
Management Foundations
9 Credits

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

Requirements

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

Certificate of Competence in Management Foundations
Program Learning Outcomes
   Upon successful completion of this program, students will be able to:

   Carry out basic management, accounting and marketing functions.

Additional Information Online:

www.leeward.hawaii.edu/mgt

See pages 21 and 50
for additional requirements for degrees and certificates in terms of GPA
and number of credits earned at Leeward CC.

Other Management certificates and AAS degree on following pages.

MANAGEMENT

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

Certificate of Competence
Retail Foundations

9 Credits

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

Requirements

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

Certificate of Competence in Retail Foundations
Program Learning Outcomes

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

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

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.

Requirements

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

Certificate of Completion in Business Essentials
Program Learning Outcomes

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

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

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

Certificate of Completion
Sales and Marketing

21 Credits

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

Requirements

Course Alpha	Course Title	Credits
First Semester		
MGT 121	Customer Service	3
ENG 100	Composition I	3
BUS 101	Business Computer Systems	3
MKT 120/40	Marketing in a Global Economy	3
	First Semester Credits: 12	
Second Semester		
BUSN 188	Business Calculations	3
MKT 160/20	Principles of Advertising (3)	3
or MKT 130/45	Principles of Retailing (3)	
MKT 150/30	Principles of Selling	3
	Second Semester Credits: 9	
	Total Credits	21

Certificate of Completion in Sales and Marketing
Program Learning Outcomes
    Upon successful completion of this program, students will be able to:

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

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

Certificate of Completion
Health Care Management

12 Credits

The Health Care Management Program provides students with the skills and knowledge necessary to advance to various levels of administrative and supervisory positions in medical clinics, hospitals, or other health care organizations.

Requirements

Course Alpha	Course Title	Credits
MGT 120	Principles of Management	3
MGT 122	Human Relations in Business	3
MGT 124	Human Resource Management	3
BUSN 105	Intro to Health Care Administration	3
	Total Credits:	12

Certificate of Completion Health Care Management
Program Learning Outcomes
    Upon successful completion of this program, students will be able to:

    Apply basic medical office and health care industry knowledge to address patient and/or organizational needs.

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

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

    Analyze, solve, and communicate solutions to medical and/or health care management problems.

MANAGEMENT

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

Certificate of Completion
Management Essentials
15–18 Credits

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

Requirements

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

Certificate of Completion Management Essentials
Program Learning Outcomes
    Upon successful completion of this program, students will be able to:

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

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

    Communicate effectively in a workplace setting.

Certificate of Completion
Travel Industry Management
16-19 Credits

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

Requirements

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

Certificate of Competence in Travel Industry Management
Program Learning Outcomes
    Upon successful completion of this program, students will be able to:

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

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

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

Programs

See pages 21 and 50
for additional requirements for degrees and certificates in terms of GPA
66   and number of credits earned at Leeward CC.

Additional Information Online:
www.leeward.hawaii.edu/mgt

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

Associate in Applied Science Degree
in Management *(formerly Supervisory Management)*
60 Credits
This program prepares the student for future managerial positions and provides continuing education for current managers.

Core Requirements

Course Alpha	Course Title	Credits
MGT 120	Principles of Management	3
MGT 121	Customer Service	3
MGT 122	Human Relations in Business	3
MGT 124	Human Resources Management	3
MGT 200	Integrated Topics in Management (3)	3
or MGT 299	Independent Study—Management (3)	
BUS 101	Business Computer Systems	3
BUS 120	Principles of Business	3
BUSN 166	Professional Employment Preparation	1
BUSN 188	Business Calculations	3
BUSN 193C	Cooperative Education	2
MKT 120	Marketing in a Global Economy	3
ENG 209	Business Writing (3)	3
or BUSN 242	Business Presentations (3)	
ACC 124	College Accounting I (3)	3
or ACC 201	Financial Accounting (3)	
BLAW 200	Legal Environment of Business	3
	Core Credits: 39	

General Education Requirements

Course Alpha	Course Title	Credits
SP 151	Personal and Public Speaking	3
ENG 100	Composition I	3
Arts & Humanities Elective		3
Natural Science Elective	complete 3 credits in a Natural Science course (numbered 100 or higher)	3
Social Science Elective	complete one of the following ECON courses	3
	ECON 120 Introduction to Economics (3)	
	ECON 130 Principles of Microeconomics (3)	
	ECON 131 Principles of Macroeconomics (3)	
Special Elective	The following courses are recommended:	6
	COM 210H Intercultural Communication (3)	
	FIN 150 Personal Finance (3)	
	FIN 245 Principles of Finance (3)	
	HSER 150 Stress Management (3)	
	IS 250H Leadership Development (3)	
	MGT 125 Starting a New Business (3)	
	MKT 130 Principles of Retailing (3)	
	PHIL 100 Introduction to Philosophy (3)	
	PHIL 101 Morals & Society (3)	
	PHIL 140 Problem Solving (3)	
	PSY 100 Introduction to Psychology (3)	
	SOC 250 Community Forces in Hawai'i (3)	
	TIM 101 Introduction to Travel Industry Management (3)	
	Gen Ed Credits: 21	
	Total Degree Credits	**60**

Associate in Applied Science Management Program Outcomes
Upon successful completion of this program graduates will be able to:

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

(pending approval)

tips for success

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

Suggested Sequence for 2 year plan
First Semester 15 credits
ENG 100, SP 151, MGT 121, MGT 120 & BUS 120

Second Semester 15 credits
BUSN 188, MGT 122, BUS 101, MKT 120, ENG 209 OR BUSN 242

Third Semester 15 credits
ACC 124 or ACC 201, MGT 124, ECON 120 OR ECON 130 OR ECON 131
Special Elective, Natural Science Elective (DB or SB)

Fourth Semester 15 credits
BLAW 200, BUSN 193V, BUSN 166, A&H Elective
Special Elective, MGT 200 or IND STUDY MGT 299

CULINARY ARTS

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

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

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. In order to obtain a culinary arts certificate or degree, students must pass all required culinary arts (CULN) courses with a grade of "C" or better.

Certificate of Completion
Preparation Cook

12 Credits

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

Requirements

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

Certificate of Completion Preparation Cook
Student Learning Outcomes

   Apply basic principles of sanitation and safety in foodservice operations.

   Apply personal hygiene habits and food handling practices that protect the health of the consumer.

   Perform basic skills in knife, tool, and equipment handling.

   Apply the principles of food preparation to produce a variety of food products.

Certificate of Completion
Baking

10 Credits

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

Requirements

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

Certificate of Completion in Baking
Program Learning Outcomes

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

   Demonstrate basic entry level skills in sanitation and safety

   Demonstrate basic fundamentals of baking

   Use technical math as it applies to the culinary industry

Additional Information Online:
www.leeward.hawaii.edu/culn

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

Certificate of Completion
Dining Room Supervision

18 Credits

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

Requirements

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

Certificate of Completion in Dining Room Supervision
Program Learning Outcomes
Upon successful completion of the certificate, students will be able to:

Demonstrate basic entry level skills in sanitation and safety

Use technical math as it applies to the culinary industry

Communicate effectively in small and large groups

Discuss the psychology of work

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 event, L'ulu, Leeward Culinary Arts Gala, and community events such as the Taste at Kapolei.

Certificate of Achievement
Culinary Arts

30 Credits

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

Requirements

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

Certificate of Achievement in Culinary Arts
Program Learning Outcomes
Upon successful completion of the certificate, students will be able to:

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

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

Apply mathematical functions related to food service operations

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

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

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

Demonstrate professional hospitality and service standards to insure quality guest service

CULINARY ARTS

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

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

Associate in Applied Science Degree Culinary Arts

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.

Core Requirements

Course Alpha	Course Title	Credits
CULN 111	Intro. to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	5
CULN 125	Fundamentals of Cookery II	5
MATH 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 100	Concepts in Nutritional Science	3
	(formerly FSHN 185 prior to Fall 2010)	
CULN 275	HR Management & Supervision	2
CULN 240	Garde Manger II	3
CULN 269	Culinary Special Events	3
CULN 293E	Culinary Externship	2
CULN 115	Menu Planning and Merchandising	1

Electives

Course Alpha	Course Title	Credits
ART 115 or	Arts & Humanties Elective	3
	Social Science Elective	3
	Total Degree Credits	67

Associate in Applied Science Culinary Arts Program Outcomes
Culinary Institute of the Pacific at Leeward Community College

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

- Demonstrate professionalism in dress and grooming, attitude, and workplace behavior that reflect standards expected of food service industry professionals.

- Demonstrate basic principles of sanitation and safety in a foodservice operation for safe food handling and to protect the health of the consumer.

- Apply mathematical functions related to foodservice operations.

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

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

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

- Demonstrate professional hospitality and service standards to insure quality guest service.

notes

> All Culinary courses must be passed with a C or better for the AAS degree.

Additional Information Online:
www.leeward.hawaii.edu/culn

DIGITAL MEDIA

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

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

Program Coordinator for Digital Photography
Wayne Muromoto
Office **AM 202**
Phone **455-0280**
wmuromoto@hotmail.com

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

9 credits

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

Requirements

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

Certificate of Competence in Graphic Design
Program Learning Outcomes

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

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

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

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

Certificate of Competence
Motion Graphics

9 credits

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

Requirements

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

Certificate of Competence in Motion Graphics
Program Learning Outcomes

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

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

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

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

DIGITAL MEDIA

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

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

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

Requirements

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

Certificate of Competence in Digital Video
Program Learning Outcomes

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

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

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

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

Certificate of Competence
Web Design *(formerly Web Page Design)*
9 credits

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

Requirements

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

Certificate of Competence in Web Design
Program Learning Outcomes

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

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

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

Demonstrate proficiency in the use of Web software and hardware.

Certificate of Competence
Web Architecture
9 credits

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

Requirements

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

Certificate of Competence in Web Architecture
Student Learning Outcomes

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

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

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

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

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

Demonstrate proficiency in object-oriented design and programming skills.

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

Program Coordinator for Digital Photography
Wayne Muromoto
Office **AM 202**
Phone **455-0280**
wmuromoto@hotmail.com

Certificate of Competence
Digital Photography

9 credits

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

Requirements

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

Certificate of Competence in Digital Photography
Program Learning Outcomes

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

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

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

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

Certificate of Completion
Digital Media Production

21 credits

Designed to develop interdisciplinary skills necessary for the production of multimedia, students explore a variety of media for the Internet, print, and digital video. Intended to train students who are working in fields which require them to develop digital media materials.

Requirements

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

Certificate of Completion in Digital Media Production
Program Learning Outcomes

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

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

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

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

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

DIGITAL MEDIA

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

Associate in Science Degree in Digital Media Production

The Associate in Sciences in Digital Media Production provides creative individuals with the art and design training needed to explore and express ideas using leading-edge technology and skill-sets. Students receive integrated digital media training in one of four specializations: Character Animation, Digital Photography, Internet Publishing, and Motion Graphics. Students become life-long learners, developing the skills required for a vast array of digital media careers, including web design and development, multimedia production, digital video production, corporate communications, two-dimensional and three-dimensional animation and digital photography.

Specialization Character Animation:

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

Specialization Digital Photography:

Demonstrate competence in the production and processing of images with current electronic photographic tools and the application of electronic media to all areas of artistic and commercial photography.

Specialization Internet Publishing:

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

Specialization Motion Graphics:

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

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:

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

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

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

Exhibit a portfolio of projects related to the chosen specialization at the conclusion of the Associate in Science degree work.

tips for success

Students interested in Digital Media may also want to explore our Information and Computer Science program (page 78) and our Television Production program (page 84).

Programs

See pages 21 and 50
for additional requirements for degrees and certificates in terms of GPA
74   and number of credits earned at Leeward CC.

Associate in Science Degree in Digital Media Production

60-63 credits

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

Core Requirements 24 credits

Course Alpha	Course Title	Credits
ART 107D	Introduction to Digital Photography	3
ART 113D	Introduction to Digital Drawing	3
DMED 113	Introduction to Layout Design	3
DMED 121	NetPrep Web Site Design	3
DMED 131	Introduction to Digital Video	3
DMED 140	Principles of Animation	3
DMED 200	Electronic Portfolio	3
DMED 293	Practicum in Digital Media	3
	Core Credits: 24	

General Education Requirements 15 credits

Course		Credits
ENG 100 or higher	Composition I	3
MATH 100 or higher or PHIL 110	Survey of Mathematics (3) Introduction to Logic (3)	3
ICS 100 or ICS 111	Computing Literacy & Applications (3) Introduction to Computer Science (3)	3
ART 112	Digital Art	3
DMED 150	Film Anaylsis & Storytelling	3
	Gen Ed Credits: 15	

DMED Core	24 credits
General Education Courses	15 credits
Specialization Courses	21-24 credits
Total Credits for AS Degree	**60-63 credits**

Specialization 21-24 credits
Select One Specialization Below

Specialization **Character Animation**

Course Alpha	Course Title	Credits
ART 113	Basic Drawing	3
ART 198D	Cartoon Drawing & 2D Animation Techniques	3
DMED 130	Digital Storyboard	3
DMED 141	Introduction to 3D Animation	3
ART 214	Introduction to Life Drawing	3
DMED 240	Animation & Special Effects	3
DMED 242	Character Animation	3
DMED 243	3-D Modeling & Animation	3
	Specilization Credits: 24	

Specialization **Digital Photography**

Course Alpha	Course Title	Credits
ART 101	Introduction to the Visual Arts	3
ART 115D	Digital Design	3
ART 202	Digital Imaging	3
ART 207D	Intermediate Digital Photography	3
ART 156	Digital Painting	3
ART 166	Digital Printmaking	3
Elective	Choose one course from any other DMED specialization	3
	Specilization Credits: 21	

Specialization **Internet Publishing**

Course Alpha	Course Title	Credits
DMED 120	NetPrep Web Development	3
DMED 122	NetPrep Flash Animation	3
ICS 113	Database Fundamentals	3
DMED 133	Sound Design for Digital Media	3
ICS 151	Structured Database Programming	3
DMED 220	Intermediate Web Site Design	3
ICS 251	Advanced Database Programming	3
	Specialization Credits: 21	

Specialization **Motion Graphics**

Course Alpha	Course Title	Credits
DMED 122	NetPrep Flash Animation	3
DMED 130	Digital Storyboard	3
DMED 132	Principles of Video Editing	3
DMED 133	Sound Design for Digital Media	3
DMED 240	Animation & Special Effects	3
DMED 242	Character Animation	3
Elective	Choose one course from any other DMED specialization	3
	Specilization Credits: 21	

Total Degree Credits	**60-63**

Additional Information Online:

www.leeward.hawaii.edu/dmed

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

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

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

Learners can fulfill a sizable portion of the National Association of Drug and Alcohol Counselors' (NAADAC) Twelve Core Functions of the Alcohol and Drug Abuse Counselor requirements with completion of the substance abuse counseling certificate program. The particular course work will also assist one in preparing for the state certification exam. Please be advised that completing Leeward's certificate program is not the same as obtaining the state certification. Contact the Department of Health, Alcohol and Drug Abuse Division (ADAD), Certification Unit (692-7518) for details about state certification requirements.

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

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

Programs

See pages 21
for additional requirements for degrees and certificates in terms of GPA
76   and number of credits earned at Leeward CC.

Certificate of Completion
Substance Abuse Counseling
18 credits

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

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

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

First Semester (Fall) Requirements

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

Second Semester (Spring) Requirements

HSER 245	Group Counseling	3
HSER 270	Substance Abuse Counseling	3

Third Semester (Fall) Requirements

HSER 294	Practicum	3

Fourth Semester (Spring) Requirements

HSER 295	Practicum	3
	Total Credits	18

Certificate of Completion in Substance Abuse Counseling
Student Learning Outcomes
Upon successful completion of the program, students will be able to:

Recognize the medical, societal, psychological, and family affects of abuse and addiction with regard to alcohol and other drugs

Identify Hawai'i's prevention/intervention and treatment system, its strengths and limitations

Develop an awareness of issues and other personal values/biases that might impact one's effectiveness as a substance abuse counselor

Demonstrate knowledge and application of the Twelve Core Functions engaged by the alcohol and drug abuse counselor, and know how these functions apply to the continuum of care

Demonstrate an ability to do an effective biopsychosocial assessment and display a basic knowledge of counseling approaches used with individuals and groups

Identify the ethical and legal issues that confront the counseling professional, and abide by them when in the field

Distinguish the stages of the treatment process, including aftercare, relapse prevention, and the issues relevant to their clients involved in each stage of intervention

Display attending, active listening, and other counseling skills in their work with individuals and groups

Additional Information Online:
www.leeward.hawaii.edu/sac
Gainful Employment Data: www.leeward.hawaii.edu/SCInfo

INFORMATION & COMPUTER SCIENCE

Program Coordinator **Blanca Polo**
Office **DA 210**
Phone **455-0319**
blanca@hawaii.edu

Academic Subject Certificate (page 40)
Certificate of Competence
    Basic Logic and Programming Level 1
    Basic Logic and Programming Level 2
    Web Programming
    Web Science
Certificate of Completion
    Basic Networking
    Advanced Networking
    Help Desk
Associate in Science Degree
    with emphasis in one of the following:
        Network Support Specialist
        Database Support Specialist
        Webmaster

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

Certificate of Completion in Basic Networking Student Learning Outcomes

Upon completion of the certificate in Basic Networking the student will be able to:

Assess essential networking strategies to include installing, configuring, securing and troubleshooting devices, protocols and services within a network infrastructure.

Diagnose and solve network problems.

Describe the ISO model and be able to associate the appropriate network components to each layer to help in design and troubleshooting.

Recognize TCP/IP and the associated routing protocols including RIP, OSPF and BGP4.

Compare LAN, MAN and WAN environments.

Programs

See pages 21 and 50
for additional requirements for degrees and certificates in terms of GPA
78   and number of credits earned at Leeward CC.

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

Certificate of Completion in Advanced Networking Student Learning Outcomes

Upon completion of the certificate in Advanced Networking the student will be able to:

Demonstrate system and network service administration, computer and information security.

Diagnose and solve network problems.

Develop a detailed explanation of a variety of network protocols and the troubleshooting aspects of each one.

Demonstrate the expertise to specify, design, implement and troubleshoot a functional network comprised of the typical components of a modern network.

Fully appraise the need for documentation and standards when designing and troubleshooting networks.

Certificate of Completion
Help Desk
21 Credits

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

Requirements

Course Alpha	Course Title	Credits
ICS 100	Computing Literacy	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 Credits	21

Certificate of Completion Help Desk Student Learning Outcomes

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

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

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

Report the problem to appropriate levels in the organization.

Additional Information Online:
www.leeward.hawaii.edu/ics

INFORMATION & COMPUTER SCIENCE

Program Coordinator **Blanca Polo**
Office **DA 210**
Phone **455-0319**
blanca@hawaii.edu

Certificate of Competence
Web Science
6 credits

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

Requirements

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

Certificate of Competence in Web Science Student Learning Outcomes
Upon completion of the certificate, the student will be able to:

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

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

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

Demonstrate proficiency in object-oriented design and programming skills.

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

Certificate of Competence
Web Programming
9 Credits

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

Requirements

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

Certificate of Competence in Web Programming Student Learning Outcomes
Upon completion of the certificate, the student will be able to:

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

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

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

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

Programs

See pages 21 and 50
for additional requirements for degrees and certificates in terms of GPA
80   and number of credits earned at Leeward CC.

Certificate of Competence
Basic Logic and Programming Level 1
6 credits

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

Requirements

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

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

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

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

Demonstrate familiarity with the mathematics used in computing science.

Certificate of Competence
Basic Logic and Programming Level 2
6 credits

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

Requirements

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

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

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

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

Demonstrate familiarity with the mathematics used in computing science.

Create data structures in an object-oriented programming language.

Additional Information Online:
www.leeward.hawaii.edu/ics

INFORMATION & COMPUTER SCIENCE

Program Coordinator **Blanca Polo**
Office **DA 210**
Phone **455-0319**
blanca@hawaii.edu

Associate in Science Degree in Information & Computer Science
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 Alpha	Course Title	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
	Core Credits: 21	

General Education Requirements 24 credits

Course		Credits
ICS 100	Computing Literacy& Applications	3
ACC 201	Financial Accounting	3
ECON 130	Principles of Microeconomics (3)	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 Philosophy: 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)	
	Gen Ed Credits: 24	

Electives

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

* QM 121 is no longer offered.

Specialization 12-15 credits
Select One Specialization Below

Specialization **Network Support Specialist**

Course Alpha	Course Title	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
	Specialization Credits: 12	

Specialization
Specialization **Database Support Specialist**

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

Specialization
Specialization **Webmaster**

Course Alpha	Course Title	Credits
ICS 187	NetPrep Networking Architecture	3
ICS 290	NetPrep Intro to Internet Technologies3	3
DMED 120	NetPrep Web Development	3
DMED 121	NetPrep Web Site Design	3
DMED 221	NetPrep Dynamic Web Publishing	3
	Specialization Credits: 15	

Total Degree Credits   **60-63**

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.

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 the following five ICS courses required for the Computer Science Major. These courses form the core of the Academic Subject Certificate, listed on page 40.

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

Additional Information Online:
www.leeward.hawaii.edu/ics

Programs

See pages 21 and 50
for additional requirements for degrees and certificates in terms of GPA
and number of credits earned at Leeward CC.   83

TELEVISION PRODUCTION

Certificate of Completion
Certificate of Achievement
Associate in Science Degree

Program Coordinator **Robert Hochstein**
Office **GT 107**
Phone **455-0259**
hochstein@aol.com

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 18 credits. The Certificate of Achievement is 39 credits. The Associate in Science degree is 63 credits.

TVPR 100 level courses emphasize video equipment operation. TVPR 200 level classes emphasize storytelling, application and mastery of equipment, and aesthetics. An advising appointment with, and signature of, the TVPRO Program Coordinator is required prior to registration.

Math 100 or higher and 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
Television Production

18 credits

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

Requirements

Course Alpha	Course Title	Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Introduction to Digital Camera Operation & Lighting Principles.	3
TVPR 136	Audio / Video Engineering	3
TVPR 142	Film & Video Audio – Acquisition & Recording	3
TVPR 151	Introduction to Film & Video Digital Editing Principles	3
TVPR 211	Introduction to Film & Video Storytelling & Scriptwriting	3
	Total Credits	18

Certificate of Completion in Television Production
Program Learning Outcomes

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

Use of state-of-the-art digital video equipment for film techniques and television production.

Edit film and video productions

Describe audio and video engineering

Programs

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See pages 21 and 50
for additional requirements for degrees and certificates in terms of GPA
and number of credits earned at Leeward CC.

Additional Information Online:
www.leeward.hawaii.edu/tvpro

Certificate of Achievement
Television Production
39 credits

Prerequisites: All Certificate of Completion courses listed with a grade of "C" or better and Math 100 or higher and

English 100 or higher with a grade of "C" or better (or equivalents) must be competed prior to entry into C.A.

Requirements

Course Alpha	Course Title	Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Introduction to Digital Camera Operation & Lighting Principles.	3
TVPR 136	Audio / Video Engineering	3
TVPR 142	Film & Video Audio – Acquisition & Recording	3
TVPR 151	Introduction to Film & Video Digital Editing Principles	3
TVPR 211	Film & Video Storytelling & Scriptwriting (3)	3
TVPR 251	Applied Film & Video Editing & Postproduction Audio	3
TVPR 121	Film & TV Graphics	3
TVPR 226	Applied Digital Camera Operation & Lighting	3
TVPR 227	Advanced Film & Video Storytelling and Scriptwriting	3
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	3
Math 100 or higher		3
English 100 or higher		3
	Total Credits	39

Certificate of Achievement in Television Production

Program Learning Outcomes

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

Demonstrate the ability to work as an individual as well as an effective team member as demanded by industry.

Develop and produce concepts, treatments, storyboards, scripts, budgets, and be able to "pitch" these preproduction tools in a professional manner.

Use modern digital video studio cameras and digital camcorders and camera mounting equipment as required by industry.

tips for success

Students interested in Television Production may also want to explore our Digital Media program (pages 71-75).

TELEVISION PRODUCTION

Associate in Science Degree in Television Production

63 credits

Prerequisites:

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

Core Requirements

Course Alpha	Course Title	Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Introduction to Digital Camera Operation & Lighting Principles.	3
TVPR 136	Audio / Video Engineering	3
TVPR 142	Film & Video Audio – Acquisition & Recording	3
TVPR 151	Introduction to Film & Video Digital Editing Principles	3
TVPR 211	Film & Video Storytelling & Scriptwriting	3
TVPR 251	Applied Film & Video Editing & Postproduction Audio	3
TVPR 121	Film & TV Graphics	3
TVPR 226	Applied Digital Camera Operation & Lighting	3
TVPR 227	Advanced Film & Video Storytelling and Scriptwriting	3
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	3
TVPR 276	Advanced Digital Cinematography, Composition, & Lighting	3
TVPR 292	Capstone Project Practicum	3
TVPR 294	Advanced Film & Video Digital Editing & Postproduction Audio	3
TVPR 291	Film & Video Directing/Studio/Location Production	3
TVPR 293C	Internship & Practicum	3
Math 100 or higher		3
English 100 or higher		3

Core Credits: 54

General Education Electives

Course Alpha	Course Title	Credits
For a total of 3 courses and 9 credits, complete one course (numbered 100 or above) for 3 credits from the following areas. May be completed prior to entry into the TVPRO program.		
	Arts and Humanities	3
	Natural Sciences	3
	Social Sciences	3

Gen Ed Credits: 9

Total Degree Credits 63

Additional Information Online:
www.leeward.hawaii.edu/tvpro

Programs

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

ADMISSION INFORMATION

TUITION AND FEES

COURSE REGISTRATION

FINANCIAL AID

TRANSFER INFORMATION

ACADEMIC INFORMATION

ADMISSIONS INFORMATION

2011–2012 Application Deadlines

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

July 15, 2011 for the Fall 2011 semester
December 1, 2011 for the Spring 2012 semester

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

July 1, 2011 for the Fall 2011 semester
November 17, 2011 for the Spring 2012 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.

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 Student Visas)

International applicants must comply with all regulations of the U.S. Department of Homeland Security as well as the applicable policy of the Board of Regents of the University of Hawai'i and the policies of Leeward Community College. Students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants.

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

Early Admission Program

Academically, vocationally or artistically accomplished high school juniors or seniors may register for one course at Leeward CC on a space-available basis while completing high school requirements. Hawai'i high school juniors or seniors who have demonstrated exceptional achievement may concurrently enroll at Leeward CC while still enrolled in high school. Details and the required forms are available from your high school counselor.

Running Start Program

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

Concurrent Registrant

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

Auditors

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

Senior Citizen Visitor Program

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

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

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

Veterans Administration

Leeward Community College is an approved educational institution for education and training under the Veteran's Educational Assistance Act (GI Bill), and the Dependents' Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. Certification for VA Benefits is done by the Admissions and Records Office. For information or assistance, call 455-0644.

STEPS TO TAKE FOR ADMISSION

1. A University of Hawaiʻi 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 Hawaiʻi high school counselors, from the Admissions and Records Office of any UH Campus, or downloaded from the College's website, **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, 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 Hawaiʻi 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 Student Visas)

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.leeward.hawaii.edu/ipo/.

2. Transcripts or Documentation of High School Equivalency: If the last school attended was high school or equivalent, submit a copy of your diploma or certification of completion. If the last school attended was a college or university, submit a copy of your transcripts in English from each college or university attended.

3. English Language Requirements/TOEFL Information: To be admitted to the college credit program, a non-immigrant applicant must submit a Test of English as a Foreign Language (TOEFL) score of 500 or higher on the paper-based exam, or 61 on the iBT. Non-immigrant applicants who score below the TOEFL requirement OR have not taken the TOEFL test should apply to the English Language Institute. The TOEFL requirement is waived if the applicant has completed English 100, or its equivalent, at another U.S. college or university. Regardless of submission of a TOEFL score, all non-immigrants for whom English is not their native language are required to take an English Language Proficiency test for placement into the proper course level (credit or non-credit). To obtain information about TOEFL testing, go to http://www.ets.org/toefl/

3. Submit a copy of current passport with application documents.

International Students Health Requirements

1. In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis, measles, mumps and rubella. All students must have a skin TB test performed within the United States. Upon arrival on campus, TB skin tests can be taken at the Campus Health Center. If skin test is positive, a follow up x-ray is required.

   Two doses of measles vaccine are required, with at least one of the two being MMR vaccine. If you do not have the required immunizations, provide a card from your doctor showing you are in the process of completing the missing immunizations. Students who have not completed the above requirements by the 1st day of school will not be allowed to attend school until these requirements are met.

2. Health Insurance Required:
   Before being permitted to enroll at Leeward CC, all international students must demonstrate proof of enrollment in a health and accident insurance plan. The intent of this requirement is to protect international students from the high cost of unanticipated health care expenses resulting from accidents or illness.

Other Policies for International Students

1. Credit Transfer: For non-immigrant applicants requesting credit transfer from a foreign or U.S. College or university, original transcripts should be sent directly to the Admissions and Records Office for review.

2. 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.

3. 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 Leeward Community College Office of International Programs for visa requirements and international admission information, 808-455-0570, or email the international student advisor at 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 registration. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the college until he/she can present clear and convincing evidence to the residency officer that proves otherwise. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions Office. The complete rules and regulations are available at the Admissions Office.

Definition of Hawai'i Residency

A student is deemed a resident of the State of Hawai'i for **tuition purposes** if the student (19* or older) or the student (under 19*) and his or her parents or legal guardian have:

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

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

1. Filing Hawai'i resident personal income tax return.
2. Voting/registering to vote in the State of Hawai'i.

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, descendents of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At the time of publication, these included the following:

American Samoa, Commonwealth of the Northern Marianas, Cook Islands, Federated States of Micronesia, Futuna, Kiribati, Nauru, Niue, New Caledonia, Republic of Palau, Republic of the Marshall Islands, Solomon Islands , Tokelau, Tonga, Tuvalu, Vanuatu, Wallis

This list is subject to change. For a current list, please contact the Admissions Office or visit www.hawaii.edu/academics/admissions/

Misrepresentation

A student or prospective student who provides incorrect information on any form or document intended for use in determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

Appeal Process

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

Residency Changes

If you are currently a non-resident but have established permanent residency in Hawai'i, you may petition for a change in residence status. Check with the Admissions and Records Office, room AD 220, for details and deadline information.

COMPASS PLACEMENT TESTS

What are COMPASS placement tests?

COMPASS is a computer-based assessment of ability in different subjects. It helps place students in English and math courses in which they are most likely to succeed.

Do I need to take the compass tests?

YES…

   If you are a new student with no college experience.

   If your COMPASS scores are more than two years old and you have not enrolled in an English or math course in the UH system or at another college,

   If your last math course grade of C of higher is more than two years old and you wish to take a higher level course.

NO…

   If your COMPASS scores are less than two years old.

   If you have completed ENG 100 or a college level math course with a grade of "C" or higher in the UH system or at another college. Counselors can help you with Prerequisite Clearances based on transcripts from other colleges.

   If you have received approval from the Language Arts

   Division Chair for English exceptions, or from the Math/Science Division Chair for mathematics exceptions.

What should I bring?

   The Placement Test letter sent to you by the College

   Photo Identification

   Your student ID Number

   A jacket or sweater

   Pencils and scratch paper will be provided. (You may use the Windows on-line calculator for the Math test.)

Where do I take the tests?

In the Business Education Building, Room 227. If you live on a Neighbor Island, you may go to the Community College on your island to take the test. Inform the monitor that you are taking the tests for Leeward CC enrollment. Students may also test by appointment only at Leeward CC, Waiʻanae. Call 696-6378 for an appointment.

How long are the tests?

The tests are not timed, so you can take as much time as you need. The number of questions is automatically adjusted as you're taking the test. Right or wrong responses will result in either more or fewer questions. The average time to complete a test is 30 minutes for each of the three tests: reading, writing and math. Give yourself enough time to do your best.

What's on the tests?

Reading: answering questions on passages. Writing: identifying errors in grammar, punctuation, usage, and style in brief articles. Math: solving problems in basic math, algebra, college algebra, geometry, trigonometry, and calculus.

To view sample test items, go to the placement test website at www.act.org/compass/index.html

When do I get the results?

You will get the results minutes after you finish the tests. Keep your test report and bring it with you when you attend your orientation session and/or meet with a counselor.

Should I prepare for the tests?

COMPASS tests you on skills and knowledge acquired over a long period of time and you are not expected to study material that you have never learned. However, reviewing can help especially if you have not taken tests for a few years or have not studied math in a while.

How can I prepare?

   Review the sample questions at: www.act.org/compass/index.html

   Read the book *Chart Your Success on the COMPASS TEST*, available at the Library, Learning Resource Center, Math Lab, and Testing Center.

   Read other books on strategies for taking tests.

   Rest well the night before taking the tests.

   Report for the tests with a positive and serious attitude.

   Arrange your transportation to allow maximum time for the tests.

How long are the scores valid?

The scores are valid for two years. You must retest if your scores are more than two years old and you have not begun to take English or math classes based on those scores.

Can I retest?

Students may retake the COMPASS Test at any time for a $25 retest fee. Students whose COMPASS scores are more than two years old may retake the test for free.

How will my scores affect me?

Your performance on the test is important because it may determine:

   How many English and math classes you will have to take.

   How much time it will take and money it will cost to earn you degree.

   What classes you can take or cannot take.

   How soon you can start taking classes in your major.

How do I know which tests to take?

We use your country of birth to suggest which tests might be best. If you have questions consult the Language Arts Division Chair or ESL Coordinator. If English is your native language, take the English reading and writing tests. If English is not your native language, you should take the ESL reading and writing tests. Doing so will be to your advantage.

Is special help available if I have a disability?

Yes. If you require special testing accommodations because of a physical or learning disability, please contact the Kākoʻo ʻIke (KI) Office in room L 208 or call 455-0421, TTY 455-0532.

Admissions and Enrollment Services

REGISTRATION

Registration into a course obligates you financially and academically even if you do not attend any classes or make payment by applicable deadlines. If payment in full is not received or you have not enrolled in the payment plan by the published deadline, the University of Hawai'i reserves the right to cancel your registration and place a financial hold on your student account which may deny you any further services such as future registration, request for transcripts, verification of student status request, etc.

A *Registration Guide* and listing of *Course Availability* are available for viewing online at the College's website. The *College Catalog* is available in pdf format on the website or can be purchased at the Copy Center. This information should be used in planning the program of studies. Visit the Leeward CC website at **www.leeward.hawaii.edu** for additional information and updates.

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

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

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

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

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

Applicants who have been accepted will be notified of acceptance by mail. Information about orientation, placement testing (reading/English and mathematics) advising, and registration will also be mailed. Certain procedures and payments are required of all applicants and students, and registration is not official until these have been met.

Class attendance by persons not properly registered is prohibited. Any unofficial attendance does not provide a basis for later claim of registration or credit.

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

> MyUH is the University of Hawai'i's integrated student information system. Features include a common interface for all students, 100% web based services, and the ability to register at multiple UH campuses.
>
> Important information from the University administration or faculty will be sent to your MyUH Portal email address and posted in your Personal Announcements. Please check your account for information on a regular basis.

HEALTH REQUIREMENTS FOR REGISTRATION

TB Clearance

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

New students must submit a TB clearance not more than one year old prior to the start of the semester. To prevent the spread of tuberculosis, no new student will be allowed to register for courses without proof of a current TB clearance.

Leeward Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

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

Measles

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

Evidence is either documented records of two MMR immunizations or blood titer tests proving immunity to measles, mumps and rubella.

Health and Accident Insurance Requirement, Non-Residents

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

FINANCIAL INFORMATION

2011–2012 Tuition and Fees Schedule

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

	Resident	Non-Resident	Non-Resident Pacific Island Jurisdiction*
Tuition	$97.00 per credit	$290.00 per credit	$145.50 per credit
Student Activities Fee	$.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)
Health Center Fee	$15.00	$15.00	$15.00
Board of Student Communication Fee	$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

All tuition and fees should be paid in full by the appropriate deadlines. Payment can be made online by echeck or debit/credit card (MasterCard and VISA 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, traffic fines, library fines, loans, etc.) to the satisfaction of the University of Hawai'i may be denied letters of verification or certification, registration, withdrawal, grades, transcript requests, graduation, diplomas, and other university services.

Enrollment at the University of Hawai'i signifies consent to, and acceptance of, all policies and procedures governing enrollment including financial liability. Students who fail to clear all financial obligations in a timely manner may result in their account being sent to a collection agency. Students agree to pay the University of Hawai'i all reasonable costs for collection, to include but not limited to collection agency, attorney's and court fees. The University of Hawai'i also has the ability to submit an account to garnish state income tax refunds to offset financial obligations.

Copies of the delinquent financial obligation policy and procedures are available for inspection at the Office of the Dean of Student Services and the campus business office.
(Also see Policies for Financial Obligation, page 181)

FEES

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

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

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

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

A $5.00 per copy fee is charged for transcript requests processed by the Admissions and Records Office in 5 working days. Priority transcript handling may also be requested at $15.00 per copy and will be processed in 24 work hours. Note: Processing does not include mailing time.

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

COMPASS Re-Test Fee
Students will be charged $25 for retaking the COMPASS tests. The fee is per session. A session may include multiple tests.

Installment Payment Plan Fee
A $30.00 fee is charged when a student signs up for the optional IPP program. This once a semester fee is nonrefundable and nontransferable.

Late Installment Payment Plan Fee
A $30.00 late fee is charged each time a payment is not made by the IPP deadlines. This fee is nonrefundable and nontransferable.

Non-resident Application Fee
Non-resident students applying to the college are required to pay a $25.00 nonfundable, nontransferable application fee each time they apply.

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 ceremony.

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. This diploma is in addition to, and not an alternative for the regular English language diploma.

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, GT 104, and is also available online at http://www.leeward.hawaii.edu/catalog in PDF format.

Non-Credit Course Fees
Students registered in non-credit courses pay fees as indicated in the announcements published by the Leeward CC Office of Continuing Education and Workforce Development or the English Language Institute.

PAYMENT PROCEDURES

Payments for tuition and fees can be made in full or in installments.

The procedures for Payment in Full are outlined below. For details on Installment Payment Plans, please see the Schedule of Courses publication, or visit MyUH.

For Payment in Full

Login to **MyUH**, select **View Charges/Make Payment,** then select **"Click here to access Student Account Home Page"** The payment screen will display the current amount you owe. **A bill will not be mailed to you**. ONLY FULL PAYMENT IS ACCEPTED. If you are receiving a tuition If you add a class after your tuition is paid, any additional tuition and fees must be paid by 3:30 pm on the appropriate payment receipt deadline (see payment receipt deadlines at http://myuhinfo.hawaii.edu/page/payment.html)

Tuition and fee payments can be made by:

1. Online MyUH	Pay by echeck, debit/credit card (MasterCard and VISA only).
2. Mail	Make checks payable to "University of Hawai'i" and mail to: 　　Leeward Community College 　　Cashier's Office 　　96-045 Ala Ike; Pearl City, HI 96782 Mail payments must be RECEIVED by the appropriate deadline. You should allow a minimum of 5 days for delivery prior to the deadline. Do not use Campus Mail. To ensure proper crediting to your account, use the Tuition Mail-In Remittance Form in the Schedule of Courses. Write your student ID number on the bottom left of the check. Improperly completed remittance forms and checks may be returned to you unprocessed and will not be posted to your account.
3. In-Person	Pay by cash, personal check, money order, cashier's check, travelers check, or debit card (no in-person credit card payment) at: Leeward Community College Cashier's Office, lower level of the Administration Building

National Service Trust/Americorp Recipients

Complete and submit your Americorp vouchers online at https://my.americorps.gov. The Financial Aid Office will certify your form. When payment is received, the Cashier's Office will post it to the student's account.

Army Reserve Tuition Subsidy

The 9th RSC has received approval for the Pacific Reserve Education Program (PREP). Take your approved Form DA2171 to the Cashier's Office at least 10 working days before the appropriate payment deadline. You are responsible for paying any remaining tuition and fees not covered by PREP. Contact your Army Reserve unit commander for more information.

National Guard Tuition Assistance

The Hawaiʻi 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 Hawaiʻi Department of Education, etc.), your third party payment will automatically be posted to your student account within 48 hours after you have registered. The sponsoring agency must submit the appropriate forms to each individual campus you are registering for. Your account information will be displayed on the Review My Charges/Make an Online Payment page. You are responsible to pay the remaining tuition and/or fees by the appropriate payment receipt deadline.

If the Cashier's Office does not receive a letter of financial guarantee, purchase order or authorization letter from your sponsor at least 5 working days prior to the appropriate payment deadline, you must pay for your own tuition and fees. When the sponsor sends payment for the tuition and fees, the University will process a refund. If you have questions or want to confirm that your sponsor has met University billing requirements, please call the Cashier's Office.

If the third party sponsoring agency does not make payment for your tuition for any reason after being billed by the University, you will be responsible for paying any unpaid balances on your student account. Failure to do so will result in sanctions for outstanding financial obligations being imposed on your student account.

Loan Deferments

Submit loan deferment forms to National Student Clearinghouse at 2300 Dulles Station Blvd, Suite 300, Herndon, VA 20171 after tuition and fees are paid.

Hope Scholarship And Lifetime Learning Tax Credits

The U.S. Congress established federal tax credits for qualified college tuition and related expenses under the Taxpayer Relief Act of 1997. Information about the Hope and Lifetime Learning tax credits as well as other education related tax credits can be found at www.hawaii.edu/1098T a or by contacting your tax advisor.

All students, except non-resident aliens, who were charged qualified tuition and related expenses from January 1 to December 31, 2009, 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 2009 calendar year.

The form will be mailed to your Permanent Address by January 31, 2010, as required by the Internal Revenue Service (IRS). Duplicate 1098-T tax forms may be obtained at 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 Student Communication fees if a complete withdrawal is made on or before the last day of late registration. Only Student Activities fees will be refunded if partial withdrawal or exchange in registration is made before the first day of instruction. No fees will be refunded if a complete withdrawal or change in status is made after the last registration period.

Payment of Refund

Students should receive a refund within four weeks following the end of the 50% refund period (beginning of the fourth week of instruction.)

Special Courses Refund

Part-of-Term Courses

Part-of-Term (modular or accelerated courses) are offered for fewer than the regular 16 weeks and begin/end at different times in the semester. For refund information or withdrawal dates of specific part-of-term courses, 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 the schedule of courses or on the college's website.

Non-Credit Courses or Workshops

Refunds for courses and workshops offered through the Office of Continuing Education and Workforce Development will be permitted if the request is made at least five business days (Monday–Friday, excluding holidays) prior to the start of the course. Please allow 6-8 weeks for refunds.

For non-credit courses offered through the English Language Institute, students will receive 100% refund if withdrawal occurs before the start of classes. A 50% refund is available for the first three days of class. No refund thereafter.

Changes to Schedule of Courses Affecting Student's Schedule:

When changes by the College to the published Schedule of Courses precipitate a change in the student's schedule (complete withdrawal/change from full-time to part-time status), and the changes to the published schedule have occurred after the student registered, tuition and special course fees are refunded upon approval of the Dean of Arts and Sciences or the Dean of Career and Technical Education.

FINANCIAL AID

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.leeward.hawaii.edu/finaid**.

The majority of aid awarded by Leeward Community College is federal and based on demonstrated financial need. Eligibility requirements are determined by federal rules and include the following:
Applicant must
1. be a U.S. citizen or an eligible non-citizen (permanent resident)
2. be enrolled in a degree granting program (classified student)
3. be making satisfactory academic progress toward a degree
4. not be in default on a loan or owe a refund on a federal grant
5. have demonstrated financial need
6. have obtained a high school diploma, 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.leeward.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.*

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tips for success

Visit the Financial Aid website, **www.leeward.hawaii.edu/finaid** for more information.

Get more info on the Financial Aid Satisfactory Academic Policy at **www.leeward.hawaii.edu/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 http://www.leeward.hawaii.edu/finaid-scholarships

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 http://www.leeward.hawaii.edu/finaid-scholarships

Ruth E. Black Scholarship

For **bonafi**de 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; award is for first degree student only. When available, applications are online at http://www.leeward.hawaii.edu/finaid-scholarships.

Second Century Scholarship

Priority to a bonafide Hawai'i resident; must be Native Hawaiian; minimum enrollment is 6 credits; must file a FAFSA and demonstrate financial need. Award is for first degree student only.

State of Hawai'i B Plus Scholarship

For incoming freshmen who graduated from a public Hawai'i high school the spring 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.

Other Leeward Scholarships

Application for other Leeward Scholarships are through www.star.hawaii.edu/scholarship (select "My Best Fit Scholarship"). Awards are determined based on demonstrated financial need and specific scholarship criteria. Awards are for first degree students only who are enrolled for a minimum of at least 6 credits.

Other Resources

Information is available online at http://www.leeward.hawaii.edu/finaid-scholarships. Students can also call the Leeward CC Financial Aid Office for more information: phone 455-0606 or email at lccfao@hawaii.edu.

Leeward CC Chancellor's High School Scholarship

For incoming freshmen who graduated from a Hawai'i high school and entering Leeward starting fall 2008; must have the highest cumulative grade point average of 2.5 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 Leeward 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 http://www.leeward.hawaii.edu/finaid-scholarships.

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.

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 Direct PLUS Loan

A federal loan for parents of dependent students; repayment begins within 60 days of after loan is disbursed; minimum enrollment is 6 credits at Leeward CC; requires a Federal Direct PLUS Loan Request Form in addition to the FAFSA; parents to complete a PLUS Loan application at https://studentloans.gov and

Federal Direct Subsidized Loan

A federal loan with interest subsidized while the student is in school at least half-time; repayment begins six months after the student ceases to be enrolled for at least 6 credits at Leeward CC; requires a Federal Direct Loan Request Form in addition to the FAFSA; student must complete a loan entrance (https://studentloans.gov) every year before the application is processed.

Federal Direct Unsubsidized Loan

A federal loan with interest that is not subsidized while the student is in school, minimum enrollment is 6 credits at Leeward CC; requires a Federal Direct Loan Request Form in addition to the FAFSA; student must complete a loan entrance (https://studentloans.gov) every year before the application is processed.

EMPLOYMENT FAFSA Required

Federal Work Study

Student receives priority for part-time on-campus employment; student must monitor earnings based on FWS award; minimum enrollment is 6 credits.

TRANSFER INFORMATION

Transferring from Leeward CC to University of Hawaiʻi Baccalaureate Universities
University of Hawaiʻi at Mānoa
University of Hawaiʻi at Hilo
University of Hawaiʻi-West Oʻahu

Students are advised to work closely with Leeward counselors in planning their course of study and to consult the current catalog of the specific University of Hawaiʻi baccalaureate institution for further information. This section outlines basic information when planning to transfer to UH Mānoa, UH Hilo or UH West Oʻahu.

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

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

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

Submit Official Transcripts from All Colleges
Any Leeward student transferring to a UH System baccalaureate institution after attending another college or university must submit transcripts from each such college as well as from Leeward.

Transcripts of work completed at Leeward Community College, may be viewed by the student's home campus electronically. The student should check with the Admissions and Records Office at their home campus for evaluation and transfer procedures. The credits and grades earned will be evaluated by the UH System baccalaureate institution to determine eligibility for transfer.

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

D Grades When Transferring
Currently, Mānoa and UH Hilo allow transfer credit for a course in which a grade of D was earned at Leeward; however, the course may be unacceptable toward fulfilling the course requirements for a particular major or degree.

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

Number of Credits that May Transfer
Currently, Mānoa and UH Hilo do not impose a limit on the number of credits in courses numbered 100 or higher which may be transferred from a UH community college.

However, Mānoa accepts no more than 60 credits in transfer from junior or community colleges outside the University of Hawaiʻi 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 UH System baccalaureate institutions, only elective courses may be completed on a "credit/no credit" basis. This option is not allowed for any course taken to fulfill a University, college, school, or department non-elective requirement, with the exception of those courses offered for mandatory credit/no credit. Students planning to transfer must be aware of this policy.

Transfer of Grade Point Average
Leeward students transferring to UH System baccalaureate institutions do not receive grade point credit for courses completed at the community college. Although the grade point average is not transferred, it is considered for admission purposes by the various university programs.

Admission Policies of the Various UH System 4-Year Colleges

Each UH System baccalaureate institution is made up of several colleges and schools which grant undergraduate degrees, and which may have additional prerequisites and requirements for admissions.

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

The various colleges and schools offering baccalaureate degrees at UH 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.

The various colleges and schools offering degrees at UH Hilo include: Agriculture, Forestry and Natural Resource Management; Arts and Sciences; Business Administration and Economics; Ka Haka `Ula O Ke`elikōlani; Pharmacy; School of Nursing; and School of Education.

Any student wishing to be a candidate for a degree from a UH System baccalaureate institutions must specify the major/college in which she or he wishes to enroll when she or he applies for general admission to the University. Some majors (e.g., UHM business administration, education, and social work) require junior standing as one requirement for admission. Some programs (e.g.,UHH Nursing, Pharmacy) require prerequisite courses and separate applications.

Choosing and Preparing for a Major
on next page…

UHWO Specifics

Contact UHWO's Student Services Office for any additional information.

Admission Requirements
Students who have graduated with an Associate in Arts (AA) degree from a University of Hawaiʻi community college with a grade point average of 2.0 or higher are eligible for transfer. Students with an AA degree in liberal arts will be accepted as having completed all general education requirements. However, the number of credits applicable towards the Bachelor of Arts degree will be determined by an evaluation of the courses completed for the AA degree.

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

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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 Hawaiʻi Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawaiʻi campuses.

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

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

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tips for success

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

Choosing and Preparing for a Major

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

Which college or school a student will enroll in is determined by the student's choice of major. Because most students have not chosen a major before entering college, the broad term "liberal arts" is used for most transfer students rather than classifying them as pre-psychology, pre-engineering, pre-education, etc. However, every student will be required to designate a more specific major during or prior to the junior year.

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

Students are strongly advised to consult with an advisor about the requirements of the campus and the program to which they plan to transfer.

Some of the more popular transfer programs at UH Mānoa:
- Business
- Computer Science
- Education
- Engineering
- Environmental Studies
- Pre-Medicine
- Nursing
- Pharmacy
- Dentistry,
- Physical Therapy
- Health-Related professions
- Social Work

Some of the more popular transfer programs at UH Hilo:
- Business Administration
- Computer Science
- Environmental Science
- Hawaiian Studies
- Marine Science
- Nursing
- Pre-Pharmacy
- Psychology
- Sociology

Some of the more popular transfer programs at UH West Oʻahu:
- Business Administration
- Public Administration
- Education
- Hawaiian-Pacific Studies
- Applied Forensic Anthropology
- 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.

Transferring from Leeward CC to Institutions outside the UH System

Students planning to transfer to a college other than UHM, UHH or UHWO are urged to write for the necessary college catalogs and to consult a counselor early in their college career so that a planned program can be arranged to meet the general education and admissions requirements of the college to which they plan to transfer.

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

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

Transfer Information for
Science, Technology, Engineering & Math (STEM) Students

The following list shows many of the four-year STEM degrees available at UH Mānoa for which Leeward's proposed Associate in Science-Natural Sciences degree will be an appropriate first two years of study.

College of Natural Sciences
  Biology
  Botany
  Chemistry
  Ethnobotany
  Mathematics
  Microbiology
  Physics
  Zoology
  College of Engineering
  Civil Engineering
  Computer Engineering
  Electrical Engineering
  Mechanical Engineering

School of Ocean and Earth Science and Technology
  Geology
  Geology and Geophysics
  Global Environmental Science
  Meteorology

College of Tropical Agriculture and Human Resources
  Animal Sciences
  Biological Engineering
  Food Science and Human Nutrition: Dietetics
  Food Science and Human Nutrition: Pre-Professional Option
  Food Science and Human Nutrition: Sports and Wellness Option
  Natural Resources and Environmental Management: Development and Policy
  Natural Resources and Environmental Management: Management and Conservation
  Plant and Environmental Biotechnology: Aquaculture and Animal Biotechnology
  Plant and Environmental Biotechnology: Environmental and Microbial Biotechnology
  Plant and Environmental Biotechnology: General Biotechnology
  Plant and Environmental Biotechnology: Insect and Pathogen Biotechnology
  Plant and Environmental Biotechnology: Plant Biotechnology
  Plant and Environmental Protection Sciences
  Tropical Plant and Soil Sciences: Environmental Soil Sciences
  Tropical Plant and Soil Sciences: Genetics and Physiology
  Tropical Plant and Soil Sciences: Plant Production and Management
  Tropical Plant and Soil Sciences: Tropical Landscape Horticulture

Transfer Information for
Business Students

Leeward's Accounting and Business Technology programs have transfer agreements with both UH West Oʻahu and Hawaiʻi Pacific University. The Academic Subject Certificate in Business is highly recommended for transfer to UH Mānoa's College of Business Administration. Contact the Business Division office at 455-0344 more detailed information.

Transfer Information for
Education Students

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

ACADEMIC INFORMATION

2011–2012 | IMPORTANT ACADEMIC DATES

(subject to change)

2011 Fall Semester

Application Deadline for Fall 2011 Semester	July 15
First Day of Classes	August 22
Last Day to Late Register, Add or Change Sections*	August 26
Last Day for Textbook Refunds	September 2
Last Day to withdraw without a "W" grade*	September 12
Last Day to Withdraw with a "W" grade*	October 25
Last Day of Instruction*	December 8
Final Exams	December 12–16
Fall Graduation Application Deadline	December 8**
Bookstore Buyback	December 12–16

2012 Spring Semester

Application Deadline for Spring 2012 Semester	December 1
First Day of Classes	January 9
Last Day to Late Register, Add or Change Sections*	January 13
Last Day for Textbook Refunds	January 20
Last Day to withdraw without a "W" grade*	January 30
Last Day to withdraw with a "W" grade*	March 27
Spring Graduation Application Deadlines**	
Name to appear in printed program	April 22
Participant deadline & Graduation Application Filing deadline (walk in commencement, name will not appear in printed program)	May 2
Last Day of Instruction*	May 2
Final Exams	May 7–11
Bookstore Buyback	May 7–11
Spring Commencement	May 11

2012 Summer Sessions

Summer Session I	May 21–June 29
Summer Session II	July 2–August 10

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

Semester-long courses only. For important dates affecting Part-of-Term courses, see 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 Admissions and Records Office during the Late Registration period only. Although no credits are earned for courses audited, regular tuition and fees must be paid by auditors.
The instructor will determine the extent of classroom participation required of the auditor. Auditors are not usually allowed in laboratory science, vocational/technical, mathematics, elementary and intermediate languages, English composition, speech or classes in which the auditor might take the place of credit students.

Withdrawal from a Course

Students must initiate the process of withdrawing from a course; an instructor cannot drop a student from a course. To withdraw from a course, students must enter their MyUH account to drop the course and pay any applicable fees. A student cannot drop their last Leeward CC class via MyUH, if Leeward is their home campus (refer to the complete withdrawal section of this catalog). If you are also enrolled in courses at other UH campuses, drop those courses using your MyUH account.

Drop deadlines for courses enrolled in from other campuses may differ from Leeward CC deadlines. Students should check with the Admissions and Records Office of the campus offering the course.

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

Erase Period

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

Withdrawal from a Course after the Erase Period

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

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
P	0	Credit awarded
NP	0	No credit given

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

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

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

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

N   is used to indicate that the student has not achieved a minimal level of accomplishment. This grading option is available in a limited number of courses (see list below, to the right), 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.

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

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

Effective Spring 2009
The N grade will replace the F grade for the following courses:

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

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 110).

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.

DEVELOPMENTAL EDUCATION

Developmental Education offers programs and courses in fundamental reading, writing, and mathematical skills preceding the baccalaureate level as well as learning and study skills. Developmental programs and courses are designed to help students become independent and life-long learners and to enhance their chances for success in their personal, professional, and academic endeavors.

Developmental Mathematics

Leeward Community College has transformed delivery of developmental math courses to a learner-centered Emporium model, where learning is self-directed within some broad parameters. There are no class lectures, no pre-set daily assignments, and no pre-set exam dates. Instead, students spend class time working on mathematic problems contained in interactive instructional software while receiving support from instructors and tutors. Assignments are customized each student's background and are dynamically updated as the term progresses. Completing a course prior to the end of the term is possible and encouraged. Moreover, it is possible for a student to complete more than one course in a single term.

Leeward Community College has streamlined its developmental math sequence from four 3-credit courses to three courses that can reasonably be completed in one year or less. The following chart illustrates the sequence of developmental math courses that lead to technical or transfer-level courses that fulfill program or core requirements.

Tiana Cho
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                   ┌──────────────────────────────┐
                   │ MATH 9 (1 cr) with MATH 16 (1 cr) │
                   │      Whole Number Skills /      │
                   │        Math Study Skills        │
                   └──────────────────────────────┘
                                  │
                                  ▼
┌────────────────────────┐  ┌──────────────────────┐  ┌────────────────────────┐
│   MATH 50C (3 cr)       │◄─│   MATH 18 (3 cr)     │─►│   MATH 50H (3 cr)       │
│ Technical Mathematics I:│  │ Essential Math for   │  │ Technical Mathematics I:│
│ Automotive and Diesel   │  │      Algebra         │  │     Food Service        │
│     Mechanics           │  └──────────────────────┘  └────────────────────────┘
└────────────────────────┘             │
                                        ▼
                          ┌──────────────────────┐
                          │   MATH 82 (4 cr)     │
                          │    Accelerated       │
                          │ Algebraic Foundations│
                          └──────────────────────┘
                            │        │        │
          ┌─────────────────┘        │        └─────────────────┐
          ▼                          ▼                          ▼
┌──────────────────────┐  ┌──────────────────────┐  ┌──────────────────────┐
│ MATH 100 (3 cr) FS   │  │ MATH 103 (3 cr) FS   │  │   MATH 115 (3 cr)    │
│ Survey of Mathematics│  │   College Algebra    │  │      Statistics      │
└──────────────────────┘  └──────────────────────┘  └──────────────────────┘
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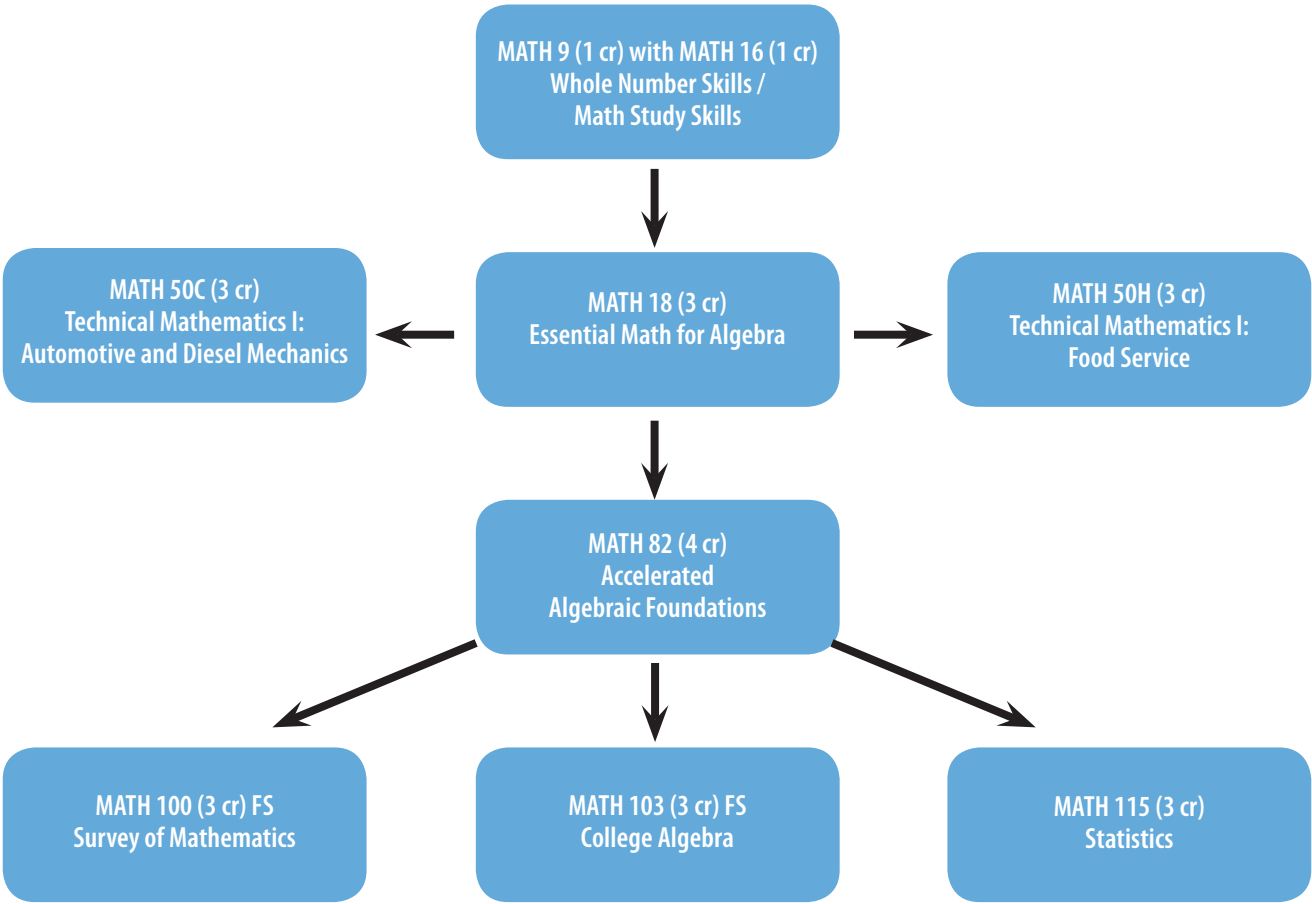
Sequence of Developmental Mathematics Courses

Please note that by University of Hawai'i Community College system-wide agreement of the Math Program Coordination Council, prerequisite courses and placement test scores for sequential math courses are recognized for two years. Courses or scores older than two years will be considered on a case-by-case basis by the Dean of Arts and Sciences, Math & Science Division Chair, or course instructor. In some cases it may be necessary for a student to take a placement test to re-establish the appropriate course level.

A student who took a course in the prior Leeward Community College sequence, or from another University of Hawai'i Community College, (within the past two years) can use the following table as a guideline to determine an appropriate course to take in the current sequence:

A grade of C or better (or CR) in one of these courses within the past two years		Qualifies a student for one of these Leeward CC courses
at Leeward CC:	at another UH Community College:	
MATH 1B	PCM 21 MATH 1 MATH 21	MATH 18
MATH 22 MATH 73	PCM 23 MATH 20BCD MATH 22 MATH 23 MATH 24 MATH 81	MATH 82
MATH 83	MATH 25 MATH 26	MATH 100 (FS) MATH 103 (FS) MATH 115

Developmental Reading and Writing

Working from the premise that "the student with the will should have the way" (Mark David Milliron, The Gates Foundation), the Language Arts Division has been experimenting with different models of delivering student success. Semester-long classes in reading and writing are available in the traditional format, but newer accelerated classes allow highly motivated students to complete reading/writing developmental levels in 8-week back-to-back classes (021/022), or in two accelerated classes that combine both the developmental and the transfer levels of writing in one semester (022/100) or in one class with supplemental instruction (Accelerated Learning Project or ALP).

Planned learning communities (LCs) will allow students to pair a developmental reading class with a transfer level core course at the introductory level. Also at both the developmental and the learning essentials level (ENG 18/19), reading and writing can be packaged with college success skills courses, for example IS 100. The goal of new model courses is to both optimize student learning and shorten the time spent in getting to transfer level courses or programs of interest.

Another change in the 2011-2012 academic year will be the option to test up to the next level in reading or writing by retaking the COMPASS placement evaluation.

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Dean's List

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

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

1. Has a cumulative grade point ratio of 3.8 or higher (on a 4.0 scale) for all coursework numbered 100 or above completed at Leeward CC.

2. Has successfully completed a minimum of 24 credits of coursework for letter grade ("A"-"D" only) at Leeward CC, exclusive of courses numbered below 100 in English, ESL, Mathematics, Reading and Learning Skills, with a cumulative grade point ratio of 3.8 or higher for those 24 credits of coursework. For non-vocational students, below 100 level courses will not count towards the minimum 24 credits.

3. Has been assigned the grade of "W," "N" or "NC" for no more than a total of four courses at Leeward CC, regardless of whether those courses are numbered below or above 100 and regardless of whether any of those courses were repeated.

4. Has successfully completed at least 6 credits numbered 100 or above for letter grade with a current grade point ratio of 3.0 or higher during the semester for which the student qualified to be named to the Dean's List.

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

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

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

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

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

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

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

Honors Program

To graduate with honors, students must apply and be accepted into the Honors Program. The Program is designed to permit students the opportunity to pursue their studies in greater depth than the regular program of studies allows.

It introduces students to the seminar technique and independent study approach and instills the habit of critical thinking. The Honors Program is open to all qualified students in all Degree and Certificate Programs at Leeward CC. Students in the Program must meet all degree requirements, take one Honors course, and maintain a 3.5-4.0 grade point average.

Entrance Qualifications of the applicant at the time of application include:

1. a cumulative grade point average of 3.5-4.0 for the equivalent of one semester of full-time work (12 credits at Leeward CC or present proof of membership in good standing in a high school honor society)

2. one recommendation from a previous instructor

3. a completed application form with an official Leeward CC transcript

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

Phi Beta Lambda

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

Organizational goals include:
- promoting competent, aggressive business leadership
- understanding American business enterprise
- establishing career goals
- encouraging scholarship and promoting school loyalty
- promoting sound financial management
- developing character and self-confidence
- facilitating the transition from school to work

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, Steven Laycock, FA 118, telephone 455-0354.

REPETITION OF COURSES

No student may attempt the same course more than two times without special approval. The third or any subsequent attempt of the same course requires the approval of the Dean of Student Services or designee. Withdrawal from a course after the erase period will count as an attempt of the course.

This policy does not apply to:

1. Courses which are identified in the Leeward CC Catalog as repeatable for additional credit.

    These courses may be repeated up to the maximum number specified.

2. Courses taken during Summer Session.

If a course is repeated, both the earlier and the subsequent grades earned shall remain on the student's transcript. In doing a graduation check for an Leeward CC degree or certificate, credit will be allowed only once for a course repeated unless the Catalog course description for that course specifically states that it may be repeated for additional credit(s). If a course description in the Catalog states that a course may be repeated for additional credit but fails to specify the maximum number of credits for which the course may be repeated, the course shall be treated as if it may be repeated only once for additional credit, with the exception of the following music courses:

MUS 103	Guitar Ensemble I
MUS 104	Beginning Jazz Ensemble
MUS 112	Hawaiian Ensemble I
MUS 113	Hawaiian Ensemble II
MUS 114	College Chorus
MUS 201	Vocal Ensemble
MUS 202C	Community College Band
MUS 203D	Keyboard Ensemble
MUS 203G	Guitar Ensemble II
MUS 204	Advanced Jazz Ensemble
MUS 206	Electronic Keyboard Ensemble
MUS 221C	Intermediate Piano Class I
MUS 221B	Advanced Voice Class
MUS 221D	Woodwind, Brass Or Percussion
MUS 221G	Contemporary Guitar
MUS 221H	Classic Guitar III
MUS 222C	Intermediate Piano Class II
MUS 227	Piano By Ear I
MUS 228	Piano By Ear II
MUS 232	Applied Music

Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of the most recent grades when computing grade point ratios and will compute the grade point ratio according to their own standards.

COLLEGE CREDIT EQUIVALENCY PROGRAM

Leeward's College Credit Equivalency Program provides alternate opportunities to obtain credits. Detailed guidelines and procedures are outlined in College's Manual of Policies and Procedures of the College Credit Equivalency Program at Leeward Community College, available for reference use through counselors, the Dean of Arts & Sciences, the Dean of Career & Technical Education, Dean of Student Services or Division Chairs. Leeward Community College believes there are many ways to become "educated" besides traditional course offerings. The College provides options which allow students to demonstrate competency gained through non-classroom experiences and to earn college credits for them. This allows students to spend their time and money on the new subjects they need and want to take. Methods for earning such credits include:

- 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: Developmental (99), Introductory (199), or 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 an Leeward CC degree. As a general rule, transfer credit toward an Leeward degree or certificate will not be awarded for upper-division courses (numbered 300 or higher under the UH System's course numbering system) unless the upper-division course has an Leeward lower-division course equivalent which may be applied to the Leeward CC degree or certificate.

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

Students are responsible for:

1. requesting that colleges previously attended send official transcripts directly to the Admissions and Records at Leeward CC; and

2. completing a Transcript Evaluation Request Form at the Admissions and Records Office or the Counseling and Advising Office. This form must be completed and returned to the Leeward CC Admissions and Records Office. The student must be enrolled in at least one credit in the UH system and Leeward CC must be the home campus before transcripts will be evaluated.

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

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 Hawaiʻi 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 Hawaiʻi 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 Hawaiʻi 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 Hawaiʻi 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 Oʻahu Agreement on Prior Learning Credits

In 1998, the UH Community Colleges (UHCCs) and UH-West Oʻahu (UHWO) developed an agreement on the acceptance and transfer of credit for prior learning. Prior learning refers to college-level learning (knowledge, skills, and competencies in both theory and application) which may have been acquired outside the traditional classroom. If such prior learning is adequately demonstrated and documented and is equatable to a college course applicable to a degree sought by the student, college credit may be awarded.

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

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

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

SUPPORT AND SERVICES FOR STUDENTS

ACADEMIC RESOURCES
EMPLOYMENT ASSISTANCE
CAMPUS RESOURCES
FACILITIES & SPECIAL EVENTS
STUDENT LIFE

Admissions and Records
AD-220   455-0642
Monday–Friday 8:00 a.m.–4:30 p.m.
email: lccar@hawaii.edu

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

The Admissions and Records Office offers information and assistance with admission and registration of students and maintains student records, transcript requests, 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. The Office of International Programs offers a wide range of services to international students on campus, including an international student orientation for new students, visa information and counseling, and social activities designed to help you make friends and enjoy your experience in the United States.

Counseling and Advising
AD-208   455-0233/0234
email: leeward@hawaii.edu

By appointment:
Mon. & Tue.: 8:00 a.m.–4:30 p.m.
Wed. & Thu.: 8:00 a.m.–6:30 p.m.
Fri.: 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

Express Advising (quick drop-in questions)
Monday: 8:00 a.m.–2:00 p.m.
Tue, Wed, Thur: 10:00 a.m.–2:00 p.m.
Fri: 10:00 a.m.–12 noon
Subject to change
Please call the Counseling Office for updated information

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: lccfao@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 101 for details.

MyUH
MyUH is part of is the University of Hawai'i's integrated student information system. The University will provide each student an official UH Username and a password are required to access UH online servies, including registration. The username is the prefix for the email address; i.e. username@hawaii.edu, which shall be the official email address within the University. Features include a common interface for all students, 100% web based services and the ability to register at multiple UH campuses. For a preview of the MyUH Portal, see the College's website, **http://www.leeward.hawaii.edu** and click on MyUH.

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

New Student Orientation (NSO)
NSO is mandatory for applicants. NSO offers campus tours, information on campus resources and how to get involved on campus, Laulima training, and opportunities to meet faculty and current students. Students will also sign up for a counseling appointment to help register for courses, and to develop an educational plan. Information about NSO is mailed after a student applies to Leeward.

Placement Testing
BE 227
Mon, Tues, Thurs, Fri: 8:00 a.m.–2:00 p.m.
Wednesday: 8:00a.m.–2:30 p.m.
Placement testing is available on a walk-in basis in BE 227. See page 94 for details.

HELP ALONG THE WAY

Computer Resources

College Computing Labs (CCL)
BS 109, on mauka side of BS 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 Building. 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 (LRC), Math Lab, 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, pages 122 and 187)
- free tutorial help
    - Writing consultants help you with writing for any Leeward CC course and with college scholarship essays, as well as with reading and study skills; 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 122)
- 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
- 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

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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
Circulation Desk
    455-0210, lcccirc@hawaii.edu
Reference Desk
    455-0379, lccref@hawaii.edu
Website: www.leeward.hawaii.edu/lib/
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 Waiʻanae campus and off-site. Its collection of books, magazines, journals, videotapes, DVDs, and other items are selected to support the Leeward CC curriculum. Specialized collections include the Hawaiʻi/Pacific collection and the Course Syllabi collection. In addition, the Library works closely with the other libraries of the University of Hawaiʻi system to share resources. The Library subscribes to many electronic research databases and reference sources, which provide access to information from an extensive range of publications and electronic books. Students can access these electronic resources from off-campus through the library's web site.

The Library provides instruction on how to find and use information, through class presentations, an information literacy instruction and testing program, and workshops. Individualized assistance with finding information, conducting research and using library resources is provided by librarians at the Reference Desk.

The Library also has desktop and laptop computers for performing research and doing coursework; wireless Internet access; and group study rooms.

Math Lab

MS 204   455-0400
Hours are posted.

The Math Lab offers you instructional assistance in mathematics when you are enrolled in Math courses at Leeward CC. Tutoring is available at no charge, on a first-come-first-serve-basis at the Help Station.

An extensive collection of free worksheets in Math 1B, Math 73, Math 83, and Math 103 is available. Video tapes on Math 1B to Math 205, and Math 115 are available for viewing.

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 103.

Non-Credit Courses

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

Services for Students with Disabilities

Kākoʻo ʻIke (KI)–Support for Learning
L 208   455-0421, TTY 455-0532
Hours are posted.

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

Some of the other services we provide include:
    Computer lab—Four assistive technology stations, Internet access, special adaptive software, scanner and printer.

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

    Faculty consultation—Faculty can receive tips on working with particular disabilities and students can receive assistance in approaching instructors about recommended accommodations.

    Interactive analysis—Through discussion and various preference inventories, discover and understand your own unique learning style.

    A counselor knowledgeable about disabilities can help with course advisement, course selection, and career exploration.

The range of academic support services we provide includes recorded textbooks, note takers, testing alternatives, and extended time limits. These accommodations in no way afford students with disabilities an unfair advantage. Rather, they are in place to "level the playing field" and to assist students to overcome the disadvantages that would otherwise hinder their success.

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 ENG 100 or equivalent with a grade of C or better. Two Writing Intensive courses are required for the Associate in Arts degree.

Veterans Affairs

AD 220   455-0644
(ask for the Veterans Clerk)
or Counseling Office, AD 208 455-0233
Hours are generally by appointment only if academic advising services are required.

Leeward CC is an approved institution for education and training under the Veteran's Educational Assistance Act (GI Bill) and the Dependents' Act. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office. Please see a Leeward counselor for general assistance in academic advising, selecting a major, and planning an educational program.

Contact the Veterans Clerk in the Leeward CC Admissions Office regarding V.A. (G.I. Bill) enrollment/course certifications.

Support & Services for Students

EMPLOYMENT ASSISTANCE

Job Prep Services

AD 222   455-0240
Monday–Friday 8:00 a.m.–4:00 p.m.
(or by appointment)

The JPS staff can help you look for jobs, both on and off-campus. We can help you organize your resume, prepare for interviews and create employment strategies. Stop by and find out all we can do for you!

For Leeward CC students:
- Regularly updated job postings
- Interviewing tips
- Career exploration
- Job search assistance
- Assistance in filling out applications
- Assistance in writing resume and cover letters
- Free resume/application faxing
- Computers to apply for jobs
- Find a mentor in your career area

For the business community:
- Free job posting on our website and bulletin boards
- Assistance in arranging on-campus recruitment
- On-campus testing sites
- Opportunity to participate in Leeward Community College's annual job fairs
- Opportunities for other partnership activities
- Be a mentor to our students

For Leeward CC faculty:
- Interactive and informational workshops on employment for individual classes
- Online career/job exploration assessments and resources for class assignments
- Online job preparation tutorial support and training
- Labor market information
- Assistance in administering online career exploration assessments and activities

For more information:
AD-222
(808) 455-0240
jobprep@hawaii.edu
http://www.leeward.hawaii.edu/jobs

On Campus Student Employment 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/

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.

Campus Map

Upper Level

Lower Level

AD Building
Admissions & Records AD 220
Counseling & Advising AD 208
Dean, Student Services AD 224
Financial Aid AD 210
Job Prep Services AD 222
Student Life Office AD 223

AM Building

BE Building
Business Division Office BE 213
Testing Center BE 227

BS Building

CE Complex
Office of Continuing Education & Workforce Development

CC Campus Center
The Pearl
Student Government
Student Lounge
Student Senate Chambers CC 203

DA Building
AAT Office DA 205A
Office of Planning, Policy & Assessment DA 205
Dap-Ayan DA 204

FA Building
Social Sciences Division Office, FA 220

GT Building

L Library
Library
Kāko'o 'Ike (Services for Students with Disabilities) L 208

LA Language Arts
Language Arts Division Office LA 201
Campus Security LA 238B

MS Building
Math Lab MS 204

PS Building
Science Learning Center PS 204

T Theatre

AD Building
Academic Affairs Office AD 109
Administrative Services AD 111
Business Office AD 113
Cashier
Chancellor's Office AD 102
Deans: Arts& Sciences, CTE, & Academic Services AD 107
Foyer Art Gallery
Health Center AD 122
Human Resources AD 121

AM Building

BE Building
Classroom for Televised Courses BE 103
Office of International Programs BE 109

BS Building
Campus Computing Lab BS 109
Computer Help Desk BS 109
Math & Science Division Office BS 106A

CC Campus Center
Bookstore
Uluwehi Café

DA Building
Children's Center DA 107
Hālau 'Ike O Pu'uloa DA 106
Upward Bound DA 107

ET Building
Automotive Technology Complex

FA Building
Arts & Humanities Division Office FA 109

GT Building
Copy Center
Meeting Room GT 105
Professional Arts & Technology Division Office GT 106

HSci Health Sciences Complex

L Library
Educational Media Center
Innovation Center for Teaching & Learning L 177
Learning Resource Center

LA Building
MS Building
PS Building

OM Building
Auxiliary Services Office
Mail Room

T Theatre
Box Office and Lab Theatre

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 Hawaiʻi, 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, scanning and faxing services. Finishing services include lamination, binding, folding and three-hole punching.

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.

The Pearl

Second level of the Campus Center
Wed., Thurs., & Fri. 11:30 a.m.–1:30 p.m.
Call 455-0475 for reservations.
For more information email:
tlbenave@hawaii.edu

Tucked away on the makai side of the Campus Center Building, this fine dining restaurant features casual elegance and upscale contemporary cuisine. Culinary Arts Program students prepare contemporary menu items and provide dining services. Special dinners are offered throughout the academic year.

Notices of these special events are listed on the Culinary Arts Website:
www.leeward.hawaii.edu/culinary/

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 signage rules and regulations. A copy of the *Rules and Regulations for Campus Parking* at Leeward Community College is available at the Security Office (LA 238). If you believe your vehicle has been towed, contact Security at 455-0611.

Photocopiers

The Library has two self-service copying machines, one on each floor. An additional copier is 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**

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 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 Hawaiʻi affiliated groups.

To reserve facilities, complete a Facilities Request Form available from the Office of Administrative Services–Facilities Use (LA 232, 455-0558) or visit the Facilities Use website at http://www.leeward.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/.

Special Facilities and Special Events

Biotech Lab

The Biotech Lab offers opportunities for undergraduate research. Under the direction of Dr. Kabi Neupane, Leeward students gain research experience in molecular techniques, gene isolation and sequencing and bioinformatics. The Biotech Lab also supports summer workshops for community college and high school faculty as well as students. These workshops often explore the advances in recombinant DNA technologies. Workshops are also offered to industries such as biotechnology and agriculture to provide powerful tools for their sustainable development. For more information, contact Dr. Neupane, 455-0418.

Career, College and Job Fair

The annual Career, College and Job Fair provides opportunities for students and community members to meet employers and college representatives. This event, usually presented in April, provides a venue for businesses to recruit potential employees and disseminate company information to the job seeker. The event also familiarizes the high school students and transfer students with college information and resources.

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: 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 Cindy Martin at 455-0483, cindymar@hawaii.edu.

Ka Mole o Nā Pua Festival

The day long family event is dedicated to the vision of sustainability, rooted in respect for the land and culure, in accord with Hawaiian values. The Festival offers non-stop entertainment, storytelling, hands-on educational activities, organic food & product booths, and environmental information. The free Festival is scheduled in April as a prelude to Earth Week. The name Ka Mole, Hawaiian for the main root of a plant, illustrates the relationship between kupuna and keiki. As the main root nurtures the plant, the intent of the Festival is to educate and engage young people in taking care of our environment. For more information, contact Festival Coordinator, Bobbie Martel, 455-0632.

Leeward Discovery Fair

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

Leeward CC International Education Festival

Aligned with the national celebration, the College presents International Education Festival in November. Exploring facets of other cultures and regions, the Festival offers lectures, presentations, cultural entertainment and food.

Leeward CC 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

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

Special Facilities and Special Events

L'ulu

L'ulu, Leeward Culinary Arts Gala, is an evening of indulgence! This social event of the Leeward side brings together the leaders of Hawai'i's Regional Cuisine in support of Leeward Community College's Culinary Arts Program. Guests indulge their senses with the delectable cuisines of Hawai'i's finest chefs alongside the Culinary Arts Program's instructors and students. Exceptional entertainment and a silent auction, complimented by an array of wines, beers, spirits, and specialty coffees and teas, complete the festive atmosphere and extraordinary ambiance of dining amid the Culinary Arts Program's new dining and kitchen facilities. The event is offered annually in early May.

Native Hawaiian and Polynesian Introduced Plant Collection

Leeward CC houses the most extensive native Hawaiian plant collection in the University of Hawai'i system and is a recipient of the Scenic Hawai'i Xeriscape Landscape Award. With over 130 native species, 40 of which are endangered, Leeward CC's conservation botanical collection strives to preserve Hawai'i's imperiled dryland forest eco-system. The collection also includes all 22 Polynesian Introduced plant species.

The Ho'oulu Project's Halau Garden includes a variety of lei and medicinal plants. In addition, the Botany/Horticulture Garden houses Hibiscus hybrids, Native and Polynesian Introduced plants and botanical oddities. For more information, contact the Shade House Manager at 455-0290, the Ho'oulu Project at 455-0225 or Priscilla Millen, Botany Professor, at 455-0285.

The Pearl

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

Render Farm

The UH Academy for Creative Media houses its Render Farm here at Leeward. The rack of multiple networked servers controlled by special management software brings high power computing to animation projects, boosting productivity for students at UHM, Leeward, Kapi'olani and Waianae HS. The rendering capabilities will eventually be used statewide. The bank of more than 50 computers converts modeling and animation data into actual animated images in a fraction of the time achieved by an individual computer workstation.

Shade House
Plant Propagative Facility

The Shade House is Leeward Community College's education/conservation propagation center and serves the Horticulture, Botany, Environmental Science, Agriculture, Biology and Hawaiian Studies classes.

The Shade House supports student and community awareness of native Hawaiian plants, their cultivation, cultural significance and uses in the landscape. The Shade House also provides plants for conservation and restoration projects and is entrusted with some of the rarest of our endangered native plant species. For more information, contact the Shade House Manager at 455-0290.

Television Studio

The College houses a 625 square foot studio sound stage/TV studio supporting students in Television Production and Digital Media.

Tennis Courts

Tennis courts are located on the 'ewa end of campus and are available for faculty, staff, student, and community use. Call the Facilities Use Office at 455-0558 to make reservations.

STUDENT LIFE

Student Life Office

AD 223B 455-0208
Monday–Friday 8:00a.m.–4:30p.m.

The Student Life Office facilitates co-curricular learning experiences through Registered Student Organizations and advising the ASUH –Leeward Student Government and Student Activities Board. Campus involvement enables students to gain life skills, increase their civic responsibility, and develop leadership skills that enrich their personal and professional development.

The Student Life staff also manages the Campus Center Student Lounge and the Senate Chambers meeting room, approves bulletin board postings, provides discount movie tickets and the use of sports equipment

Campus Center Student Lounge

Second Level Campus Center Building
Monday–Thursday 8:00a.m.–4:00p.m.
Friday 8:00a.m.–3:00p.m.

Located on the second floor of Campus Center, the Student Lounge is a comfortable area open to students for gathering, studying, and relaxing between classes. The Lounge is equipped with comfortable furniture, bus schedules, board and table games, massage chair and magazine swap table. The Lounge also hosts student events such as Poetry Slams, live entertainment, and other departmental events

Registered Student Organizations

The Student Life Office facilitates the Registered Student Organizations. For an updated list of organizations please check the Student Life website. If you would like to start a student organization please refer to the registration guidelines.

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

Campus Center Building 455-0560
Monday–Friday 9:00a.m.–4:00p.m.

ASUH-Leeward CC is governed by an Executive Board comprised of the President, Vice President, Secretary, and Treasurer. They oversee five Senators who were elected by the Associated Students of Leeward CC. The Student Government represents the Associated Students of Leeward CC to administration and system-wide. They advocate for students concerns and needs. Their major responsibilities include the budgeting and management of the student activities fees, advocating student needs at the campus and system level, and the establishing of policies and programs for students.

Terms of all offices are for one year. The ASUH-Leeward CC Constitution allows students with a GPA of 2.0 or better to run for office. All students are eligible (and encouraged) to vote.

Please visit the office if you have questions or concerns or visit the Student Life website.

Student Activities Board— Associated Students Of UH-Leeward Community College (ASUH-Leeward CC)

AD 223B 455-0564
Monday–Friday 8:00a.m.–4:30p.m.

The Student Activities Board is governed by the Student Government, advised by the Student Life Coordinator. The purpose of the Student Activities Board is to provide fun, educational, and diverse programs and events for the student body. Events can include video game tournaments, poetry slams, live entertainment, cultural events, and many more.

If interested in joining the Student Activities Board please contact Lexer Chou, achou@hawaii.edu

Board of Student Communications

The Board of Student Communications encourages and supports student work and publications in journalism, literature, the arts and multimedia. The Board of Student Communications encourages and supports student work and publications in journalism, literature, the arts, and multmedia through the student centered publication, Ka Manaʻo. Look for a variety of information, feature stories and multimedia presentations on the College website and on campus digital displays For more information, visit the Student Life website.

Commencement

The Student Life Office coordinates the Spring Commencement Ceremony. For updates on deadlines, fees, and general information please visit the Student Life Office website.

For more information on the Student Life Office please visit: www.leeward.hawaii.edu/studentlife

ONLINE RESOURCES

Programs of Study	www.leeward.hawaii.edu/programs
Liberal Arts	www.leeward.hawaii.edu/liberal-arts
Career & Technical Ed	www.leeward.hawaii.edu/cte-programs
How to Apply	www.leeward.hawaii.edu/enroll
Services for Students	www.leeward.hawaii.edu/services
Counseling	www.leeward.hawaii.edu/counseling
Financial Aid	www.leeward.hawaii.edu/finaid
Student Life	www.leeward.hawaii.edu/studentlife

CONNECT ONLINE:

www.facebook.com/LeewardCC

http://twitter.com/.LeewardCC

www.flickr.com/photos/leewardcc/

www.youtube.com/theleewardchannel

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.

Assessment Notification

With the goal of continuing to improve the quality of educational services offered to students, Leeward CC conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work students do in Leeward courses may be used in these assessment efforts.

Course Description	Explanation of each part
BIOL 100 **Human Biology (3)**	The first line indicates 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]	Courses that fulfill the Leeward CC General Education Core Requirement for the AA degree are identified with one of the following designations following the course description: **Foundations** 　Written Communication　　FW 　Symbolic Reasoning　　FS 　Global Multicultural Perspectives　　FG **Oral Communication**　　OR **Diversification** 　Arts　　DA 　Literature　　DL 　Humanities　　DH 　Social Sciences　　DS 　Biological Sciences　　DB 　Physical Sciences　　DP 　Other Science　　DO 　Laboratory (sciences)　　DY **Focus** 　Hawaiian, Asian, Pacific　　HAP 　Writing Intensive　　WI
Prerequisite: ENG 21 and 22 with a C or better or equivalent	The italicized text provides special information such as when a course is offered, corequisites, prerequisites, or recommended preparation. A corequisite is a course that must be taken at the same time as the course being described. Specific information on repetition of course for credit may also be provided.

tips for success

What does "Recommended Preparation" mean?
The student should already have acquired the skills or knowledge that are recommended in order to have the best chances for successful completion of a course.

What does "Corequisite" mean?
A corequisite is a course that must be taken at the same time as the course being described.

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. (45 lecture hours)
Rec Preparation: MATH 1B or equivalent, ENG 22 or equivalent or concurrent enrollment; BUSN 188 or concurrent enrollment.

ACC 125 College Accounting II (3)

A continuation of accounting procedures and financial accounting theory. Areas include: Accounting for long-term assets, long-term liabilities, corporations, investments, statement of cash flows and financial statements analysis. Special emphasis will be placed upon the practical application of accounting principles. (45 lecture hours)
Prerequisite: ACC 124 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 Hawai'i state forms for payroll taxes and the Hawai'i General Excise Tax. Requirement for the Accounting C.C., C.A. and A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Prerequisite: ACC 124 or ACC 201 with grades of C or better or equivalent. Rec 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. Requirement for the Accounting C.C. and 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.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 C.C. and 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 including cash flow, internal control, short-term liquid assets, inventories, current and long-term liabilities, payroll, long-term assets and corporate equity. (45 lecture hours)
Prerequisite: ENG 22 or equivalent and MATH 1B or equivalent all with a grade of C or better or instructor approval.
Rec Preparation: BUSN 188.

ACC 202 Managerial Accounting (3)

An introduction to financial statement analysis and managerial accounting. Areas include: Analysis and interpretation of financial statements, manufacturing accounting, budgeting, responsibility accounting, cost-volume-profit analysis, standard costs and variances, and capital budgeting including incremental analysis. Requirement for the Accounting A.S. program; elective for the Liberal Arts A.A. program. (45 lecture hours)
Prerequisite: ACC 125 or ACC 201 with a grade of C or better or equivalent.

AGRICULTURE (AG)

AG 44 Plant Propagation (2)

Plant propagation will give the student practical experience in propagating plants by seeds, cuttings, layers, air-layers, grafting and division—the major methods used by both commercial growers and hobbyists.

AG 112 Introduction to Organic Agriculture (4)

This course is an introduction to natural resource sustainability in agriculture. Basic principles of soil science, plant culture, and pest management are explained and organic farming techniques are practiced. The societal, environmental, and business reasons for engaging in organic agriculture are explored. The goal of this course is to increase understanding of organic farming and to introduce sustainable agriculture practices that can be applied in Hawaiʻi.
Formerly AG 197.

AMERICAN STUDIES (AMST)

AMST 201 The American Experience (3)

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

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 human biological evolution and the archaeology of culture in the world prior to 1500 CE. (FG)
Rec Preparation: ENG 21 or 22 with a grade of C or better, or equivalent.

ANTH 152 Global Perspectives on Humanity (3)

ANTH 152 is an anthropological examination of the development of cultures in the post-1500 world. We will study the impact of globalization on some cultural traditions in different regions, including Africa, the Americas, Asia, Europe, and Oceania. The emphasis is on a multicultural and global perspective of cultural diversity and change. (FG)
Rec Preparation: ENG 21 and 22 with a grade of C or better, or equivalent.

ANTH 200 Cultural Anthropology (3)

A survey course of cultural anthropology designed to provide the student with an understanding of the concept of culture, the principles of field methodology, cultural diversity, some of the factors underlying this diversity and the universal aspects of culture. Aims at assisting the student to view objectively his/her own as well as other cultures. Additional topics include: history and theory of cultural anthropology, culture and personality, processes of cultural change, applied anthropology. (DS)
Prerequisite: ENG 21 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 a year. Must be taken concurrently with ANTH 215L. (DB)
Offered Spring semester only.
Must be taken concurrently with ANTH 215L.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Corequisite: Concurrent enrollment in ANTH 215L.

ANTH 215L Physical Anthropology Lab (1)

This lab course is designed to accompany ANTH 215 Introduction to Physical Anthropology. Concurrent registration is required. The course provides additional experience and laboratory exercises in human and population genetics, human osteology, human variability, forensic anthropology, primatology, and paleoanthropology. (DY)
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Corequisite: Concurrent enrollment in ANTH 215.

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 humanosteology; 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)
(Effective Spring 2012: ART 116 replaces ART 106)

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 (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 115D Digital Design (3)

A foundation course for students who are interested in developing communication skills in the area of two-dimensional design as it relates to computer based imaging. Fundamental design concepts, creative problem solving techniques and design principles and elements will be covered.
Rec Preparation: ART 112 and ART 113D with a grade of C or better, equivalent or instructors approval.

ART 116 Introduction to 3-Dimensional Composition (3)

A beginning sculpture course which covers techniques, materials and concepts of form/space relation and three-dimensional design through a variety of projects such as clay modeling, carving, construction and metal casting. Supplies are provided by students.
(Effective Spring 2012; formerly ART 106)

ART 123 Introduction to Painting (3)

Introduction to the theory and practice of painting. Instruction in the use of painting materials and techniques. Designed to serve art majors and non art majors.(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 198D Cartoon Drawing and 2D Animation Techniques (3)

This course focuses on animation drawing techniques. Constructive drawing techniques will be explored including the use of under-drawings, construction lines and gesture lines. Elements of caricature will be covered as well as various graphic stylization techniques. This course is a drawing class that specifically addresses the needs of the animation and comic industry artists. Many of the techniques taught in this class will be useful in commercial art including all of its digital permutations. This course will also address 2D Animation drawing techniques including thumbnailing, inbetweening, rough drawing, the tie-down process and clean-up drawing techniques.
Prerequisite: DMED140 with a grade of C or better or consent of instructor.
Rec Preparation: Art 113.

ART 202 Digital Imaging (3)

Studio experience in digital imaging concepts and techniques including image capture, manipulation and output using Adobe Photoshop. (DA)
Prerequisite: ART 112 or permission of the instructor.

ART 207D Intermediate Digital Photography

This course is an intermediate level digital photography course intended for students who are serious photographers or who intend to pursue a career involving digital photography. The course will cover photography history, theory and aesthetics more comprehensively than the introductory level ART 107D. It will develop composition skills as well as emphasize current trends in advanced, professional level digital photography techniques. It will provide a foundation for digital photography for students who wish to pursue it or related fields such as art, multimedia and television production.
Prerequisite: Grade of B or better in Art 107D Digital Photography or equivalent based on portfolio review and interview by the instructor. Students must have basic digital photography technical and theoretical skills gained from Art 107D or its equivalent.
Rec Prep: Art 112

ART 213 Intermediate Drawing (3)

A continuation and development of skills and ideas introduced in ART 113. Concepts and technical procedures unique to this century will be explored. (DA)
Prerequisite: ART 113 or consent of instructor
Rec 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 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 and ENG 22 with a grade of C or better or equivalent.

ASAN 204 Filipinos in the United States: The History and Culture of Filipinos in the U.S. (3)

A study of the history of the Filipino as traveler and immigrant; historical and contemporary experiences in the U.S.; ethnic identity as expressed and represented in their cultural practices and art forms. (DH)
Prerequisite: ENG 21 with a grade of C or better or equivalent.
Rec Preparation: ENG 22 with a grade of C or better.

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)

This course is a description of the nature of the astronomical universe for science and non-science majors, with emphasis on scientific method and development of scientific thought. Course offers a descriptive treatment of planets, the solar system, stars and galaxies and also discusses concepts of size, distance and time in the observable universe. (DP)
Rec Prep: MATH 18 or PHY 100 or high school algebra.

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 lecture/lab hrs)

AMT 23 Automotive Lubrication & Service (1)

This course covers the various kinds of lubricants and their uses, operation of lubrication equipment, and proper automotive lubrication procedures. (20 lecture/lab hours)
Prerequisite: AMT 20 with a grade of C or better.
Rec Preparation: ENG 22
(New Course Effective Spring 2012)

AMT 25 Preventive Maintenance and Inspection (PMI) (3)

Introductory course to the automotive service/repair industry and Standard Operating Procedures (SOP) for the AMT program. Principles of system operation, equipment usage, and safety practices are applied to preventive maintenance, inspection, service, and minor repairs to automobiles. (15 lecture; 90 lab hours)
Rec Preparation: High school: Pre-Algebra, Electronics, Chemistry or Physics, and Industrial Arts.

AMT 30 Engines (7)

Covers the theory of design and operation of internal combustion engines in current production automobiles. Course provides training in repair, overhaul, reconditioning, and troubleshooting of internal components and related sub-systems. (210 lecture/lab hours)
Prerequisite: First semester requirements or consent of instructor.
Rec Preparation: SCI 122 or CHEM 100B.

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 and 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. (15 lecture; 90 lab hours)
Prerequisite: AMT 40, ENG 22; and MATH 50C, or SCI 122, or CHEM 100B; or consent of instructor.

AMT 43 Heating & Air Conditioning, and Ventilation (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 and 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 and 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 (5)

This course covers the theory and practical application of the operation, problem diagnosis, maintenance and repair of the modern suspension and steering systems to include; front wheel drive steering and suspension systems, rear wheel drive steering and suspension systems, four wheel drive steering and suspension systems and all wheel drive steering and suspension systems. Wheel alignment and tire servicing for all systems are included. (150 lecture/lab hours)
Prerequisite: First semester requirements or consent of instructor.
Rec Preparation: SCI 122 or CHEM 100B.

AMT 60 Diagnostic and Repair (3)

Integrates all previous AMT course contents in a systematic approach to isolate drivability problems and develop repair techniques for advanced AMT majors. Units of study will include repair areas classified by the National Institute for Automotive Service Excellence (ASE). In this course, pin-point test procedures, adjustments, overhauls, and replacement of components are performed on numerous automobile makes, models and systems. (105 lecture/ lab hours)
Prerequisite: MATH 50C, AMT 25, AMT 30, AMT 40, AMT 40D, AMT 41, AMT 43, AMT 46, AMT 50, AMT 53, and AMT 55, ENG 22 or equivalent.
Corequisite: AMT 40D.
Rec Preparation: ENG 100 or equivalent.

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 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 Applied Science Degree in Automotive Technology. May be repeated for up to eight credits.

BIOCHEMISTRY (BIOC)

BIOC 241 Fundamentals of Biochemistry (3)

First semester of a two semester course sequence covering the fundamentals of general, inorganic, organic and biochemistry. Emphasis on chemical reactions, principles and concepts as they apply to living systems. Satisfies the one-semester biochemistry requirement for majors entering the Dental Hygiene program and a DP requirement for majors entering the School of Nursing at UH Mānoa. (DP)
Prerequisite: MATH 83 with a C or better or equivalent and high school level science
Rec Preparation: ENG 102.

BIOC 251 Elements of Biochemistry (3)

Second semester of a two semester course sequence covering the fundamentals of general, inorganic, organic and biochemistry. Biochemical principles and concepts as applied to living systems, including sufficient organic chemistry to understand the relationship between structure and properties. Topics include the structural theory of organic chemistry, nomenclature, and properties of the major bio-organic families; enzymology; and the metabolism of the major classes of biochemical compounds. Intended for students entering into a BSN program. (DP)
Prerequisite: BIOC 241 or CHEM 151B with a C or better or equivalent.

BIOLOGY (BIOL)

BIOL 100 Human Biology (3)

Designed for the non-biologist who wishes to learn more about the fundamental biological concepts, with emphasis on humans and the human body. Topics covered will include the structure and functions of cells, tissues, organs, and organ systems of the human body, which will be related to physical fitness, nutrition, health, disease and genetics. Evolution of humans and their role in the biosphere will also be covered. Not intended for science majors. (DB)
Prerequisite: ENG 21 and 22 with a C or better or equivalent.

BIOL 101 Biology for Non-Majors (4)

A one semester course designed to provide students not majoring in any of the natural sciences with an understanding of the major concepts in the following biological disciplines: cell structure and function, genetics, evolutionary theory, plant and animal structure and function, ecology and animal behavior. Additionally, provides non-science majors with an understanding of the scientific approach to problem solving and the increasing role biology has in daily life. Lab attendance is required. (DB+DY)
Prerequisite: ENG 100 with a grade of C or better or equivalent.

BIOL 124 Environment and Ecology (3)

Working from a general background in biology, the course examines the many interrelationships among organisms and their environment with an emphasis on the impact which our species has had (and may yet have) on the total planet. Problems of pollution, overpopulation, depletion of resources, etc. are considered. Causes of ecological problems and alternatives to current actions by people are suggested and evaluated, stressing the ecological action of the individual. Emphasis is placed on problems relating to island ecology and Hawai'i in particular. (DB)
Prerequisite: ENG 21 and 22 with grade of C or better or equivalent.

BIOL 124L Environment and Ecology Lab (1)

Laboratory to accompany BIOL 124. (DY)
Prerequisite: BIOL 124 (or concurrent)

BIOL 130 Anatomy and Physiology (4)

BIOL 130 focuses on the structure and function of the human body which includes a study of its gross anatomy, microanatomy, physiology, pathology, and pathophysiology. (DB)
Prerequisite: ENG 21.
Rec 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. (DY)
Prerequisite: Credit or concurrent enrollment in BIOL 130.

BIOL 171 Introduction to Biology I (3)

Introductory biology for all life science majors. Cell structure and chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes. (DB)
Prerequisite: CHEM 151 or 151B (or concurrent); or CHEM 161 or CHEM 161B (or concurrent); or equivalent or consent of the instructor..
Corequisite: BIOL 171L.
Rec Preparation: High school level biology course.

BIOL 171L Introduction to Biology I Lab (1)

Laboratory to accompany BIOL 171. (DY)
Prerequisite: CHEM 151 or 151B (or concurrent); or CHEM 161 or CHEM 161B (or concurrent); or equivalent or consent of the instructor.
Corequisite: BIOL 171.
Rec Preparation: High school level biology course.

BIOL 172 Introduction to Biology II (3)

Continuation of BIOL 171. Anatomy, physiology, and systematics of plants and animals; behavior; ecosystems, populations, and communities.(DB)
Prerequisite: BIOL 171 and BIOL 171L with grade of C or better or equivalent.
Corequisite: BIOL 172L

BIOL 172L Introduction to Biology II Lab (1)

Laboratory to accompany BIOL 172. (DY)
Prerequisite: BIOL 171 and BIOL 171L with grade of C or better or equivalent.
Corequisite: BIOL 172.

BIOL 200 Coral Reefs (4)

Introduction to the biology, ecology and geology of corals reefs. Topics include the physical and chemical properties of coral reef habitats, reef geology, the physiology, anatomy, ecology and evolution of coral reef organisms, and the management of human impacts on coral reefs. Emphasis will be on Hawaiʻi's coral reefs, but comparisons will be made among reefs from other areas. Course includes one three hour laboratory per week. (DB+DY)
Prerequisite: A grade of C or higher in ENG 21 and ENG 22, or equivalent.

BIOL 265 Ecology and Evolutionary Biology (3)

Principles of ecology and evolution for the life science majors stressing integrated approach and recent advances. (DB)
Prerequisite: A grade of C or better in BIOL 171/171L and BIOL 172/172L.
Corequisite: BIOL 265L

BIOL 265L Ecology and Evolutionary Biology Lab (1)

Laboratory to accompany BIOL 265. (DY)
Prerequisite: A grade of C or better in BIOL 171/171L and BIOL 172/172L.
Corequisite: Credit in or concurrent registration in BIOL 265.

BIOL 275 Cell and Molecular Biology (3)

BIOL 275 is an integrated cell and molecular biology course for life science majors. This course is designed to give the student a fundamental understanding of the structure and biochemistry of eukaryotic and prokaryotic cells. The course covers the basic principles of molecular biology and includes modern advances in biotechnology, recombinant DNA technology and bioinformatics. (DB)
Prerequisite: BIOL 171/171L and CHEM 172/172L or instructor consent.

BIOL 275L Cell and Molecular Biology Lab (2)

BIOL 275L is a lecture/laboratory in cell and molecular biology for life science majors. This course is taken either concurrently or after BIOL 275. Through lectures and laboratory exercises, students will acquire a fundamental understanding of the biochemistry of the cell. Students will also acquire competence in modern advances in protein chemistry, recombinant DNA technology and biotechnology. (DY)
Prerequisite: BIOL 171/171L and CHEM 172/172L or instructor consent.
Corequisite: Credit or concurrent registration in BIOL 275

BOTANY (BOT)

BOT 101 Botany (3)

An introductory course in plant biology. Topics to be covered are the structure and function of plant cells, tissues, and organs such as roots, stems, leaves, and flowers; concepts of biological evolution and classification; the diversity of plants and plant-like organisms; genetics; and ecology. Concurrent registration in BOT 101L highly recommended. (DB)
Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

BOT 101L Botany Laboratory (1)

Laboratory observations, experiments and field trips illustrating the basic principles of plant biology. One 3-hour lab per week. (DY)
Prerequisite: Concurrent registration in or completion of BOT 101.

BOT 105 Ethnobotany (3)

Ethnobotany is the scientific study of interactions between human cultures and plants. It includes a wide range of topics that cross over many disciplines. In this introductory ethnobotany course, we will examine several different types of interactions between people and plants. This course was formerly listed as BOT 197.
Prerequisite: ENG 21 AND ENG 22 or equivalent with a grade of C or better or instructor approval.

BOT 130 Plants in the Hawaiian Environment (4)

Understanding principles of how native plants arrived and developed in Hawaiʻi and the impact on them by man's activities. Lab work includes learning basic plant structure and function, identification of native and introduced plants by visiting natural and garden sites, uses by Hawaiians and importance of tropical plants world-wide. (DB+DY)
Three lecture and three lab hours per week
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

BUSINESS (BUS)

Note: Some Business (BUS) courses were changed to Business Technology (BUSN), Management (MGT) or Finance (FIN).

BUS 101 Business Computer Systems (3)

Introduction to computers and the components of a business computer system, including hands-on exposure to elementary applications, and learning how computer technology can be applied to satisfy business needs. May be used to fulfill entrance requirement at Shidler College of Business at UH-Manoa.

BUS 120 Principles of Business (3)

Examines the foundations and responsibilities of accounting, business, management, finance, marketing, and the business environment. This course is a requirement for all ACC and BUSN Associate Degree Programs, and may also be used as an elective for the Liberal Arts A.A. program.
Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

BUS 201 Microsoft® Office Advanced (3)

Continuation of applications introduced in BUS 101. Advanced applications include advanced word processing, advanced spreadsheet applications, advanced database applications, integration of applications, and creation of a web site. Students will be expected tocommunicate via email and use Microsoft Outlook®. Fulfills the computer competency course requirement for the UH Mānoa College of Business Administration.
Prerequisite: BUS 101, ICS 100, or ICS 101 with a grade of C or better, or completion with a grade of C or better or concurrent enrollment in BUSN 123 and BUSN 131 and BUSN 137, or equivalent, or instructor approval.
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 Health Care Administration (3)

This course introduces students to the fundamentals of health care administration and the US health care system. Important topics such as ethics strategic planning, cost management, information technology and human resource are discussed in a wide variety of health care settings, ranging from hospitals to nursing homes to health clinics.
Prerequisite: Completion of ENG 18 or equivalent.

BUSN 106 Introduction to Medical Coding (3)

This course introduces the classification systems employed to organize medical information for future retrieval. The International Classification of Diseases, Ninth Revision, Clinical Modification (ICD-9-CM) classification system is emphasized including its use for prospective payment systems. Course work focuses on understanding the coding procedures as well as the impact that coding has on the healthcare delivery system (in reimbursements, as well as gathering data for statistics and research). Professional certification in Medical Coding may require work experience and a more advanced course.
Prerequisite: HLTH 110 Medical Terminology and BUSN 104 Basic Medical Office, or BUSN 284 Medical Terminology and Procedures and BUSN 170 Records and Information Management, or permission of instructor.

BUSN 121 Introduction to Word Processing (3)

The course covers proper keyboarding techniques, word processing concepts (Microsoft® Word), and document formatting of letters, memos, tables, reports, and e-mail. Basic file management and operating system functions are included. Keyboarding speed and accuracy are emphasized.
Rec Preparation: Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUSN 123 Word Processing for Business (3)

Uses advanced features from a word processing program to create business documents emphasizing production and proofreading. Integrates knowledge of the Internet and the computer. Includes timed computer keyboarding skills for creating and editing business documents and sending electronic attachments.
Prerequisite: Thirty-five (35) gross words a minute (GWAM); or C or better in BUSN 121 (Introduction to Word Processing)/OAT 121 (Computer Keyboarding) or equivalent; or instructor approval.
Rec Preparation: 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.
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.
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.

Rec 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.

Prerequisite: Completion of or concurrent enrollment in ENG/ESL 21 or ENG/ESL 22 or equivalent, or instructor approval.
Rec Preparation: Computer experience using a word processing program.

BUSN 166 Professional Employment Preparation (1)

Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, résumés, cover letters, and employment interviews.

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.

Recommended Preparation: ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUSN 171 Introduction to Medical Records (3)

Introductory course into medical records which integrates all phases of the records management cycle while complying with state and federal regulations and laws. Topics include: privacy and access laws, component and procedures of patient charting, upkeep of information system, and security audits.

Prerequisites: BUSN 170.

BUSN 188 Business Calculations (3)

Introduces various quantitative computational procedures used in accounting and finance such as present and future value concepts, payroll, inventory, and international currency exchange rates. Utilization of the electronic 10-key pad as a tool for calculating will be stressed.

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 equivalent.

BUSN 192V Business Practicum (1–4)

Business Practicum integrates the skills and knowledge students have learned in the classroom within their chosen Certificate of Completion, Certificate of Achievement, Academic Subject Certificate, Associate in Applied Science, or Associate in Science program of study and apply them in a professional environment. Students will be required to work 60 hours minimum per academic credit. This course can be repeated for up to nine (9) total credits. BUSN 192V cannot be used as a substitute for BUSN 193V, Cooperative Education. BUSN 192V cannot be taken concurrently with BUSN 193V.

Prerequisites: 1.) Declared Certificate of Completion, Certificate of Achievement, Academic Subject Certificate, Associate in Applied Science, or Associate in Science program of study within the Business Division (Accounting, Business Technology, or Management) or instructor approval; however, this course cannot be used as a substitute for the required course, BUSN 193V.
2.) Completion of six (6) credits in the declared program of study.
3.) Grade point average of at least a 2.0 in the program of study required courses.
4.) Student in good academic standing.
5.) Eligible for employment—U.S. citizen or have the legal right to work in the U.S.
6.) Approval of instructor or program of study coordinator.

BUSN 193V Cooperative Education (1–4)

Cooperative Education provides practical career-related work experience through a program used nationally in colleges and universities to apply classroom knowledge and to develop job competencies. Full-time or part-time work in private and public sectors of the business, government and industrial communities is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester.

Prerequisites: Business major or Department/instructor approval. Completion of, or concurrent enrollment in, ENG 100 or ENG 21 or ENG 22 or equivalent with a grade of C or better or equivalent and approval of the instructor. Additional requirements by the University of Hawai'i, Leeward Community College Business Division: (1) completion of 12 or more credits in the Leeward CC Business Technology Division in order to assess job skills, (2) enrolled in a Business Technology program of study, (3) full- or part-time student enrolled at Leeward CC, (4) a student in good academic standing with a minimum cumulative grade point average of 2.0, and (5) eligible for employment—U.S. citizen or have the legal right to work in the U.S.

BUSN 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.

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.

Prerequisites: BBUSN 121, BUSN 123, or BUS 101 with a grade of C or better or equivalent, or keyboarding or typewriting skills and computer knowledge or instructor's approval.

Recommended Preparations: ENG 100 and SP 151 or SP 200 or equivalent. Keyboarding or typewriting skills and computer knowledge.

BUSN 250 Expert Business Computing (3)

Expert use of the Microsoft® Office features and preparation for the Microsoft® Expert-level certification exams.

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.

Prerequisite: ENG 22 or equivalent with a grade of C or better or instructor's approval.

BUSN 270 Advanced Records and Information Management (3)

Introduces specialized functions, current technology, international issues, and other advanced topics in Records and Information Management (RIM). Topics covered include: Forms Management, Vital Records Protection, Disaster Prevention and Recovery, Micrographics, Mail and Reprographics Management, Optical Disk Technology, and International Standards. Association of Records Managers and Administrators (ARMA) International rules are reviewed. A database such as Microsoft® Access may be used to introduce and practice RIM program controls such as records inventory.

Prerequisites: BUSN 170 or equivalent or work experience in RIM and Microsoft® Access and Microsoft® PowerPoint or instructor approval.

BUSN 277 International Business Protocol (3)

Presents international business protocol differences among countries and develops the skills to identify and understand these differences in a business environment.

Prerequisite: ENG 22 or equivalent with a grade of C or better or instructor's approval.

BUSN 279 International Business Analysis (3)

Analyzes international corporate environments and their impact on business dynamics. The focus is on business practices in the Asian/Pacific region; but other regions may also be included.

Prerequisite: ENG 22 or equivalent with a grade of C or better or instructor's approval.

BUSN 284 Medical Terminology & Office Procedures (3)

Presents the skills needed to perform activities required in a medical office setting. Offers a broad spectrum of medical terms, concepts, and principles. Designed to familiarize the student with various types of documents, activities, and situations in a medical environment.

Rec Preparation: ENG 100 or equivalent, and keyboarding and word processing skills.

BUSN 286 Legal Terminology and Procedures (3)

Presents the skills needed to perform office activities required in a law firm or other legal setting. Offers a broad spectrum of legal terms, concepts and principles required in a law office. Designed to familiarize the student with various types of legal documents; emphasis is on creating, formatting, and editing common types of legal documents.

Recommended Preparation: ENG 100 or ENG 100E or equivalent.

CHEMISTRY (CHEM)

CHEM 100B Chemistry and Man (4)

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

Prerequisite: MATH 83 and ENG 22 with a grade of C or better or equivalent.

CHEM 151B Elementary Survey of Chemistry (4)

An introductory course to the fundamental theories and experimental methods of chemistry intended for 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+DY)

Prerequisite: MATH 83 or equivalent.

CHEM 152B Survey of Organic and Bioorganic Chemistry (4)

Topics include the structure, nomenclature, properties and reactions of the major classes of organic compounds. Emphasis is upon the concepts and principles as they apply to modern materials and technology and to living matter. Class meets for 3 hours of lecture and 3 hours of lab per week. This course can be taken after CHEM 151B in order to complete the one-year chemistry requirement at UH Mānoa for the School of Nursing and many of the programs in the College of Tropical Agriculture and Human Resources, and in the Colleges of Arts and Sciences. (DP+DY)

Offered in Spring semester only.

Prerequisite: CHEM 151B or equivalent.

CHEM 161B General Chemistry I (4)

Basic principles of inorganic chemistry. A first course of a two-course sequence designed to meet the one-year requirement of General College Chemistry. Concepts and topics include, scientific measurement, chemical math, atomic structure and chemical bonding, the states of matter, and solution chemistry. Laboratory activity is a required part of the course. Class meets for 3 hours of lecture and 3 hours of lab per week. (DP+DY)

Prerequisite: Math 103 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+DY)
Prerequisite: CHEM 161B or equivalent, and Math 135 or equivalent.

CHEM 272B Organic Chemistry II (5)

CHEM 272B is the first semester of a comprehensive introduction to organic chemistry including molecular structure, nomenclature, stereochemistry, spectroscopy, reactions and reaction mechanisms, synthesis, and applications to biology. The course includes a laboratory component. This course is intended for science majors. CHEM 272B is a 5 credit class equivalent to the 3 credit lecture (CHEM 272) and 2 credit lab (CHEM 272L) courses. (DP+DY)
Prerequisite: C or better in CHEM 162 or CHEM 162B or CHEM 171 or CHEM 181A (Mānoa)

CHEM 273B Organic Chemistry II (4)

CHEM 273B is the second semester of a comprehensive introduction to organic chemistry including molecular structure, nomenclature, stereochemistry, spectroscopy, reactions and reaction mechanisms, synthesis, and applications to biology. The course includes a laboratory component. This course is intended for science majors. CHEM 273B is a 4 credit class equivalent to the 3 credit lecture (CHEM 273) and 1 credit lab (CHEM 273L) courses. (DP+DY)
Prerequisite: C or better in CHEM 272 or CHEM 272B

CHINESE (CHN)

CHN 101 Elementary Chinese I (4)

CHN 101 is a course designed for beginners of Chinese. Study of basic structures of the Mandarin Chinese language with emphasis on listening, speaking, reading and writing skills. Students will gain these four skills in standard Mandarin Chinese attaining the Novice-High level on the ACTFL-ETS proficiency scale.
Rec Preparation: ENG 22 with a grade of C or better.

CHN 102 Elementary Chinese II (4)

CHN 102 is a continuation of CHN 101. The four skills of listening, speaking, reading, and writing in Standard Mandarin Chinese are further developed. Students will gain these four skills, attaining approximately the Intermediate-Low level on the ACTFL-ETS proficiency scale.
Prerequisite: CHN 101 with a grade of C or better.
Rec Preparation: ENG 22 with a grade of C or better.

CHN 201 Intermediate Chinese I (4)

CHN 201 is the first half of an intermediate course in Chinese. Four language skills, speaking, listening, reading and writing introduced in the elementary level course will be reinforced. Students in this course will develop language skills in a linguistically appropriate manner.
Prerequisite: Chinese 102 with a grade of C or better, or Chinese 102 equivalent by placement test or consent of instructor.
Recommended Preparation: ENG 22 with a grade of C or better or equivalent

CHN 202 Intermediate Chinese II (4)

CHN 202 is the second half of an intermediate course in Chinese. Four language skills, speaking, listening, reading and writing introduced in the elementary level course will be reinforced. Students in this course will develop language skills in a linguistically appropriate manner.
Prerequisite: Chinese 201 with a grade of C or better, or Chinese 201 equivalent by placement test or consent of instructor.
Recommended Preparation: ENG 22 with a grade of C or better or equivalent.

CIVIL ENGINEERING (CE)

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)

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 or equivalent 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.

COM 297 HON Honors Course: Introduction to Mediation (3)

This introductory course is a training in and study of basic skills and concepts for mediation and its process as an effective means of conflict resolution and would qualify the student to mediate as a co-mediator for college disputes involving students.

Rec Preparation: If this course is not designated Writing Intensive, completion of ENG 100 with a C or better is still highly recommended as students without ENG 100 will find it difficult to complete the course.

CULINARY ARTS (CULN)

CULN 111 Introduction to the Culinary Industry (2)

Provides an overview of the culinary industry within the aspects of the entire hospitality industry. It provides students with an introduction to the historical, social, and cultural forces that have affected and shaped the industry of today. Students will identify job qualifications and opportunities, professional standards, communication skills, and attitudes essential for successful workers in the industry.

CULN 112 Sanitation and Safety (2)

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.

CULN 115   Menu Planning and Merchandising (1)

This course is a study of the factors involved in planning effective menus for a variety of food service operations. Course content includes basic menu planning principles, layout and design, factors that impact menu items selection, menu pricing, menu sales performance and mix analysis, and menu planning resources.

CULN 120 Fundamentals of Cookery (5)

This course focuses on the fundamental concepts, skills and techniques of cooking. Course coverage includes the use of standardized recipes, weights and measures, culinary tools and equipment, basic ingredients and their uses in cooking and basic cooking methods. Emphasizes the preparation of stocks, soups, sauces and lunch menu items.

Prerequisites: Completion of or concurrent enrollment in CULN 112.
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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.

Prerequisites: Completion of or concurrent enrollment in CULN 112.

CULN 150 Fundamentals of Baking (5)

Application of scientific principles and baking theory to the production and evaluation of breads, pies, cookies and cakes. Course coverage includes terminology, ingredients, weights/measures, formula conversions and costing factors. Emphasis is placed on equipment use and maintenance, hygiene and work habits.

Prerequisites: Completion of or concurrent enrollment in CULN 112.

CULN 160 Dining Room Operations (5)

This course introduces students to food and beverage service. Course content includes basic service techniques, setup and organization of the dining room, service langauge and professionalism including dress, grooming and sanitation. Also covered is an introduction to alcoholic beverages and principles of responsible alcoholic service.

Prerequisites: Completion of or concurrent enrollment in CULN 112.

CULN 223 Contemporary Cuisines (5)

In a fast paced restaurant environment, students plan, organize, and prepare menu items typically served in an upscale dining establishment specializing in European, Asian, and American regional cuisine with an emphasis on contemporary menu trends, cross-cultural influences, flavor combinations and plate presentation. Students will develop an awareness of and utilize locally grown and produced ingredients.

Prerequisite: CULN 120 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.

Prerequisite: CULN 120 with a grade of C or better or instructor approval.

CULN 240 Garde Manger II (3)

Building upon the fundamental knowledge of cold food preparation, this course covers the preparation of pates, terrines, galantines, canapés, hot and cold hors d'oeuvres, appetizers, mousses and gelatins. Also covered are the techniques of cold food decoration, cold platter design and presentation and the design and planning of appetizer buffets.

Prerequisites: CULN 120 and CULN 125 with a grade of C or better or instructor consent.

CULN 269 Culinary Special Events (3)

Students participate as professionals in community and college sponsored culinary events. As part of interactive management teams, students will also plan, market, organize and produce special culinary themed events in the College's "The Pearl" restaurant.

Prerequisite: 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.
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.
Prerequisites: CULN 160 with C or better or instructor consent.

CULN 293E Culinary Externship (2)

This externship experience will provide students an opportunity to apply their professional and culinary skills in restaurant and hotel settings. Students will complete 150 hours to gain on-the-job experiences.
Prerequisite: CULN 112, 120, 125, 224, 150, 271, 160, 223 or instructor consent.

DANCE (DNCE)

DNCE 108 Hatha Yoga: Beginning (3)

Practice, theory, and history of the yoga tradition with the emphasis on the practice of hatha yoga postures. Sanskrit terminology is incorporated throughout the course. Students must supply their own exercise clothes.

DNCE 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 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 180 Dance Production (3)

The creation of a dance, choreographed by faculty and rehearsed and performed by the students at the Leeward Dance Festival Concert on mainstage in the Leeward Theatre. This concert brings together dancers and choreographers from various Dance Programs in high schools, UH Manoa and independent dance companies.. (DA)
Prerequisite: Consent of instructor.
Corequisite: Depending on the instructor's evaluation of the student's technical skills, the student may be required to concurrently enroll in DNCE 131.
Rec Preparation: Previous dance experience preferred.

DIGITAL MEDIA (DMED)

DMED 113 Introduction to Layout Design (3)

Introduction to the technology, vocabulary and procedures of basic paste up for preparing digital mechanicals for offset print production. Emphasis is on preparing simple mechanicals for brochures, newspaper ads and other print formats.
Prerequisite: ART 112 with a grade of C or better, or consent of instructor.
Rec 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, designing and presenting a storyboard and story reel using digital tools.
Prerequisite: ENG 22 or equivalent, with a grade of C or better, or consent of instructor.
Rec 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.
Rec Preparation: DMED 130

DMED 140 Principles of Animation (3)

This course focuses on the principles of all animation that fit into the category of visual effects and character animation. Students will review live action and animated examples and learn some of the mysteries behind the production of convincing special effects. Topics include animation history, animation principles and an introduction to compositing software. Students will focus on traditional animation principles and how they are effectively applied in digital animation environments. Additional topics include key-frame strategies, an introduction to timing and rendering.
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.
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.
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 220 Intermediate Web Site Design (3)

The course is intended to teach intermediate topics of Web design using the latest Web design software. It builds upon the skills learned in DMED 121 and introduces Web authoring and design techniques with emphasis on planning, design, and the concepts required for creating a site targeted to a specific audience. Topics include web standards, designing visual navigation systems, using style sheets, implementing forms, using layers for creative visual effects, Action-Script, Behaviors and multimedia.
Prerequisite: DMED 121 with a grade of C or better, or consent of instructor.
Rec Prep: DMED 120.

DMED 221 NetPrep Dynamic Web Publishing (3)

This course focuses on the development of database-driven web applications using the Microsoft.NET Framework. Students will learn how to develop dynamic ASP.NET web forms using the programming language C# and the database language of SQL.
Prerequisite: DMED 120 and ICS 113 with a grade of C or better, or consent of instructor.

DMED 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 discuses and evaluate their work experience with the instructor and the other students.
Prerequisite: Completion of or concurrent enrollment in ENG 100 or equivalent with a grade of C or better or equivalent and approval of the instructor. Additional requirements by the DMED Department:
(1) completion of 12 or more credits in DMED courses.
(2) declared DMED major.
(3) full- or part-time student enrolled at Leeward CC.
(4) a student in good academic standing with a minimum cumulative grade point average of 2.0.
(5) eligible for employment—U.S. citizen or have the legal right to work in the U.S..

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 220 Beginning Voice and Movement (3)

This course is an introduction to the basic fundamentals of voice and movement for the actor. Students will concentrate on breathing and relaxation exercises, neutral mask and other approaches to increase self-awareness and potential for self-expression. The work in this class is intended as preparatory for a wide range of acting/movement/vocal techniques.
Recommended Preparation: There is no academic preparation necessary. For the class, students should wear appropriate clothing. Students will be lying down, stretching, rolling, jumping and sweating to the best of their ability.

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 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)
Prerequisite: DRAM 221 or consent of instructor.

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 Classroom Management within the Instructional Process (3)
An introductory course that offers students exposure to the various issues of classroom management. The role of the teacher and proactive approaches to student behaviors will be addressed. Students will learn how to develop classroom discipline and individualized behavior plans. Behavioral assessment, strategies, and interventions will be introduced. Learning styles, theory, instructional assessment, planning, and delivery will be explored. 10 hours of Service Learning is required.
Prerequisite: ENG 22 or placement in ENG 100 or consent of the instructor.

ED 286 Students with Exceptionalities I (3)
ED 286 is the first of a two-course series that addresses the issues confronted by individuals who currently work, or plan to work, with students with exceptionalities. For this course, exceptionalities include mental retardation, learning disabilities, attention deficit hyperactivity disorder, etc. ED 286 focuses on historical and legal perspectives, the characteristics of exceptional students, their strengths and needs, strategies to work effectively with each student and family, cultural considerations, and transition issues.
Prerequisite: Completion of ED 285 or equivalent with a grade of C or better, or consent of instructor.

ED 287 Students with Exceptionalities II (3)
ED 287 is the second of a two-course series that addresses the issues confronted by individuals who currently work, or plan to work, with students with exceptionalities. For this course, exceptionalities include emotional or behavioral disorders, deaf and hard-of-hearing, autism, multiple/severe disabilities, gifted and talented, etc. ED 287 continues to focus on historical and legal perspectives, the characteristics of exceptional students, their strengths and needs, strategies to work effectively with each student and family, cultural considerations, and transition issues.
Prerequisite: ENG 22 with a grade of "C" or better or placement in ENG 100 or equivalent, or consent of instructor.

ED 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 also develop a personal philosophy of education. Students will participate in fifteen hours of field experience outside of the class to provide an opportunity to observe what happens in a classroom.
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. 10 hours of Service-Learning is required.
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.
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.

Prerequisite: ENG 22 with a grade of C or better OR placement in ENG 100 or equivalent or consent of the instructor.

ED 295 Service Learning (1)

Field Experience in Education is a culmination of the knowledge, skills, and dispositions learned in the AAT program. Students will engage in observations of, and reflection on, classsroom teachers and their interactions with students. They will also engage in seminar discussion with their peers about their experiences and observations in the classroom. All students will have the opportunity to work with classroom teachers at the elementary, middle, and high school levels to give them a broad range of experience and exposure to K-12 education. 20 hours of Service Learning is required. This course is a hybrid with 4 in class sessions required. Accommodations will be made for off island students.

Prerequisite: ED 290, ED 285, ED 291, and ED 294, or consent of instructor.

ED 296 Introduction To Art, Music & Movement (3)

This is an introductory course which will introduce students to the principles, concepts and values in integrating the arts into our elementary or special education classrooms. Educators are aware that children need to be engaged visually, auditorily and kinesthetically to enhance learning and support content. The arts support a balanced program of instruction across all content areas.

Prerequisite: ENG 22 with a grade of C or better OR placement in ENG 100 or equivalent or consent of the instructor.

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: ENG 22 with a grade of C or better or placement of ENG 100 or equivalent, or consent of instructor.

ED 297S Foundations of Inclusion in Teaching (3)

Foundations of Inclusion in Teaching explores historical and contemporary educational contexts, laws, policies and practices that support special student populations. Curriculum is focused on the demonstration and application of supportive and age appropriate instructional goals, experiences and assessments.

Prerequisite: ENG 22 or placement in ENG 100 or equivalent or consent of instructor.
Rec Preparation: Students will be prepared to travel off campus for field visits.

ED 298 Educational Psychology

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. (formerly PSY 298)

Prerequisite: PSY 100, ENG 22 with a grade of "C" or placement in ENG 100 or equivalent, or consent of instructor.

ELECTRICAL ENGINEERING (EE)

EE 150 Introduction to Computer Programming Methods (3)

Introductory course on computer programming methods; emphasis on planning, writing, debugging of programs, together with basic applications.

Prerequisite: MATH 140 or equivalent

EE 211 Basic Circuit Analysis (4)

Study of linear circuits, time-domain analysis, transient and steady-state responses, phasors, impedance, and admittance; network or system functions, frequency response and filtering, resonance.

Prerequisite: Credit in MATH 206; credit or concurrent registration in PHYS 272, 272L

EE 213 Basic Lab Measurements & Techniques (4)

Basic electronic measurements. Transient circuit analysis together with elementary circuit applications.

Prerequisite: C or better in EE 211; credit or concurrent registration in MATH 232

EE 260 Introduction to Digital Design (4)

Introduction to the design of digital systems with an emphasis on design methods and the implementation and use of fundamental digital components.

Prerequisite: EE 150 and credit or registration in MATH 205

ENGLISH (ENG)

ENG 8 Reading and Writing Basics (6)

A credit course in building basic reading, writing, and study skills needed to succeed in college. Through continual practice and engagement in the reading and writing processes, students gain fluency and self- confidence in their ability to comprehend and create simple texts. Reading like a writer and writing like a reader, students expand their vocabulary, identify main points, and locate supporting details in what they read and write. They produce paragraphs and short essays based on personal experiences and assigned readings. Students study sentence structure and address common grammar and usage problems in the context of their own reading and writing. They use computers and word processing programs to produce their compositions.

ENG 18 Reading Essentials (3)

Provides practice in building essential college reading skills. Students learn techniques to understand academic reading materials and learn reading and study skill strategies to help them succeed in college. 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 writing placement test score; or ENG 8 with a grade of C or higher; or approval from the Language Arts Division.

ENG 21 Introduction to College Reading (3)

Teaches reading and thinking skills used by successful college students. For example, English 21 students learn techniques that will improve their comprehension of any complex material; they increase their vocabulary and learn how to decipher unfamiliar words while reading; they become familiar with common organizational thought patterns and transitions, and use them to increase understanding and find main points.

Prerequisite: Appropriate reading placement test score, or ENG 18 with a grade of C or better or equivalent, or approval from Language Arts Division. (Effective Spring 2012: Prerequisite: Appropriate reading placement test score COMPASS 56-78, or ENG 18 with a grade of C or better or equivalent, or approval from Language Arts Division. Rec Preparation: The ability to create written documents using a computer.)

ENG 22 Introduction to Composition (3)

Provides practice in writing clear, effective, well-developed compositions using various modes of development. Students follow a recursive writing process and consider topic, purpose, and audience as they write. They read from a variety of texts to generate ideas for essays and to learn effective methods of drafting, revising, editing, proofreading, and publishing their compositions. Students write essays that have clear ideas, adequate support, logical organization, and correct sentence structure. They learn the principles of expository writing and refine their language skills. Students become efficient readers, effective writers, and critical thinkers.

Appropriate writing placement test score or ENG 19 with a grade of C or higher; or approval from the Language Arts Division.
Rec Preparation: Concurrent enrollment in ENG 22 and ENG 21; experience in using computers for writing.

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: Experience in using computers for writing.

ENG 100E Composition I (3)

For non-native speakers of English only. Practice in writing clear, effective university-level prose. Attention to all stages of the writing process—generating ideas, drafting, revising, and editing. (FW)

Prerequisite: Placement into ENG 100E; or a grade of C or better in ESL 21 and 22, or approval from the Language Arts Division.
Rec 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.

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.

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; 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: ENG 204; experience in using computers for writing.

ENG 209 Business Writing (3)

This course is designed for students interested in a career in business. It will teach how to organize and evaluate effective communication in writing—how to compose the various forms of letters and reports found in the business field; how to evaluate job resumes. Most course work must be typed.
Prerequisite: ENG 100 with a C grade or higher, or approval from the Language Arts Division.
Recommended Preparation: Experience in using computers for writing.

ENG 211 Autobiographical Writing (3)

Writing clear, effective prose based on the writer's own experience and ideas.
Prerequisite: ENG 100 or equivalent with a C grade or higher, or approval from the Language Arts Division.
Recommended Preparation: Ability to use computer for word processing and research.

ENG 217 Writing about Oʻahu (3)

Second year course in writing research essays. Focus on Oʻahu places and related organizations and/or people. Emphasis on utilizing archives and other special collections as well as primary rather than secondary source materials.
Prerequisite: ENG 100 or ENG 100E with a C or better or equivalent.
Rec 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: Experience in using computers for writing.

ENG 250 American Literature (3)

An examination of American literature since its inception to the present day, giving emphasis to major authors, themes, and genres. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 251 British Literature (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 or equivalent with a grade of C or better.

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 or equivalent with a grade of C or better.

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 or equivalent with a grade of C or better.

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 or equivalent with a grade of C or better.

ENG 255 Types of Literature I (Short Story and Novel) (3)

An examination of the short story and the novel as literary genres. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 256 Types of Literature II (Poetry and Drama) (3)

An examination of poetry and drama as literary genres. (DL)
Prerequisite: ENG 100 or equivalent, with a grade of C or better.

ENG 257N Themes In Literature: Literature and Film (3)

An exploration of the art of literature and film through the study of film, poetry, short stories, novels, and drama from Western and non-Western cultures. (DL)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

ENG 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 10A Beginning Speaking and Listening (NC)

This course is designed to build the oral English skills of non-native speakers of English in order to prepare for academic work in English. This is a beginning listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: This is a beginning level course with placement into ELI 10A by exam. There are no prerequisite courses.
Corequisite: ELI 10 B, C, D.

ELI 10B Beginning Reading and Writing (NC)

This course is designed to build the reading and writing skills of non-native speakers of English in order to prepare for academic work in English. This is a reading and writing course and includes practice in the following: In reading, the focus is on comprehension, vocabulary development, reading rate and study skills. In writing it emphasizes sentence structure, paragraph organization and usage of formal English grammar. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: This is a beginning level course with placement into ELI 10B by exam. No prerequisites.
Corequisite: ELI 10 A, C, D.

ELI 10C Beginning Grammar (NC)

This course is designed to build the English grammar skills of non-native speakers of English in order to prepare for academic work in English. The course emphasizes usage of formal English grammar in written work and in speaking. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: This is a beginning level course with placement into ELI 10C by exam. No prerequisites.
Corequisite: ELI 10 A, B, D.

ELI 10D Pronunciation I (NC)

This course is designed to build the English pronunciation skills of non-native speakers of English in order to prepare for academic work in English. This is a pronunciation course and includes practice in discrimination and production of the NAE vowels and consonants and stress and rhythm of the language. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: This is a beginning level course with placement into ELI 10D by exam. There are no prerequisite courses.
Corequisite: ELI 10 A, B, C.

ELI 20A Low Intermediate Speaking and Listening (NC)

This course is designed to build the oral English skills of non-native speakers of English in order to prepare for academic work in English. This is a low intermediate listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 10A, 10B, 10C and 10D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 20 B, C, D.

ELI 20B Low Intermediate Reading and Writing (NC)

This course is designed to build the reading and writing skills of non-native speakers of English in order to prepare for academic work in English. This is a low intermediate reading and writing course and includes practice in the following: In reading, the focus is on comprehension, vocabulary development, reading rate and study skills. In writing it emphasizes paragraph organization, writing good paragraphs and short essays. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Successful completion of ELI 10A, 10B, 10C, 10D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 20 A, C, D.

ELI 20C Low Intermediate Grammar (NC)

This course is designed to build the English skills of non-native speakers of English in order to prepare for academic work in English. This is a low intermediate grammar course and emphasizes usage of formal English grammar in written work and in speech. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 10A, 10B, 10C, and 10D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 20 A, B, D.

ELI 20D Pronunciation II (NC)

This course is designed to build the English pronunciation skills of non-native speakers of English in order to prepare for academic work in English. This is a pronunciation course and includes practice in sounds in connected speech, intonation, sounds in grammar and pronouncing written English. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 10A, 10B, 10C and 10D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 20 A, B, C.

ELI 30A High Intermediate Listening and Speaking (NC)

This course is designed to build the oral English skills of non-native speakers of English in order to prepare for academic work in English. This is a high intermediate listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 20A, 20B, 20C and 20D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 30 B, C, D.

ELI 30B High Intermediate Reading and Writing (NC)

This course is designed to build the reading and writing skills of non-native speakers of English in order to prepare for academic work in English. This is a high intermediate reading and writing course and includes practice in the following: In reading, the focus is on comprehension, vocabulary development, reading rate and study skills. In writing it emphasizes paragraph and essay organization and construction. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Successful completion of ELI 20A, 20B, 20C, 20D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 30 A, C, D.

ELI 30C High Intermediate Grammar (NC)

This course is designed to build the English skills of non-native speakers of English in order to prepare for academic work in English. This is a high intermediate grammar course and emphasizes usage of formal English grammar in written work and in speech. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 20A, 20B, 20C, 20D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 30 A, B, D.

ELI 30D American Culture I (NC)

This course is designed to build the English and cross-cultural skills of non-native speakers of English in order to prepare for academic work in English. This is high intermediate American culture course and focuses on orienting students to the cultural values of the United States as well as other countries and fostering cross-cultural communication. Enrollment preference is given to international students wishing to prepare for academic work in English.

Prerequisite: Completion of ELI 20A, 20B, 20C, 20D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 30 A, B, C.

ELI 40A Advanced Speaking and Listening (NC)

This course is designed to build the oral English skills of non-native speakers of English in order to prepare for academic work in English. This is an advanced listening and speaking course and includes practice in group interaction, public speaking and listening comprehension. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: Completion of ELI 30A, 30B, 30C, 30D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 40 B, C, D.

ELI 40B Advanced Reading and Writing (NC)

This course is designed to build the reading and writing skills of non-native speakers of English in order to prepare for academic work in English. This is an advanced reading and writing course and includes practice in the following: In reading, the focus is on comprehension, vocabulary development, reading rate, reading strategies and study skills. In writing it reviews paragraph organization and focuses on essay construction. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: Successful completion of ELI 30A, 30B, 30C, 30D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 40 A, C, D.

ELI 40C Advanced Grammar (NC)

This course is designed to build the English skills of non-native speakers of English in order to prepare for academic work in English. This is an advanced grammar course and emphasizes usage of formal English grammar in written work and in speech. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: Completion of ELI 30A, 30B, 30C, 30D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 40 A, B, D.

ELI 40D American Culture II (NC)

This course is designed to build the English and cross-cultural skills of non-native speakers of English in order to prepare for academic work in English. This is an advanced American culture course and focuses on orienting students to the cultural values of the United States as well as other countries and fostering cross-cultural communication. Enrollment preference is given to international students wishing to prepare for academic work in English.
Prerequisite: Completion of ELI 30A, 30B, 30C, 30D (pass); placement through testing or approval of the Language Arts Division and ELI Coordinator.
Corequisite: ELI 40 A, B, C.

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 2A Beginning Reading for Speakers of Other Languages (3)

This course is designed to build the reading skills of beginning level non-native speakers of English. The focus is on reading comprehension, vocabulary development, reading rate, and study skills. Open only to non-native speakers of English and may be repeated
Prerequisite: Placement into ESL 2A.
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 2A and 3A with a grade of C or better; or placement into ESL 8B; or approval from the Language Arts Division.
Corequisite: ESL 9B.

ESL 9B Intermediate Writing for Speakers of Other Languages (3)

This course is designed to give the intermediate level non-native speakers of English the skills necessary to write a good paragraph and short essay. Open only to non-native speakers of English and may be repeated.
Prerequisite: Completion of ESL 2A and 3A with a grade of C or better; or placement into ESL 9B; or approval from the Language Arts Division.
Corequisite: ESL 8B.

ESL 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.

FAMILY RESOURCES (FAMR)

FAMR 230 Human Development (3)

FAMR 230 is a survey of human development and growth from conception to death with emphasis on biological, cognitive and psychosocial development. (DS)
Prerequisite ENG 100 or equivalent.
Rec Preparation: MATH 73.

FINANCE (FIN)

FIN 150 Personal Finance (3)

A goal-oriented approach to personal financial management covering budgeting, use of financial institutions, income tax effects and strategies, credit risk management, investment analysis, risks, alternatives, financial products and markets, retirement planning and estate planning. Introduction to various financial software programs, including the Internet. Personal Finance should not be confused with the course on Consumer Economics.
Prerequisite ENG 21 and ENG 22 with a grade of C or better or equivalent.

FIN 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 100 Concepts in Nutritional Science (3)

The study of the relationship of food and nutrition to health. The six categories of nutrients, their characteristics, physiological functions, food sources and their interrelationship with the needs of the human body will be covered as well as the application of sound nutritional principles toward a better understanding of food preparation, diet analysis, and recipe modification. *(Formerly FSHN 185)*
Prerequisite: ENG 22 and MATH 50H with a grade of C or better or equivalent.

FSHN 185 Science of Human Nutrition (3)

A biological science course which integrates the basic concept of science and human nutrition. Emphasis is placed on the nutrient requirements of healthy individuals, nutrient categories and their characteristics, physiological functions, and food sources. Includes a review and adaptation of dietary practices to reflect current nutritional concerns and issues. *(formerly FSHN 285)* (DB)
Prerequisite: ENG 100 and MATH 83.

FSHN 190 Native Nutrition and Lifestyle (3)

A study of the relationship between nutrition, physical fitness and good health using a native model of interactive learning. The course provides a basic coverage of nutritional science and dietary practices of the Hawaiian culture related to health issues. Lectures cover a general introduction to the six categories of nutrients and plant based whole foods while incorporating physical fitness as a necessary component of strength and wellness. Principles and practices of food preparation, food safety, diet analysis, and recipe modification are covered. The basic nutrition and energy requirements of the human body are addressed. This course is not required for the AAS degree in Culinary Arts or Nursing.
Rec Preparation: High School GPA 2.5 or better.

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 73.

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 73.

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. (DY)

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 105 Mea Kanu Hawai'i: Ethnobotany (3)

An introductory course studying the role of ethnobotany in cultures across the Pacific with special emphasis placed upon uses of Hawaiian plants.
Prerequisite: ENG 21 and ENG 22 or ESL 21 and ESL 22 with a grade of C or better or instructor approval.

HWST 107 Hawai'i: Center of the Pacific (3)

An introduction to the unique aspects of the native point of view in Hawai'i and the larger Pacific with regards to origins, language, religion, land, art, history and modern issues. (DH) and (H)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent or instructor approval.
Recommended Prep: HAW 101

HWST 261 Hawaiian Literature (3)

A survey of Hawaiian literature in English translation is studied in the context of the Hawaiian culture. Its characteristics, forms, relation to other Hawaiian arts, history and society are examined. Hawaiian literature can include but is not limited to prose narration, poetry and orature. (DL)
Prerequisite: ENG 100 with a grade of C or better or equivalent.
Rec Preparation: HWST 107
Effective Spring 2012, formerly HUM 261

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 may meet the Hawaiian Focus requirement at UH Mānoa. (H)
Prerequisite: ENG 100 with a grade of C or better or equivalent.

HWST 291 Contemporary Hawaiian Issues (3)

This course is a critical study and interdisciplinary introduction to contemporary, domestic and international Hawaiian issues within their historical, social, cultural and political contexts.
Prerequisite: ENG 100 with a grade of C or better or equivalent and HWST 107 with a grade of C or better.

HEALTH (HLTH)

HLTH 110 Medical Terminology (2)
Medical Terminology includes pronunciation, spelling, and definition of medical terms pertaining to all systems of the body and supplementary terms applicable to specialty areas of medicine, selected paramedical fields, medical assisting and coding. Emphasis is on increasing professional vocabulary and proficiency in spelling and medical terms.
Prerequisite: ENG 21 with a grade of C or better or equivalent.

HLTH 120 Introduction to the Health Professions (1)
This course introduces students to the concepts of health and disease, health care systems, organizational structure and function of primary, tertiary, and community-based health facilities, health care ethics, and the health care team in individualized patient care.
Prerequisite: ENG 21 with a grade of C or better or equivalent.

HLTH 125 Survey of Medical Terminology (1)
HLTH 125 develops the students' knowledge of prefixes, suffixes, and word roots used in medical terminology to help students analyze, understand and correctly use medical terms. 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)

HPER 130 Beginning Tennis (1)
Beginning Tennis introduces students to the basics of playing tennis. These basics include strokes, strategies, rules for playing tennis and court etiquette.
Rec Preparation: Good physical health.

HISTORY (HIST)

HIST 151 World Civilizations I (3)
A survey of the development of world cultures, institutions and thought from the earliest times to 1500 A.D. Emphasis is given to broad relation- ships 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.
(Effective Spring 2012: Title: World History I,
Prerequisite: ENG 22 with a grade of C or better or equivalent,
or consent of instructor. Rec Preparation: ENG 21)

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.
(Effective Spring 2012: Title: World History II,
Prerequisite: ENG 22 with a grade of C or better or equivalent,
or consent of instructor. Rec Preparation: ENG 21)

HIST 231 Modern European Civilizations I (3)
Political evolution and major economic, social, and cultural development of European states, 1500-1800. (DH)
Prerequisite: ENG 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 Asian Civilizations I (3)
A survey of the history of Asian civilizations with emphasis upon Japan, China, Korea, South Asia, and Southeast Asia from their earliest development to approximately 1500 CE. (DH)
Prerequisite: ENG 22 with a grade of C or better or equivalent.
Rec Preparation: HIST 151 is helpful but not necessary.

HIST 242 Asian Civilizations 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 251 Islamic Civilization (3)
History 251 focuses on the history and culture of the Muslim World from the rise of Islam in the seventh century to about 1500.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.
Recommended Preparation: HIST 151 or REL 151.
(formerly HIST 297C)

HIST 260 Twentieth Century World History (3)
This course covers the major individuals and political, economic, social, and culture events of the world during the twentieth century. Emphasis will be placed on global relationships, conflict, and changing patterns of interaction among cultures and peoples in an era of near-constant change. (DH)
Prerequisite: ENG 22 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)

This course is a survey of the history of the Hawaiian Islands from Polynesian origins to contemporary multi-cultural society. The course focuses on social, economic, and political developments through history, further examining the Hawaiian responses to these developments. (DH) and (H)
Prerequisite: ENG 100 or equivalent with a grade of C or better.

HORTICULTURE (HORT)

HORT 110 Hawai'i Horticulture & Nutrition (4)

Provides hands-on learning in Leeward CC's shade house and gardens in propagation, cultivation, and uses of native, Hawaiian traditional and other cultural plants found in Hawai'i.   Proper nutritional principles are applied to plant uses including food preparation. Internet applications for marketing, developing micro-propagation skills, field trips, guest speakers and student projects provide additional active learning opportunities. Lab attendance required. (DB)
Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

HOTEL AND LODGING OPERATIONS (HOST)

HOST 140 Hotel and Lodging Operations (3)

Provides an overview of the history and evolution of the hotel and lodging industry. Emphasizes the interrelationship and management of various departments including front office, food and beverage, housekeeping, human resources, finance and marketing and sales.
Prerequisites: ENG 21 and ENG 22 or equivalent with a grade of "C" or better or with instructor's approval.
Rec Preparation: TIM 101

HUMAN SERVICES (HSER)

HSER 100 Self Exploration (3)

his group process course provides an opportunity for student exploration of personal values, attitudes, and the development toward goals to attain greater insight and understanding of self and others. The students will be encouraged to identify and assess personal characteristics that are hampering their growth and a method for developing a personal action plan. Critical self-reflection and analysis within a life stage model of development will occur over the course of the semester. The focus will be on reflectively relating oneself to selected course topics to increase self and other awareness. lt 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. lt is designed to provide knowledge and skill development in selecting group members, establishing group norms and goals, setting group climate, developing group activities, promoting group and individual growth, and making appropriate group interventions. Student will be a member of an in-class group and also be responsible for facilitating a group. Theories of group counseling will also be reviewed. This course supports the development of a knowledge and skill base for those students who are interested in entering or currently working in any of the helping professions.
Prerequisite: ENG 22 with a grade of C or better or equivalent and HSER 100, or consent of instructor.

HSER 256 Sexual Assault and Family Violence (3)

This course is designed to create an awareness of the problems of abuse, violence and sexual assault, to explore intervention strategies, and to identify community resources (medical, legal, and counseling services) which attempt to deal with these issues. In addition, the course provides individuals with an opportunity to explore their own personal feelings and values related to norms and trends in regards to family violence in our society.
Prerequisite: ENG 22 with a grade of C or better or equivalent.

HSER 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 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)

A survey of Hawaiian literature in English translation is studied in the context of the Hawaiian culture. Its characteristics, forms, relation to other Hawaiian arts, history and society are examined. Hawaiian literature can include but is not limited to prose narration, poetry and orature. (DL)
Prerequisite: ENG 100 with a grade of C or better or equivalent.
Rec Preparation: HWST 107
(HUM 261 will become HWST 261 effective Spring 2012)

HUM 262 Literature of Oceania (3)

This course studies and analyzes Pacific writers of the 19th and 20th centuries outside Hawai'i. Students focus on the interaction between and among people from across Oceania through these works. Themes such as place and identity, cultural norms and ideals, and responses to change, diaspora, assimilation, alienation, colonialism, marginalism. and issues of nationalistic movements in Oceania will be discussed. The works will be read as pieces of literature while carefully considering their poetic and narrative forms. Although stereotypes of Pacific Islanders have existed through history, Pacific writers have emerged to tell their stories, battling misconceptions. (DL)
Prerequisite: ENG 100 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 course covers the fundamental concepts in database technology, including storage structures, access methods, recovery, concurrency and integrity. The relational model and its implementation will be covered in depth together with an overview of SQL and its role in application development. The course will also present an overview of database administration, including modeling and design activities. A substantial part of the course involves the development of an understanding of database concepts. (45 lecture hours)

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, 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.

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) (DO)

Prerequisite: DMED 120 and ICS 113 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 onstructor.

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 onstructor.

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 onstructor.

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 or consent of instructor.

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 (3)

This course will introduce students to college life and focus on essential transitional elements that promote academic success and personal goals. Students will have an opportunity to become familiar with college and community resources, acquire skills which support academic achievement and provide opportunities to develop personal goals, self confidence and personal responsibility for lifelong learning.
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 197E Experiencing Language & Culture through Community Involvement (3)

This course is designed to introduce students to the language and culture of the particular host country of the study abroad program including a service-learning component. The language instruction includes basic phrases learned in task-based situations for use during the program. The culture component includes readings, discussions, and site visits to introduce the host culture. The service learning component involves students working with the local community in organizations designated by the partner institution in the host country. Open only to students on study abroad programs.

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 or equivalent 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)

JPNS 101 Elementary Japanese I (4)

A course designed to teach the fundamentals of the language and culture of modern Japanese. Emphasis is placed on development of listening, speaking, reading, and writing skills using hiragana and katakana.
Rec Preparation: ENG 22 with a grade of C or better or equivalent.

JPNS 102 Elementary Japanese II (4)

Continuation of JPNS 101. Continued emphasis is place on listening and speaking skills, while an increased concentration is placed on reading and writing with introduction of kanji.
Prerequisite: JPNS 101 with a grade of C or better, or equivalent.
Rec Preparation: ENG 22 with a grade of C or better or equivalent.

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 197A Japanese for Customer Service (3)

A course designed to develop basic oral communication skills used in customer-service industry such as hotel, restaurant, or retail stores.
Rec Preparation: ENG 22 with a grade of C or better or equivalent.

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)

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 and feature writing techniques.
Prerequisite: ENG 100 with a grade of C or higher or equivalent or approval of Language Arts Division
Rec Preparation: Keyboarding experience.

JOUR 285 Newspaper Production Laboratory (3)

Complete production of the student newspaper including fact gathering, writing editing, layout, and photography. May be repeated for credit with consent of instructor.
Prerequisite: Completion of ENG 100/ENG 100E with a grade of C or better or consent of instructor.
Rec Preparation: Ability to use word processor. Basic knowledge of grammar, punctuation, and word usage.

KOREAN (KOR)

KOR 101 Elementary Korean I (4)

A course designed to teach the fundamentals of the language and the culture of the modern Korean. Emphasis is placed on the development of listening, speaking, reading, and writing skills.
Rec Preparation: ENG 22 with a grade of C or better or equivalent.

KOR 102 Elementary Korean II (4)

Korean 102 continues to build a basic foundation that will enable students to acquire and develop language skills in listening, speaking, reading, and writing in Korean in a linguistically and culturally appropriate manner.
Prerequisite: KOR 101 with a grade of C or better, or KOR 101 equivalent by placement test or instructor.
Rec Preparation: ENG 22 with a grade of C or better or equivalent.

KOR 201 Intermediate Korean I (4)

KOR 201 is the first half of an intermediate course in Korean. Four language skills, speaking, listening, reading and writing introduced in the elementary level course will be reinforced. Students in this course will develop language skills in a linguistically appropriate manner.
Prerequisite: Korean 102 with a grade of C or better, or Korean 102 equivalent by placement test or consent of instructor.
Recommended Preparation: ENG 22 with a grade of C or better or equivalent.

KOR 202 Intermediate Korean II (4)

KOR 202 is the second half of an intermediate course in Korean. Four language skills, speaking, listening, reading and writing introduced in the elementary level course will be reinforced. Students in this course will develop language skills in a linguistically appropriate manner.
Prerequisite: Korean 201 with a grade of C or better, or Korean 201 equivalent by placement test or consent of instructor.
Recommended Preparation: ENG 22 with a grade of C or better or equivalent.

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 19), reading (ENG 18), and MATH 22 or higher.

LINGUISTICS (LING)

LING 102 Introduction to the Study of Language (3)

An investigation of the nature and workings of language: its composition (sound system, grammatical structure, and lexicon); representation (oral and written); and divergence (relationships between languages of the world). General linguistic principles applicable to all languages will be covered. (DH)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better, or consent of the Language Arts Division.

MANAGEMENT (MGT)

MGT 120 Principles of Management (3)

An introduction to management functions including planning, organizing, directing, and controlling from an organizational viewpoint. Included are contemporary studies that relate to communication, motivation, leadership styles, and decision making. (45 lecture hours)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

MGT 121 Customer Service (3)

Builds and maintains the critical skills and understanding necessary to be a dynamic and successful member of today's rapidly-growing service economy. Individuals who work with customers will gain insight into customer behavior and attitudes and develop strategies to create positive customer relationships encountered in various situations on the job. (45 lecture hours).
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

MGT 122 Human Relations in Business (3)

Covers individual and group interactions in business today. Areas emphasized include communication, motivation, individual and group behavior, leadership, teamwork, change and diversity. (45 lecture hours)
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

MGT 124 Human Resource Management (3)

Introduction to principles, organizations and techniques of personnel administration including procurement and placement, improvement of performance, management and labor relations, remunerations and security and other services provided to the firm by the personnel section. Designed to give students an operational knowledge of the activities involved in personnel management relations in regard to their future roles in business. (45 lecture hours)
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent. 2 years full-time work experience or equivalent.

MGT 125 Starting a New Business (3)

Surveys the business environment, establishment of a firm, decision-making processes, marketing assessments, financing, operations considerations, and government regulations. Covers development of a business plan. Designed for those who wish to start or are currently operating their own business.
Prerequisite: Completion of or concurrent enrollment in ENG 21 and ENG 22 or equivalent or consent of instructor.
Rec Preparation: BUS 120, MKT 120.

MGT 125B Starting A Business I (1)

This course covers the personal, legal/regulatory/licensing and tax requirements of starting a business. Additionally, students will explore new business idea development and perform basic market research.
Recommended Preparation: Completion of or concurrent enrollment in ENG 21 or ENG22 or equivalent or consent of instructor.

MGT 125C Starting A Business II (1)

This course covers the starting a business topics of: location factors, leasing, purchasing a business, franchise opportunities, business opportunity analysis, start-up financing, and Small Business Administration loans.
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.
Prerequisite: BUS 120, MGT 120, MGT 122, MGT 124, ENG 209, and SP 151 all with a C grade or better.
Rec Preparation: ACC 124 or ACC 201, MKT 120.

MARKETING (MKT)

MKT 120 Marketing in a Global Economy (3)

Introduction to marketing concepts and the application to the process of marketing products, services, and ideas to provide value and benefit to both for-profit and non-profit organizations. Student will develop an understanding of the marketing process, analyze marketing opportunities and develop strategies to fulfill the needs of target markets.
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.

MKT 130 Principles of Retailing (3)

An introductory view of retailing and its relative position in the marketing chain. Primary emphasis is on the basic functions of a retail store, including finance and control, operations, personnel, merchandising and sales promotion.
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent or consent of instructor.
Rec Preparation BUS 120 and MKT 120.

MKT 150 Principles of Selling (3)

An introduction to personal selling that can be applied to retail selling, direct personal selling or business to business selling. This course covers the principles of obtaining, retaining and growing a profitable customer base through ethical principles of relationship selling. MKT 150 covers the steps in the selling process, sales presentations, and time and territory management.
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent, or consent of instructor.
Rec Preparation: BUS 120 and MKT 120.

MKT 160 Principles of Advertising (3)

An introductory view of advertising and its marketing role in selling a product. A non- technical, practical approach involving basic media evaluation, media rates and purchasing methods, advertisement creation and production, including layouts and television. A hands-on application related to the business world is emphasized.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

MATHEMATICS (MATH)

MATH 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 9 Whole Number Skills (1)

Math 9 covers arithmetical operations with whole numbers, and introduces the concepts of fractions, decimals, and percent. Estimation and associated applications will also be included.
Corequisite: MATH 16

MATH 16 Math Study Skills (1)

Students in MATH 16 study and apply essential study skills needed to succeed in mathematics and other mathematics-related courses. Techniques to reduce math and test anxiety, note-taking skills, time management, study techniques, and math test-taking skills are emphasized. This course is recommended for students taking their first developmental math course.

MATH 18 Essential Mathematics for Algebra (3)

MATH 18 covers essential mathematical concepts and procedures needed for success in Elementary Algebra: properties of and operations with whole numbers, fractions, mixed numbers, decimals, integers, signed numbers, and exponents, ratios, proportion, and percent with applications variable expressions and simplification elementary linear equations with applications and basic plane geometry.
Prerequisite: Any one of the following, or an articulated equivalent, within the past two years: C or better in MATH 1B OR qualifying placement test score (21 or higher in the COMPASS pre-algebra placement domain) Formerly MATH 97.

MATH 22 Pre-Algebra Mathematics (3)

MATH 22 provides students who have a solid background in basic arithmetic with the computational, problem-solving, and analytical skills needed for study in algebra. The emphasis is on fundamental concepts: operations with integers, fractions, and signed numbers, study of geometric figures, ratios, proportions, and percents, and an introduction to variables, expressions, solving equations and translating verbal statements into algebraic expressions and equations. Interpreting, modeling and solving applied problems are emphasized throughout the course.
Prerequisite: Any one of the following, or an articulated equivalent, within the past two years: C or better in MATH 1B OR qualifying placement test score (31 or higher in the COMPASS Pre-Algebra placement domain).

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.
Effective Spring 2012: Course description: MATH 50C covers the mathematical techniques and applications necessary to perform tasks and solve problems encountered by automotive technologists. Mathematical topics include arithmetic operations, geometry, ratio, proportion, and percent. Applications include major automotive systems, including engines, electrical, drive train, chassis, and ventilation. Prerequisite: Any one of the following within the past two years will qualify a student for MATH 50C: C or better in MATH 1B; OR CR in MATH 18; OR qualifying placement test score (30 or higher in COMPASS pre-algebra); OR consent of instructor.

MATH 50H Technical Mathematics 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.
Prerequisite: Any one of the following, or an articulated equivalent, within the past two years: C or better (or CR) in Math 18 OR C or better in MATH 22 OR Qualifying placement test score (47 or higher in the COMPASS prealgebra placement domain)

MATH 82 Accelerated Algebraic Foundations (4)

MATH 82 covers essential algebraic concepts and procedures needed for success in College Algebra, Survey of Mathematics, and Statistics courses: signed numbers, exponents, roots, and radicals, expressions and polynomials, special products, factoring, linear equations, inequalities, and systems, quadratic equations, rational expressions and equations, graphing, function notation, and applications.
Prerequisite: Any one of the following, or an articulated equivalent, within the past two years: CR in MATH 18 OR B or better in MATH 22 OR qualifying placement test score (30 or higher in the COMPASS algebra placement domain). Formerly MATH 98.
[Effective Spring 2012: Prerequisites: Any one of the following, or an articulated equivalent, within the past two years: CR in MATH 18 OR C or better in MATH 22 OR qualifying placement test score (30 or higher in the COMPASS algebra placement domain).]

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.
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: Any one of the following, or articulated equivalent, within the past two years: C or better (or CR) in MATH 82, OR C or better in MATH 83, OR qualifying placement test score (50 or higher in the COMPASS Algebra placement domain).

MATH 103 College Algebra (3)

Functions, graphs, and their properties are studied by generalizing and interpreting techniques initially introduced in elementary algebra. Simplification techniques are used to define, simplify, and derive elementary properties of linear, quadratic, rational, exponential and logarithmic functions. Equation, system, and inequality solving techniques are used to determine the domain and range, and analyze the nature of the roots and intersection points, of functions and graphs. (FS)
Prerequisite: Any ONE of the following, or an articulated equivalent, completed within the past two years: C or better (or CR) in MATH 82 OR C or better in MATH 83 OR qualified placement test score (62 or higher in the COMPASS algebra placement domain).

MATH 111 Math for Elementary Teachers I (3)

This course covers understanding, communicating, and representing mathematical ideas, problem solving and reasoning. Topics includes operations and their operations, sets, counting, patterns, and algebra. This course is intended for elementary education majors.
Prerequisite: C or better in 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.
Prerequisite: Any one of the following, or articulated equivalent, completed within the past two years: C or better (or CR) in MATH 82, OR C or better in MATH 83 or equivalent, OR qualified placement test score (50 or greater in the COMPASS Algebra placement domain)

MATH 135 Pre-Calculus: Elementary Functions (3)

MATH 135 focuses on a functional approach to algebra. Polynomial, rational, exponential, and logarithmic functions and their graphs are studied in detail. Associated properties are used to solve equations, inequalities, and applications. This course is especially recommended for students interested in a STEM (science, technology, engineering, or mathematics) field. (FS)
Prerequisite: Any one of the following, or an articulated equivalent, within the past two years: C in MATH 103 OR qualified placement test score (COMPASS minimum of 75 in algebra or 56 in college algebra) OR "prepared" designation in the Algebra II End-Of-Course exam.

MATH 140 Pre-Calculus: Trigonometry and Analytic Geometry (3)

Math 140 covers the concepts of trigonometry and analytic geometry needed for the study of Calculus. The topics include: the properties and graphs of trigonometric, circular, and inverse functions; solution of triangles; identities; solution of trigonometric equations; conic sections; polar coordinates; and parametric equations. (FS)
Prerequisite: Any one of the following, or an articulated equivalent, within the past two years: C or better in Math 135 OR qualifying placement test score (71 or higher in the COMPASS College Algebra placement domain).

MATH 140X Accelerated Pre-Calculus: Elementary Functions, Trigonometry, & Analytic Geometry (4)

MATH 140X is designed to provide an accelerated path to Calculus to students who have a strong background in College Algebra. Topics include the essential pre-calculus skills needed for success in calculus: functions, with special attention to polynomial, rational, exponential, logarithmic, and trigonometric functions; plane trigonometry; polar coordinates; and conic sections. Credit may not be earned for both MATH 140 and MATH 140X. (FS)
Prerequisite: Any one of the following, or an articulated equivalent, within the past two years: A in MATH 103 OR C in MATH 135 OR qualified placement test score (62 or higher in the COMPASS college algebra placement domain) OR "well prepared" designation in the Algebra II End-Of-Course exam OR instructor consent.

MATH 203 Calculus For Business and Social Sciences (4)

MATH 203 introduces and develops the basic calculus concepts and techniques, which include limits, derivatives, curve sketching, integration, and partial derivatives. These concepts and techniques are used to analyze and solve problems with an emphasis on applications commonly encountered in business management and the social sciences. (FS)
Prerequisite: MATH 135 with a C or better.

MATH 205 Calculus I (4)

Introduces and develops basic calculus concepts and procedures: limits, continuity, derivatives, and an introduction to integration of single-variable algebraic and trigonometric functions. Derivations of algorithms and formulas, and proofs of important theorems, are included. Applications of differentiation and integration are introduced to bridge theory and practice. (FS)
Prerequisite: Any one of the following, or articulated equivalent, within the past two years: C or better in MATH 140, OR C or better in MATH 140X, OR qualified placement test score (46 or higher in COMPASS Trigonometry).

MATH 206 Calculus II (4)

Second course in the calculus sequence. The course extends differentiation and integration to single-variable inverse trigonometric, logarithmic, and exponential functions. Topics include techniques of integration, convergence of improper integrals, sequences and series, Power and Taylor series representations of functions, and an introduction to differential equations.
Prerequisite: C or better in MATH 205, or articulated equivalent, within the past two years. NOTES: The admissions and records office maintains a database of articulated equivalent courses. The two-year time limit on recognition of math course prerequisites is a UHCC system-wide agreement formulated by the Math Program Coordination Council (Math PCC).

MATH 206L Calculus II Computer Lab (1)

MATH 206L students will be introduced to the use of symbolic computer software for solving calculus problems such as differentiation, max-min theory, curve sketching, numerical integration, Newton's method, infinite series, elementary differential equations, and some supplementary topics. This course will enhance and add perspective to calculus, as well as demonstrate that mathematical computer software is an important tool in mathematics.
Prerequisite: MATH 206 concurrent, or C or better in MATH 206 (or articulated equivalent) within the past two years

MATH 231 Calculus III (3)

Vector algebra, vector-valued functions, differentiation in several variables, and optimization.
Prerequisite: C or better in MATH 206 or equivalent (within the past two years) This course carries the Community College system-wide agreement of two-year limit on prerequisites for Math courses. This agreement is set by a policy formulated by the Math Program Coordinators Council (Math PCC).

MATH 232 Calculus IV (3)

Math 232 is the fourth course in the calculus sequence. Topics include multiple integrals, line integrals, Green's Theorem, surface integrals, Stokes' Theorem, Gauss's Theorem, and differential equations.
Prerequisite: C or better in MATH 231 or equivalent (within the past two years).

MECHANICAL ENGINEERING (ME)

ME 213 Introduction to Engineering Design (3)

Introductory to experience in analysis, synthesis, computer-aided design, and communication used in solving engineering problems. Also covers engineering professional ethics and social responsibility.
Prerequisite: high school physics and chemistry (or PHYS 100B and CHEM 151B) and credit or concurrent registration in MATH 205.

METEOROLOGY (MET)

MET 101 Introduction to Meteorology (3)

Introduction to Meteorology studies basic atmospheric physics, Sun-Earth-atmosphere-ocean-human interrelationships, major weather systems and forecasting, with special emphasis on Hawai'i. For both science and non-science majors and prospective science teachers.
Prerequisite: Any one of the following or equivalent: CR in MATH 82, or C or better in MATH 83, or instructor consent.

MICROBIOLOGY (MICR)

MICR 130 General Microbiology (3)

This course covers the fundamentals of microbiology and the role of microorganisms in the environment and in human affairs. Viruses, bacteria, algae, protozoa and fungi are described and their economic importance is discussed. Other topics include cell structure and metabolism; microbial genetics; medical, food, water and soil microbiology. Emphasis is given to medical aspects—bacterial and viral diseases, immunology and chemotherapy. Class meets for 3 hours of lecture per week. (DB)
Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent

MICR 140 General Microbiology Laboratory (2)

Experiments involve aseptic technique and manipulation of microorganisms under laboratory conditions to illustrate the basic principles of microbiology. Primarily for students majoring in the health sciences. Class meets for two 2-hour lab sessions per week. (Formerly MICR 130L) (DY)
Prerequisite: Completion of 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 1B 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. (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, basic musicianship skills, and stage presence. Solo performance of songs will be required. Concurrent enrollment in Music 108 is strongly recommended. (45 lecture/lab hours) (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) (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) (DA)

MUS 121E Pop/Folk Guitar I (2)

Introductory classroom instruction in folk and popular styles of guitar playing: technique, music reading, chord symbols, song accompaniment patterns, stage etiquette, and ensemble performance. (45 lecture/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 Hawai'i 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 Hawai'i is included. (1 hr. lecture/2 hr. lab) (DA)

MUS 122B Intermediate Voice Class (2)

Continuation of MUS 121B (formerly MUS 123) 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. Basic musicianship skills will be actively applied in the learning of songs. This class provides students an opportunity to investigate and integrate motion and emotion in a song. Solo and group performances of songs will be required. May be repeated once for additional credit. Concurrent enrollment in MUS 108 or MUS 180 is strongly recommended. (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) (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) (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) (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)
Prerequisite: Audition or consent of instructor required.
Rec Preparation: Previous choral experience and MUS 121B.

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.
Effective Spring 2012: Course description: Advanced voice class is a continuation of MUS 122B (formerly MUS 124). This course is designed for the experienced voice students. Class work includes individual instruction in a master-class situation and lectures are given to aid students in their development and understanding of the art and science of singing. Students are encouraged to refine their vocal technique and to identify the elements that contribute to the effective communicator-performer. May be repeated for additional credit. (45 lecture/lab hours) (formerly MUS 223) (DA)
Prerequisite: MUS 122B or consent of instructor. Rec Preparation: MUS 108

MUS 221C Intermediate Piano Class I (2)

Music 221C is a continuation of Music 122C, Beginning Piano Class II, with a focus on developing a repertoire of piano literature of intermediate levels. This course will continue to develop keyboard skills, basic musicianship skills to include music reading, improvising, transposing, harmonizing, and ear training. Performance skills will continue to be emphasized. (45 lecture/lab hours) (DA)
Prerequisite: MUS 122C or consent of instructor.

MUS 221D Woodwind, Brass or Percussion (2)

Offers three hours per week of Master Classes and recital preparation. May be repeated for additional credit. This course is intended for students who are experienced on a wind or percussion instrument. (45 lecture/lab hours) (DA)
Prerequisite: MUS 122D or consent of instructor.

MUS 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) (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 232B effective Spring 2012

Effective Spring 2012: MUS 232B Applied Music: Voice (1)
Offers individual music instruction for intended music majors. May be repeated for additional credits. Prerequisite: Audition and instructor's approval. Corequisites: Must be concurrently enrolled in a vocal ensemble, Music 114 or Music 201, and a music theory class. Recommended preparation: MUS 121B

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 ENG 18 or 19, 21 or 22.

OCN 201 Science of the Sea (3)
Structure, formation, and features of ocean basins; seawater properties and distributions; currents; waves; tides; characteristics of marine organisms; marine ecological principles; man and the sea. Field trip required. (DP)
Rec 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)
Experiments, exercises, and field trips demonstrating the geological, physical, chemical and biological principles of earth and ocean sciences. (DY)
Prerequisite: Credit or concurrent registration in OCN 201.
Rec Preparation: Completion of MATH 22 and ENG 21 with a grade of C or better or equivalent.

PACIFIC STUDIES (PACS)

PACS 108 Pacific Worlds (3)
Introduces students to the geography, societies, histories, cultures, contemporary issues, and arts of Oceania, including Hawai'i. Combines lecture and discussion that emphasize Pacific Islander perspectives and experiences.
Prerequisite: ENG 21 and ENG 22 or equivalent with a grade of C or better, or instructor approval.
Rec Preparation: ENG 100 and HWST 107.

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 diods. 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: scientific calculator. (DP)
Offered Fall Semester only.
Prerequisite: credit or concurrent registration in MATH 140.
(Effective Spring 2012: Prerequisite: MATH 140 or MATH 140X with a C or better or by consent of instructor.)

PHYS 151L College Physics Laboratory (1)

An experimental analysis (laboratory) course paralleling PHYS 151 in content and mathematical level, intended for science majors. Class meets once a week for 3-hour sessions. (DY)
Offered Fall Semester only.
Prerequisite: credit or concurrent registration in PHYS 151

PHYS 152 College Physics II (3)

The second course in a two-semester sequence in introductory physics intended for science majors. Emphasis is split between concepts and mathematical applications. Algebra, trigonometry and geometry are used; calculus is not. Course includes electricity and magnetism, wave motion, optics, and atomic and nuclear physics. Required: Pocket trig-type calculator. (DP)
Offered Spring Semester only.
Prerequisite: PHYS 151.

PHYS 152L College Physics Laboratory II (1)

An experimental analysis (laboratory) course paralleling PHYS 152 in content and mathematical level, intended for science majors. Class meets once a week for 3-hour sessions. (DY)
Offered Spring Semester only.
Prerequisite: credit or concurrent registration in PHYS 152.

PHYS 170 General Physics I (4)

A rigorous introductory course in classical mechanics and thermodynamics for physical science and engineering majors, emphasizing the mathematical techniques used in the explanation of physical phenomena. (DP)
Prerequisite: MATH 205 and PHYS 100 or high school physics.

PHYS 170L General Physics I Laboratory (1)

Experimental analysis in mechanics emphasizing error analysis, measurement techniques, and report writing. (DY)
Prerequisite: credit or concurrent registration in PHYS 170.

PHYS 272 General Physics II (3)

The second course in introductory general physics covering electromagnetism and optics for physical science and engineering majors. Class meets for 3 hours of lecture per week. (DP)
Prerequisite: MATH 206 and PHYS 170.

PHYS 272L General Physics II Laboratory (1)

Experimental analysis in electricity, magnetism and optics. (DY)
Prerequisite: credit or concurrent registration in PHYS 272.

PHYS 274 General Physics III (3)

Modern physics, consisting of relativity, introduction to quantum mechanics, atomic and nuclear physics, and physical optics; the last of the rigorous three-semester introductory physics sequence. Required of physical science and engineering majors (except CE). Class meets for 3 hours of lecture per week.
Prerequisite: PHYS 152 or PHYS 272.

PLANT BIOSCIENCE TECHNOLOGY

PBT 100 Orientation to Hawai'i's Agriculture Industry (1)

Familiarizes students with different agricultural operations/systems in Hawai'i through lectures, guest speakers and field trips.

PBT 141 Integrated Pest Management (3)

Introduction to the principles involved in the control of plant pests including diseases, insects, mites, nematodes, and weeds. Various methods of controlling pests, including the correct method of selecting and applying pesticides will be covered. A presentation on one example of Integrated Pest Management will be required.
Prerequisite: CHEM 151B or equivalent or consent.

PBT 200 Introduction to Plant Science (3)

Introduces botany and plant physiology. Relation of plants, nutrients, and environment, cultural practices to tropical crop production.
Prerequisite: BIOL 101 or BIOL 171 or consent.
Corequisite: PBT 200L.

PBT 200L Introduction to Plant Science Lab (1)

Cultivation of selected economic crops using seed to seed model in student gardens or greenhouse. Perform field and laboratory tests involving plant, soil and seeds.
Prerequisite: BIOL 101 or BIOL 171 or consent.
Corequisite: PBT 200 or completion of equivalent course.

PBT 264 Introduction to Horticulture and Plant Propagation (3)

Introduces various divisions of horticulture with a focus on plant propagation. Theoretical and applied aspects of sexual and asexual reproduction of plants. Propagation of selected plants by seed, cuttings, grafting, layering, and micropropagation/tissue culture.
Prerequisite: PBT 200 or consent.
Rec Prep: CHEM 151 or equivalent.

PBT 275 Introduction to Crop Improvement (4)

Introduces the genetic principles and practices for the improvement of crop plants. Through lectures and hands-on laboratories, students will learn tools employed by plant breeders to create genetic variation and perform selection on self-pollinated, cross-pollinated and clonally propagated crops.

Prerequisite: PBT 200 or equivalent with a C or better or instructor's consent.

PBT 290B/C/D/E Plant Bioscience Technology Internship (1-4)

The course provides supervised experiential-learning with an employer. The nature of the job or project is variable but will be designed to provide opportunity for workplace experience. Maximum credit for PBT internships may not exceed 4 hours.

Prerequisite: PBT 275 with a C or better or instructor's consent.
PBT 290B is for one credit and requires 60 to 119 hours of work; PBT 290C is for two credits and requires 120 to 179 hours of work; PBT 290D is for three credits and requires 180 to 239 hours of work; PBT 290E is for four credits and requires 240 or more hours of work.

POLITICAL SCIENCE (POLS)

POLS 110 Introduction to Political Science (3)

This course is an introduction to the discussion of politics as an activity and of political problems, systems, ideologies, and processes. (DS)

Rec Preparation: ENG 21 and 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 Hawaiʻi (3)

An examination of contemporary Hawaiʻi political institutions, processes, issues, and personalities at the State and County levels, Hawaiʻi's place in the national and international political arenas, and the future of politics in Hawaiʻi. 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 adulthood; interest and abilities at different age levels. (DS)

Prerequisite: PSY 100 with a grade of C or better, or consen of instructor.

PSY 250 Social Psychology (3)

Interpersonal relations: social attitudes; group dynamics; intergroup relations, class cultural influence.

Prerequisite: PSY 100 with a grade of C or better or consent of instructor.

PSY 260 Psychology of Personality (3)

Scientific study of personality, its theories, assessment, development and relationships to cultural-social determinants. (DS)

Prerequisite: PSY 100 with a grade of C or better or consent of instructor.

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.

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 (4)
This course introduces students to the environment of the Hawaiian Islands and the factors that endanger Hawai'i's unique ecosystems. Students will examine the biological, botanical, chemical, geological, meteorological, oceanographic, and physics-related aspects of the Hawaiian Islands. Hands-on exercises and laboratory and fieldwork are emphasized to enable students to understand the application of scientific methods to environmental stewardship. (DP+DY)
Rec Preparation: MATH 22 and ENG 21 (or equivalent) with a grade of C or better.

SCI 122 Introduction to Science-Physical (4)
An introduction to the philosophy and history of science form the perspective of the physical scientist. Topics covered include: the evolution of the scientific approach to problem solving, interrelationships between science and technology. To illustrate these topics, examples from the history of physical sciences will be used. The lab is required and allows the student to perform discovery-type activities. (DP+DY)
Rec Preparation: MATH 83 or one year of high school algebra.

SOCIAL SCIENCE (SSCI)

SSCI 101 Self-Development (3)
This course will increase students' awareness and acceptance of their own personal and cultural values and background, develop learning strategies and communication skills, and address personal attitudes and barriers so as to provide opportunity for educational success. This course is repeatable.
Rec Preparation: ENG 18 and 19 or equivalent

SSCI 130 Human Sexuality (3)
A survey of various aspects of human sexuality, academic and personal. Resource persons, films and reading will be used to examine human sexual functions, behavior and attitudes with emphasis on contemporary research and thought in the fields of anthropology, economics, philosophy, physiology, sociology, psychology, ethics and religion.
Prerequisite: ENG 21 or ENG 22 with a grade of C or better or equivalent.

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.
(Effective Spring 2012: Prerequisite: ENG 22 with a grade of C or better or equivalent. No Rec Preparation.)

SOC 151 Introduction to Sociology of Food (3)
Introduction to the sociological analysis of food by challenging students to think critically about issues involving food production, food consumption behaviors, and the controversies surrounding food production and the environmental impact of food production practices. Students will also evaluate social justice issues related to food and current social movements that have emerged to address these issues. (DS)
Rec Preparation: ENG 22 with a grade of C or better or equivalent.
(Effective Spring 2012: Prerequisite: ENG 22 with a grade of C or better or equivalent. No Rec Preparation.)

SOC 214 Introduction to Race and Ethnic Relations (3)
This course examines race and ethnic relations from a global perspective. Social, economic and political problems associated with perception, existence, and accommodation of varying racial and ethnic groups within the wider society are examined. (DS)
Rec Preparation: SOC 100.
(Effective Spring 2012: Prerequisite: ENG 22 with a grade of C or better or equivalent. Rec Preparation: SOC 100)

SOC 218 Introduction to Social Problems (3)
Application of a social perspective to selected problems afflicting modern industrial societies. Emphasis on understanding the nature, causes, and effects of selected social problems. Different research data and theoretical approaches are examined. 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.
(Effective Spring 2012: Prerequisite: ENG 22 with a grade of C or better or equivalent. No Rec Prep)

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 Hawai'i. Fundamental concepts of sociology in the area of race relations are presented with emphasis on Hawai'i's unique potential "melting pot" social environment and the development of an "unorthodox race doctrine" for Hawai'i. Sociological aspects of the various cultural contributions by the ethnic groups to Hawai'i including values, concepts, practices, history, and language are also investigated. (DS)
Rec 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.
(Effective Spring 2012: Prerequisite: ENG 22 with a grade of C or better or equivalent. No Rec Preparation.)

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.

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: ENG 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: ENG 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: This course is frequently taught as a Writing Intensive course, for which students must have completed ENG 100 or equivalent with a C or better.
Rec Preparation: If SP 251 is not designated Writing Intensive, completion of ENG 100 with a C or better is still highly recommended, as students without ENG 100 will find it difficult to complete the course.

TAGALOG (TAG)

TAG 101 Elementary Tagalog/Filipino I (4)

Basic structures of Tagalog with emphasis on listening comprehension, speaking, reading, and writing. Through directed drill and practice in class, the student learns to communicate in idiomatic Tagalog.
Rec Preparation: ENG 22 with a grade of C or better or equivalent.

TAG 102 Elementary Tagalog/Filipino II (4)

Basic structures of Tagalog with emphasis on listening comprehension, speaking reading and writing. Through directed drill and practice in class 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: ENG 100 or higher and MATH 100 or higher.

TVPR 121 Film and Video Graphics (3)

Introduction to video and film graphics. Students will lean about digital and non-electronic graphic production including character generators, color, motion, perspective, teleprompters, set construction, virtual sets, and graphic design.
Prerequisite: ENG 100 or higher, or equivalent and MATH 100 or higher or equivalent, or instructor's approval and TVPR 101, 126, 136, 142 and 151 or instructor's approval.
Corequisite: TVPR 226 and 251 or instructor's approval.

TVPR 126 Introduction to Digital Camera Operation and Lighting Principles (3)

An introduction to contemporary digital video cameras, operating controls, and mounting systems. Basic lighting principles, portable and studio equipment, safety, and operation will be illustrated in theory and application, particularly in relationship to camera operation.
Corequisite: TVPR 101, 136, 142 , and 151 or instructor's approval.
Rec Preparation: ENG 100 or higher, and MATH 100 or higher, or equivalent.

TVPR 136 Audio/Video Engineering (3)

Audio and video engineering fundamentals for television producers and production staff. This introductory course focuses on electrical power sources and generation, proper calibration, readings, and settings of audio and video signal monitoring and testing equipment, connections, adapters, inputs and outputs. Students will learn to diagnose problems and adjust equipment accordingly. Simple troubleshooting, safety, care, and maintenance will also be emphasized.
Corequisite: TVPR 126, 142, and 151 or instructor's approval.
Rec Preparation: ENG 100 or higher, and MATH 100 or higher, or TVPR 101 taken concurrently, or instructor's approval.

TVPR 142 Film and Video Audio: Acquisition and Recording (3)

Delivers theory, knowledge, and skills required for audio acquisition and recording as applied to film and television production. Audio theory, microphones, pickup patterns, frequency and amplitude, digital and analog signals, mixers, recording techniques, production audio devices, Foley, channels and tracks, sound effects, music, troubleshooting, mixing, and monitoring equipment are emphasized.
Corequisite: TVPR 126, 136, and 151 or instructor's approval.
Rec Preparation: ENG 100 or higher, and MATH 100 or higher or equivalent.

TVPR 151 Introduction to Film and Video Digital Editing Principles (3)

An introduction to editing film and video in non-linear digital formats. Topics will include the grammar of the edit, history of film and video editing, analog and digital theories, contemporary formats, magnetic and optical recording and editing, contemporary recording, editing, and playback devices, digital editing file management, edit decision lists, timelines, editing strategies and methodologies, manipulation of audio and creation of simple soundtracks, and contemporary editing software and hardware and operation. Current editing software includes Adobe Premier, Final Cut Pro, and Avid.
Corequisite: TVPR 126, 136, and 142 or instructor's approval.
Rec Preparation: ENG 100 or higher, and MATH 100 or higher or equivalent.

TVPR 210 Film and Video History, Criticism, Ethics, and Aesthetics (3)

Through various international examples and critiques, students will study film and video history, development, and technical milestones, learn, study, question, and practice criticism, and examine ethical problems, responsibilities, and personal solutions. Students will study and examine media literacy. Students will also examine, compare, and contrast the aesthetics of film and video.
Prerequisite: ENG 100 or higher or equivalent, and MATH 100 or higher or equivalent or instructor's approval; TVPR 101, 126, 136, 142, 151, and 211 or instructor's approval.

TVPR 211 Introduction to Film and Video Storytelling and Scriptwriting (3)

Students enrolled in this course will study fiction and non-fiction storytelling forms in film and video. Various genres will be explored and examined. Brainstorming, concepts, treatments, pitching, storyboarding, and scriptwriting formats will be emphasized. Students will produce their own scripts for both film projects shot on video and television projects.
Rec Preparation: ENG 100 or higher, and MATH 100 or higher or instructor's approval.

TVPR 226 Applied Digital Camera Operation, Composition, and Lighting (3)

This course refines and builds on the introductory abilities, knowledge, and skills of basic camera operation, and basic lighting equipment and techniques from the prerequisite TVPR 126. Students will apply that technical knowledge to specific projects. Projects will include criticism and duplication of existing film and video scenes, then move on to creation of independent student projects selected from various genres including narrative drama, news, public service, and documentary storytelling.
Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 126, 136, 142, and 151 or instructor's approval.
Corequisite: TVPR 121 and 251 or instructor's approval.

TVPR 227 Advanced Film and Video Storytelling and Scriptwriting (3)

This course builds upon knowledge and skills from TVPR 211 - Introduction to Film/Video Storytelling & Scriptwriting. Students will generate fiction and non-fiction stories for visual media in various genres. Stories will then be produced in standard professional film and video script and storyboard forms. Emphasis will be on dramatic narrative form including classic Act structures, plot, characterization, and visualization.
Prerequisite: ENG 100 or higher or equivalent; MATH 100 or higher or equivalent; TVPR 211 or instructor's approval.

TVPR 251 Applied Film & Video Digital Editing and Postproduction Audio (3)

This course combines methods, techniques, software, and hardware image editing with audio editing to produce a complete film or video product. The grammar of the edit, on line and off line editing, edit decision lists, A/B roll, cutaways, integration of graphics, continuity editing, complexity editing, context, transitions, time expansion and contraction, mastery of the tools of editing, signal monitoring, continuity, pacing, timing, advanced aesthetics, and ethics will be emphasized. Advanced audio techniques, tools, multi-track soundtracks, and audio effects will be integrated with pictures in order to produce a unified whole. Current editing software includes Adobe Premier, Final Cut Pro, and Avid.
Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 126, 136, 142 , 151 and 211 or instructor's approval.
Corequisite: TVPR 121, 210, and 226 or instructor's approval.

TVPR 276 Advanced Digital Cinematography, Composition & Lighting (3)

This course will provide students with advanced camera and lighting techniques while offering an appreciation of applied film and video aesthetics.
Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 121, 126, 136, 142, 151, 226, and 251 or instructor's approval.
Corequisite: TVPR 291, 294 and 292 or instructor's approval.

TVPR 291 Film and Video Directing, Studio, and Location Production (3)

This course will concentrate on directing techniques and skills for film, and directing techniques and skills for video in the studio and during location production.
Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 121, 126, 136, 142, 151, 210, 211, and 251.
Corequisite: TVPR 276, 292, and 294 or instructor's approval.

TVPR 292 Capstone Project Practicum (3)

This terminal course in the TVPro video production program will require students to apply all appropriate skills and knowledge gained in the Associate in Science TVPro degree program to produce a final ten-minute production.
Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 121, 126, 136, 142, 151, 210, 211, and 226.
Corequisite: TVPR 276, 291, and 294 or instructor's approval.

TVPR 293C Internship & Practicum (3)

This course provides practical work experiences in television where students will apply classroom/lab knowledge and develop job competencies. 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.
Prerequisite: ENG 100 or higher or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 121, 126, 136, 142, 151, 210, 211, 226, 227, and 251.

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 or equivalent; and MATH 100 or higher, or equivalent, or instructor's approval; TVPR 101, 121, 126, 136, 142, 151, 211, 226, and 251.
Corequisite: TVPR 276, 291, and 292, or instructor's approval.

TRAVEL INDUSTRY MANAGEMENT (TIM)

TIM 101 Introduction to Travel Industry Management (3)

Provides an overview of the travel industry and related major business components. Analysis of links between hotel, food, transportation, recreation, and other industries comprising tourism.
Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent

WOMEN'S STUDIES (WS)

WS 151 Introduction to Women (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+DY)

Three lecture and three lab hours per week.
Prerequisite: ENG 21 and 22 with a grade of C or better or equivalent.

ZOOL 200 Marine Biology (4)

An introduction to Hawaiian marine animals and plants, their ecological relationships, structures and systematics. Various shallow water habitats on Oʻahu, including tidepools, mudflats and coral reefs, are explored on field trips. Class meets for 3 hours of lecture and 3 hours of laboratory or field work per week. (DB+DY)

Prerequisite: ENG 21 and ENG 22 with a grade of C or better or equivalent.
Three lecture and three lab hours per week.
Rec 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+DY)

Three lecture and three lab hours per week.
Prerequisite: ENG 100 with a grade of C or better or equivalent; CHEM 151B or CHEM 161B or BIOC 241 with a grade of C or better, or 1 year of high school college-prep chemistry with a grade of B or better within the last 5 years.
Corequisite: Concurrent or prior credit in HLTH 125.
Rec Preparation: (Strongly recommended) MICR 130 or BIOL 101 with a grade of B or better.

ZOOL 241 Human Anatomy and Physiology (4)

Zoology 241 is the second semester of a comprehensive two-semester course which provides a thorough introduction to the structure and function of the human body. ZOOL 241 covers gross anatomy, histology, physiology of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, reproductive systems, as well as basic concepts of inheritance and development. Students will be expected to learn details of anatomy and physiology as well as applying those details in the broader context of whole body function and homeostasis. ZOOL 241 includes a lab component which will include the use of anatomical models and preserved animal dissections and physiology exercises.(DB+DY)

Three lecture and three lab hours per week.
Prerequisite: ZOOL 240 with a grade of C or better.

INDEPENDENT STUDY

Students who wish to design and complete individual study projects geared to their particular interests, aptitudes and needs may register for this option. Plans must be approved by an appropriate faculty member who supervises and grades the project outcomes (usually completed within one semester). This study provides the student with an opportunity to participate in the creation of academic learning experiences geared to individual needs, interests, aptitudes and desired outcomes.

Any student registering at Leeward CC may design an independent study project at one of three levels:
1. Developmental (99)
2. Introductory (199)
3. Enrichment (299)

The study must be managed by at least one student-selected advisor and approved by the advisor's Division Chairperson. While there are no prerequisites, an advisor may recommend particular preparation before a student may undertake a project. The independent study could take the form of self-directed reading, research, fieldwork experience, public performance or an occupational experience.

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

POLICIES

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies-students

POLICIES

Leeward CC Student Conduct Code

As a student at Leeward Community College, you are expected to conduct yourself appropriately on-campus. You may not engage in behavior that violates the rights of others or disrupts the activities of the college. The Student Conduct Code delineates various categories of impermissible behavior and explains the sanctions that may be applied to students who violate one of the rules of the Code.

The categories of impermissible behavior include:

- Personal misconduct, such as fighting, hazing, harassing, stealing, unauthorized entering, using or possessing weapons, failing to comply with the directions of a campus official, being disorderly, etc.
- Demonstrations or interference with campus operations
- Furnishing false or fraudulent information
- Stealing or mutilating college property
- Abuse of controlled substances
- Academic dishonesty (cheating or plagiarizing)

For violations of these rules, the following sanctions may be imposed:

- Warning
- Probation
- Restitution
- Temporary suspension
- Suspension
- Expulsion
- Rescission of grades or degree

The student conduct code and the approved procedures are available at the Office of the Dean of Student Services and on the College's website:
www.leeward.hawaii.edu/policies-student/

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

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.

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies-students

POLICIES

Academic Rights and Freedoms of Students

Leeward Community College embraces those aspects of academic freedom that guarantee the freedom to teach and the freedom to learn. Free inquiry and free expression for both students and faculty are indispensable and inseparable.

The College subscribes to that part of the 2007 "Joint Statement on Rights and Freedom of Students," adopted by a diverse number of higher education organizations including the American Association of University Professors, which relates to classroom instruction: "The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards."

A. Protection of Freedom of Expression
Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. Protection Against Improper Academic Evaluation
Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time they are responsible for adhering to standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure
Information about student views, beliefs and political association which professors acquire in the course of their work as advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Student Academic Grievance Procedures

A student who seeks to appeal the assignment of a course grade may initiate action to achieve a remedy. The actions available are outlined in the Academic Grievance Procedures and must be initiated within 30 calendar days after the student has become aware, or could have reasonably been expected to become aware, of the assignment Complete details of the Academic Grievance Procedure are available through the Office of the Dean of Student Services and online at www.leeward.hawaii.edu/policies-students

A student who seeks to appeal the assignment of a course grade must first make every reasonable attempt to discuss the matter with the faculty member involved. The faculty member must be afforded the opportunity to initially handle these matters before the grievance progresses to the next level.

Failing to resolve the matter with the faculty member, the student should discuss the matter with the faculty member's Division Chair (DC). Within fourteen (14) calendar days of receipt of the student's report, the DC shall complete any consultation and shall notify the faculty member and the student in writing of his/her conclusion(s) and recommendation(s).

Failing to achieve satisfactory resolution of an appeal of a final grade, the student may file an academic grievance, in writing, with the Chairperson of the Faculty Senate Student Committee.

Copies of the Academic Grievance Procedures are available through the Office of the Dean of Student Services and online at www.leeward.hawaii.edu/policies-students

Family Educational Rights and Privacy of Students

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

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

2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act: (a)The right to inspect and review education records, (b)The right to request to amend education records, (c)The right of protection from disclosure by Leeward Community College of personally identifiable information contained in education records without permission of the student involved, (d)The right to file complaints concerning alleged failure by Leeward Community College to comply with the Act.

3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from the Office of the Dean of Student Services, Leeward Community College.

4. Directory Information
   Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with State law, at the college's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information, (a)Name of student, (b)Local address and zip code maintained in the campus locator printout, (c)Local telephone number maintained in the campus locator printout, (d)Major field of study, (e)Educational level (e.g., freshman, sophomore, etc.), (f)Fact of participation in officially recognized activities and sports, (g)Weight and height of members of athletic teams, (h)Dates of attendance, (i)Degrees and awards received (j) email address, (k) enrollment status (full-time or part-time).

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

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

Information Technology Policy

UH Executive Policy, Administration E 2.210
Use and Management of Information Technology Resources

Responsible Use, Privileges and Responsibilities: The University of Hawai'i defines and provides access to institutional computers, information systems and networks as a privilege rather than a right. All users must respect the rights of others, the integrity of the facilities and controls which are implemented to maximize the community's reliable access, and all pertinent license and contractual agreements that underlie the University's technology infrastructure. It is the policy of the University to deny access to any member of the user community who violates this policy or who uses the University's technology resources to violate other duly established policies and/or Federal or State laws.

The complete IT Usage policy can be found at http://www.hawaii.edu/apis/ep/e2/e2210.pdf

POLICIES

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 <u>and</u> 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 <u>and</u> 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 <u>and</u> 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 <u>and</u> 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 <u>and</u> 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 <u>and</u> 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 <u>and</u> 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 <u>and</u> 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 <u>or</u> 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 <u>and</u> 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.

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies-students

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. ; ADA Amendment Act of 2008, 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 or applicants for admission or employment 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
Director of EEO/AA
UH Community Colleges
Phone: 808-956-4650 (V/T)
2327 Dole Street; Honolulu, HI 96822

Dean of Academic Services
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. Students and applicants for admission may elect to file discrimination complaints with the Dean of Student or any College Administrator. The complaint will be promptly and properly coordinated with the EEO/AA Coordinator.

The process of addressing allegations of discrimination are described in the University of Hawai'i Administrative Procedure A9.920, Discrimination Complaint Procedures for Students, Employees, and Applicants for Admission or Employment, August 2002.

Complaints of discrimination may also be filed with
Mary Perreira
Director of EEO/AA
UH Community Colleges
2327 Dole Street; Honolulu, HI 96822

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 ʻewa side, ground floor, of the Administration Building.

Information about the programs, services, activities, and facilities which are available to persons with disabilities can be obtained by contacting the Kākoʻo ʻIke Program (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
Kākoʻo ʻIke
L-208, Library Building
Leeward Community College
96-045 Ala ʻIke; Pearl City,
Hawaiʻi 96782
Phone: 455-0421; TTY: 455-0532

Policy on Sexual Harassment

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. 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 occuring.

For more information, please contact the Office of the Dean of Student Services, or the EEO/AA Coordinator.

Christopher Manaseri, Dean
Phone: 455-0260

Michael Wong, EEO/AA Coordinator
Phone: 455-0277

Leeward Community College
96-045 Ala ʻIke; Pearl City, HI 96782

All policies pertaining to students can be found online
www.leeward.hawaii.edu/policies-students

POLICIES

Sexual Assault Policy

As required by the Higher Education Amendments of 1992, the University of Hawai'i Executive Policy E1-204, Sexual Assault, January 2006, explains the University's Sexual Assault Prevention Program presented to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting offenses.

Safe Zone

The UH Safe Zone symbol shown here conveys a positive message to the entire University of Hawai'i community—

particularly to lesbian, gay, bisexual, and transgendered (lgbt) faculty, staff and students. The symbol identifies people, lgbt and otherwise, who are non-judgmental and have access to lgbt resources, should you need them. Safe Zone participants are not trained counselors but may direct you to a trained counselor who is also a Safe Zone participant. When you see this symbol, know that—whatever the attitudes toward lgbt people and their allies on campus—here at least is a "Safe zone" or safe place. For more information, contact Camaron Miyamoto, Coordinator of the LGBTQ Office at UH Mānoa, at 956-9250.

College Security

In compliance with the Crime Awareness and Campus Security Act of 1990 and Higher Education Amendments of 1998, the College's Security policies and crime statistics can be found online at http://www.leeward.hawaii.edu/campusecurity.

General Policy Involving Non-students

Anyone who is not officially enrolled for credit or audit in a course or is not an invited guest is not entitled to be in a classroom at any time. This includes any Leeward CC student who has not yet registered for the class. Faculty have the discretion to include or exclude such students if their registration for the class is pending. No one is allowed to "sit" in class for any length of time as an unofficial audit.

Minors

For the purpose of this policy, a minor is anyone under the age of 18 who is a dependent of a student. This policy will not be construed to include as a minor any student under the age of 18 as long as that person is registered for the class.

Hazardous Classroom Environments

Any laboratory, studio, shop, or area in which there is equipment or materials which could pose a hazard to minors or which could be endangered by the presence of minors is to be included as one of these environments. The determination of such a hazard will be made by the faculty teaching the class in such areas with consultation from other faculty making use of the area, and the Division Chair.

Exclusion of Minors

In any area where a "hazardous classroom environment" has been determined to exist, signs should be posted warning that minors are not allowed at any time. At the beginning of each semester, faculty should notify students that minors will not be permitted in the area for any reason. This notification should be printed in the course outline and announced orally to the class. If a student asks to bring a minor to the class for any reason, the instructor cannot allow it and should a student bring a minor to a class without asking, the instructor may ask the student to leave the class for that day.

Graduation Participation Policy

Graduation is one of the most rewarding experiences in our students' academic journey. To be awarded a diploma from the College, the student must submit an "Application for Degree/Certificate" It is recommended that students schedule a "Grad Check" appointment with a counselor. A non-refundable $15 fee is required for an Associate Degree or Certificate of Achievement. For students denied graduation, the fee may be applied to subsequent graduation applications. Proof of payment is required for the fee to be waived for subsequent semesters.

Applications for graduation will be denied if all requirements, including incompletes, have not been met by the end of the graduating semester. An "I" grade, regardless of the contingency grade assigned, is considered non-completion of a course. The student will be eligible for graduation in the semester that the "I" grade has been changed and is required to re-apply for graduation.

To participate in the annual Commencement 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 "Application for Degree/Certificate" (Grad Check) on file with the Records Office by the published deadline.

UNIVERSITY OF HAWAIʻI
Average Graduation and Persistence Rates, Fall Cohorts
First-time Full-time Degree-seeking Undergraduate

Rate

| | 6 years after entry 1994-2004 cohorts | Completed within 150% of normal time to completion 1997-2007 cohorts |

Legend: ■ Still Enrolled (gray), ■ Graduated (black)

Chart data:
- UH Mānoa: Graduated 52%, Still Enrolled 10%
- UH Hilo: Graduated 32%, Still Enrolled 7%
- UHCC Avg: Graduated 14%, Still Enrolled 20%
- Hawaiʻi: Graduated 21%, Still Enrolled 15%
- Honolulu: Graduated 13%, Still Enrolled 18%
- Kapiʻolani: Graduated 13%, Still Enrolled 25%
- Kauaʻi: Graduated 16%, Still Enrolled 18%
- Leeward: Graduated 12%, Still Enrolled 24%
- Maui: Graduated 20%, Still Enrolled 16%
- Windward: Graduated 10%, Still Enrolled 18%

UH Community Colleges

Graduation rates for the most recent cohort are 50% at UH Mānoa and 33% at UH Hilo for the **Fall 2004** cohort six years after entry, and at the UH community colleges for the **Fall 2007** cohort completing within 150% of normal time to completion: 16% overall, 21% at Hawaiʻi CC, 11% at Honolulu CC, 17% at Kapiʻolani CC, 21% at Kauaʻi CC, 12% at Leeward CC, 26% at Maui College, and 9% at Windward CC.

Retention rates for the most recent cohort are 7% at UH Mānoa and 9% at UH Hilo for the **Fall 2004** cohort six years after entry, and at the UH community colleges for the **Fall 2007** cohort still enrolled after 150% of normal time to completion: 20% overall, 17% at Hawaiʻi CC, 16% at Honolulu CC, 24% at Kapiʻolani CC, 27% at Kauaʻi CC, 21% at Leeward CC, 18% at Maui College, and 21% at Windward CC.

UH West Oʻahu began admitting first-time students effective Fall 2007, and is not included here since graduation and persistence data are not yet required or available.

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 Hawaiʻi, January 2011
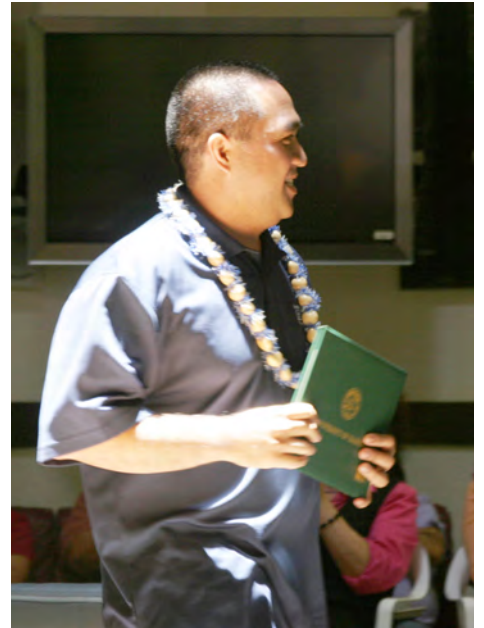
ADMINISTRATION, FACULTY AND STAFF

UNIVERSITY OF HAWAI'I

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Carl A. Carlson, Jr., Vice-Chair
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Rockne Freitas, Vice President for Student Affairs and University & Community Relations
Lynne Waters, Associate Vice President for External Affairs and University Relations
Nainoa Thompson, Advisor on Hawaiian Affairs

LEEWARD COMMUNITY COLLEGE

Administration
Office of the Chancellor

Manuel J. Cabral, Chancellor; B.A.(mathematics and French), Lewis & Clark College; M.A. (mathematics), Indiana University

Cheryl Mokuau, Private Secretary

Kathleen R. Cabral, Marketing Officer B.A., University of Toledo
Tomi A. Rivera, Graphic Designer; B.F.A., University of Hawai'i at Mānoa

Office of the Vice Chancellor for Academic Affairs

Michael H. Pecsok, Vice Chancellor/Chief Academic Officer; B.A., University of California, Berkeley; M.Ed., University of Hawai'i
James Goodman, Dean of Arts and Sciences; B.F.A., M.F.A., University of Hawai'i
Ron Umehira, Dean of Career and Technical Education; B.B.A., M.Ed., University of Hawai'i; Certified Hospitality Educator (CHE), American Hotel and Lodging Educational Institute
Della Kunimune, Interim Dean of Academic Services; B.B.A., Texas Tech University; M.B.A., University of Washington

Aulii Silva, Associate Professor, CC, NHCTEP Project Coordinator; B.A. Asian Studies, University of Redlands; M.A. Education Counseling, University of Redlands

Shirlene Callejo, Secretary to Vice Chancellor, Academic Affairs
Vaughnelle O'Neal, Secretary to the Dean of Career and Technical Education
Patricia Kimokeo, Secretary to the Dean of Arts and Sciences

Office of the Vice Chancellor for Administrative Services

Mark Lane, Vice Chancellor, Administrative Services; B.S., Troy University, Montgomery

Harumi Hatchie Leong, Secretary

Office of Student Services

Christopher B. Manaseri, Dean of Student Services ; B.A., SUNY Geneseo; M.S., Elmira College; M.A., Colgate University; C.A.S. SUNY Cortland; Ph.D. Syracuse University

Charlene Mimuro, Secretary to the Dean of Student Services

Office of Planning, Policy and Assessment

Kathy L. Hill, Interim Director; Professor CC, Accounting; B.G.S., Chaminade University, M.B.A., Hawai'i Pacific University

Alicia Brown, Policy Analyst; B.S., M.P.P., University of Utah
Guy Nishimoto, Institutional Effectiveness Officer; BA, University of Hawai'i; MA, Claremont Graduate School; MA, University of California, Los Angeles
Charlotte Watanabe, IT Specialist; B.S., University of Hawai'i

Office of Continuing Education and Workforce Development

Michael Moser, Associate Professor CC; Senior Workforce Development Coordinator; M.S., University of Hawai'i; B.S., Humboldt State University

Grace Yoshimura, Secretary

Instructional Faculty and Staff

Arts and Humanities Division

Division Office: Fine Arts Building, FA 109
Telephone: 455-0350
Division Chair: **James A. West**
Division Secretary: **Terry Richter**

Luʻukia Archer, Instructor CC, Hawaiian Studies; B.A., M.A., University of Hawaiʻi

Elizabeth K. Burdick, Assistant Professor CC, Drama; BA, Mills College; MFA, University of Hawaiʻi

Joseph Chernisky, Professor CC, Religion; B.A., Muskingum College; M.A., University of Hawaiʻi

Peter Kun Frary, Professor CC, Music; B.A., Western Washington University; M.A., University of Hawaiʻi

James H. Fujita, Instructor CC, History, B.A., M.A., University of Hawaiʻi

Christian Ganne, Associate Professor, Digital Media; B.T.S., College Enseignement Technique Superior de Massy (Paris, France); M.Ed., University of Hawaiʻi

Michael Harada, Instructor CC, Art, UH, B.F.A., M.F.A., University of Hawaiʻi

Momiala Kamahele, Assistant Professor CC, Hawaiian Studies; B.A., M.A., A.B.D., University of Hawaiʻi

Abdul Karim Khan, Professor CC, History; M.A., University of Peshawar, Pakistan; M.A., Eastern Washington University, Ph.D., University of Hawaiʻi

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Dr. Sharon Hiu, Physician; Doctor of Osteopathic Medicine College of Osteopathic Medicine of the Pacific, CA
Gwen Barros, Registered Nurse Certificate of Registered Nurse; Queens Medical Hospital
Janice Yamamoto, Registered Nurse; BSN University of Hawaiʻi

Counseling and Advising

Heather Aihara, Counselor CC; B.S., University of Hawaiʻi at Mānoa; M.S. Chaminade University
Larry Andres, Associate Professor CC Counselor; B.A., University of Hawaiʻi; M.Div., Fuller Theological Seminary
Nancy Buchanan, Professor CC Counselor; B.S., Radford University; M.Ed. University of North Carolina; M.B.A., University of Hawaiʻi
Tiana Cho, Instructor CC Counselor; B.A., Chapman University; M.Ed., University of Hawaiʻi
Sharleen Chock, Instructor CC Counselor; B.S., M.Ed., University of Hawaiʻi; M.S., Chaminade University; Ph.D., Arizona State University
Ann C. Dorado, Professor CC Counselor, B.A., University of Hawaiʻi at West Oʻahu; M.Ed., University of Hawaiʻi
Nicole Keim-Fortuno, Instructor CC Counselor; A.A., Leeward Community College; B.S., Colorado State University
Anna Piʻikea Hardy-Kahaleoʻumi, Instructor CC Counselor; B.S. Behavioral Science/ Criminal Justice, Chaminade University; M.A. Cross-Cultural Counseling Psychology, John F. Kennedy University
Candace Anne F. Hochstein, Professor CC-Counselor; B.S., M.Ed, University of Hawaiʻi
Blake Hunrick, Professor CC Counselor; A.A., Diablo Valley College; B.A., University of California, Santa Barbara; M.S., Oregon State University; 5th Year Professional Diploma, California State University, Hayward
Joy Lane, Instructor CC Counselor; B.A., M.Ed., University of Hawaiʻi

Ernest Libarios, Professor CC-Counselor; B.A., Chaminade College; M.Ed., University of Hawaiʻi
Laurie Libarios, Assistant Professor CC Counselor; A.A., Leeward CC; B.S., University of Maryland, M.S., Chaminade University,
Erin T. Loo, Assistant Professor CC Counselor; B.B.A., University of Hawaiʻi at Mānoa; M.Ed., University of Hawaiʻi at Mānoa
Jan M. Shimabukuro Lee, Assistant Professor CC Counselor; B.A., M.Ed., University of Hawaiʻi
Stuart Uesato, Professor CC-Counselor; B.A., University of Hawaiʻi; M.A., New York University
Stewart E. Wiggers, Professor CC-Counselor; B.A., San Jose State College; B.S., M.S., San Diego State University
Jonathan A. Wong, Associate Professor CC Counselor; B.S., M.Ed., University of Hawaiʻi

Office Assistants:
Melinda Lee
Stella Yamamoto

Financial Aid

Financial Aid Officers:
Jolyn Jardolin, A.A., Leeward CC; B.A., University of Hawaiʻi; Professional Diploma in Education, University of Hawaiʻi
Aileen Lum-Akana, B.S. University of Hawaiʻi
Aileen Matsuda

Recruitment Office/GEAR-Up

Recruiter
Sheryl Higa, College, B.B.A., University of Hawaiʻi

Job Prep Services

JPS Coordinator
Sandy Hoshino, Professor CC, A.A. Kapiolani CC; B.Ed., P.D., M.Ed. University of Hawaiʻi at Mānoa

Job Prep Specialist
Cori Ishitani, B.A., University of Nevada, Las Vegas

Career & Technical Education Assistant
Angela Coloretti, B.A., M.Ed., University of California Los Angeles

Office Assistant:
Susan Tanaka

Student Life

Student Life Coordinator
Lexer Chou, B.S. University of CA, Davis, M. A., California State University, Sacramento

Office Assistant:
May Lapa

TRIO Upward Bound Programs

Project Director:
James Oda, B.A. Psychology, University of Hawaiʻi

Tutor Coordination
Anastacio T. Dalde III, B.A., University of California Berkeley
Guidance Advisor
Jason George, B.A., Tufts University, M.S., Chaminade University
Data and Communications Specialist
Rhonda C. Rivera, A.A., Leeward Community College; B.A., University of Hawaiʻi
Office Manager
Ann N. Shimabukuro, A.A., A.S., Leeward Community College; B.F.A., University of Hawaiʻi

Office of Continuing Education and Workforce Development

Michael Moser, Associate Professor CC; Senior Workforce Development Coordinator
Office: Continuing Education Building CE 101
Telephone: 455-0477

Secretary:
Grace Yoshimura

Registration Clerks:
Lisa Daclison
Cheryl Ball
Aina Lapililo
Marissa Mier

Administrative Officer
Elyse Matsumoto, B.A. Finance, University of Hawaiʻi

Coordinators:
Charlene Akina, Workforce Development Coordinator, MPH, University of Hawaiʻi at Mānoa, B.A., University of Hawaiʻi at Hilo, A.A., Hawaiʻi Community College
Morgan Keene, Coordinator, A.A., Leeward Community College
William Labby, Workforce Development Coordinator, M.S. Central Michigan University, B.S. Hawaiʻi Pacific University

Administrative Services

Mark Lane, Vice Chancellor of Administrative Services
Office: Administration Building, AD 111
Telephone: 455-0213
Harumi Hatchie-Leong, Secretary

Human Resources Office

Campus Personnel Officer &
EEO/AA Coordinator
Michael C.K. Wong, B.Ed., M.Ed., University of Hawaiʻi-Mānoa

Assistant Campus Personnel Officer
Lori Lei Hayashi, B.A., University of Hawaiʻi West Oʻahu

Personnel Officers:
Darren Wastell, B.A., University of Hawaiʻi West Oʻahu
Rae Wakimura, B.A., University of Hawaiʻi West Oʻahu

Business Office

Administrative Officers:
Linda Saiki, B.B.A., University of Hawaiʻi
Sharon Mitani, B.B.A., University of Hawaiʻi
Teri-Ann Yoshida-Freitas, B.B.A, University of Hawaiʻi–West Oʻahu
Joy Morisawa-Au Hoy, B.B.A., University of Hawaiʻi

Tracy Higa, B.A., University of Hawaiʻi–West Oʻahu

Nita Galang
Karen Matsushima
Carol Todoroki
Michele Willing

Enterprise Operations

Enterprise Operations Specialist,
William K. Akama, III, A.A. Leeward Community College

Security

Talbort Hook, Supervisor
Johnnuel Alves
Keith Corenevsky
Matthew McKnight
Wallace Santiago, Jr.
Chris Segawa
Frederick Welch

Auxiliary and Facilities Services

Auxiliary and Facilities Services Officer:
Sandra Maeda, B.B.A., University of Hawaii-Mānoa

Assistant Auxiliary and Facilities Services Officer:
Grant Okamura, B.S., Hawaiʻi Pacific University

Facilities Use:
William Akama, A.A., Leeward Community College

Mailroom & Central Receiving:
Patricia Dingle

Custodial Services:
Francis Hirota, Supervisor
Saranay Ramos, Working Supervisor
Pepito Ancheta
Virgilio Custodio
Ben Dacuycuy
Anselmo Gandule
Jonathan Gay
Karmon Luo
Benedicto Natividad
Ireneo Padilla
Valentin Pascual
Wilfred Simpliciano
Derek Tamashiro
Kirin Tan
Pablito Villanueva

Maintenance:
Jae Han, Supervisor
Wilfredo Festin
Marianito Fiesta
Randolph Kaai
John Torres

General Laborers:
Mariano Baliares, Working Supervisor
Paul Dela Cruz
Thomas Gualdarama
Ronaldo Montecillo
Emmanuel Rivera
William White

Bookstore

Manager
Sylvia Honda, B.Ed., University of Hawaiʻi

Clerk
Lois Iwasaki

COLLEGE ADVISORY BOARDS

Accounting
Sharon Cox, UH–West Oʻahu
Audra Furukawa, Carr, Gouveia + Matsumoto, CPAs, Inc.
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Dan Kawamoto, Cutter Dodge
Kale Kippen, Servco Auto-Leeward
Ken Nakamoto, Nissan Motor Company
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Myrna Hardin, Waiʻanae Coast Comprehensive Health Center
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Kaveh Karden, Academy for Creative Media, University of Hawaiʻi
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Richard Lewis, Pipelinefx
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Donn Yabusaki, ʻŌlelo

Culinary Arts
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Hiroshi Fukui, Hiroshi's
Chuck Furuya, Vino's
Elmer Guzman, Poke Stop
Keith Horita, Paradise Cove Luau
Ed Kenney, town, downtown
Lisa Kim, LAK Enterprise
D.K. Kodama, Sansei Seafood Restaurant & Sushi Bar
Ellen Lakey, Red Lobster
Ernesto Limcaco, Y. hata & Co., Ltd
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Elaine Matsuo, Waipahu High School
John McCabe, Hawaiʻi Convention Center
Tammy Nakamura, Leilehua High School
Dan Nakasone, Ad Venture, Inc.
Conrad Nonaka, Culinary Institute of the Pacific
Dean Okimoto, Nalo Farms
Cynthia Pratt, Kapolei High School
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Brooks Takenaka, United Fishing Agency
Glenn Tamura, Tamura Enterprises
Russell Tong, Food Service Consultant
Bobby Unten, Progressive Marketing Inc.
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Roy Yamaguchi, Roy's Restaurants
Alan Wong, Alan Wong's Restaurant

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Greg Nakanishi, Motorola, Los Angeles
Randy Pacheco, Oceanic
Julio Polo, University of Hawaiʻi
Ken Tomi, Private Consultant
Jason Toth, NetEnterprise
Jason Yatogo, United Airlines

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Susan Hashimoto, St. Francis Hospital
Gwen Lau, Hawaiʻi Community Investment Board
Harriet Kirihara, Communications Pacific
Darise Marino, Safeway
Christy Nakano, J.W. Marriott Ihilani
Reed Young, City Mill

Substance Abuse Counseling
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Rene Garvin, Lecturer, Leeward Community College
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
Daniel Boulos, Leeward Community College
Dennis Burns, Pacific Focus
Nick Carter, KGMB-TV9
Donne Dawson, Hawaiʻi Film Office
Bryan Kam, KHNL/KFVE
Kekoa Ota, TVPRO Student Representative
Jay Park, KGMB-TV9
Bob Pritchard, KMTV
Hazel Reyes, Crossnet-Hawaiʻi
Lori Silva, KHON-TV2
Candy Suiso, Waiʻanae High School
Leslie Wilcox, PBS, CEO
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 (AA) 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 (AS) 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 (AAS) 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 Hawaiʻi 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.

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 Hawaiʻi'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 Oʻahu.

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.

INDEX

QUICK DIRECTORY

Campus Map on following page.

Leeward Community College
96-045 Ala ʻIke
Pearl City, HI 96782
808-455-0011

Leeward CC at Waiʻanae
86-088 Farrington Highway, Suite 201
Waiʻanae, HI 96792
808-696-6378

Admissions and Records	AD 220	455-0642
Arts & Humanities Division Office	FA 109	455-0350
Bookstore	CC 1st Fl	455-0205
Business Division Office	BE 213	455-0344
Business Office	AD 113	455-0324
Campus Directory Assistance		455-0011
Cashier's Office	AD-113	455-0308
Chancellor	AD 102	455-0215
Chemistry Lab	PS 213	455-0263
Children's Center (Child Care)	DA 107	455-0488
College Computing Labs	BS 109	455-0623
Counseling & Academic Advising	AD 208	455-0233
Deans: Arts & Sciences, CTE, and Academic Services	AD 107	455-0228
Dean of Student Services	AD 224	455-0260
Continuing Education & Workforce Development	CE 101	455-0477
Educational Media Center	L 112	455-0222
ʻŌlelo Satellite Center	L 116	455-0000
English Language Institute	BE 109	455-0570
Emergency		455-0611
Financial Aid	AD 210	455-0606
Health Center	AD 122	455-0515
Hoʻoulu, Native Hawaiian CTE Program	DA 111	455-0225
Human Resources Office	AD 121	455-0326
International Programs Office	BE 109	455-0570

Job Prep Services	AD 222	455-0240
Language Arts Division Office	LA 201	455-0330
Learning Resource Center	L 101	455-0412
Leeward CC at Wai'anae		696-6378
Leeward CC Help Desk	BS 109	455-0271
Leeward CC Theatre Box Office		455-0385
Leeward CC Theatre Manager	TH 207	455-0380
Lost and Found	LA 238	455-0610
Library Reference Desk	Library	455-0379
Mathematics & Sciences Division Office	BS 106A	455-0251
Math Lab	MS 204	455-0400
Non Credit Programs	CE 101	455-0477
The Pearl	CC 220	455-0475
Professional Arts and Technology Division Office	GT 116	455-0300
Security	LA 238	455-0611
Social Sciences Division Office	FA 220	455-0360
Student Activities Office	AD 223B	455-0208
Student Government Office	CC	455-0489
Services for Students with Disabilities Kākoʻo ʻIke	L 208	455-0421
Testing Center	BE 227	455-0273
Uluwehi Café	CC	455-0630
Vice Chancellor, Academic Affairs	AD 109	455-0453
Vice Chancellor, Administrative Svcs.	AD 111	455-0213

www.leeward.hawaii.edu

Campus Map

Upper Level

Tuthill Courtyard
Eucalyptus Courtyard
Theatre Courtyard
Lion Courtyard
Library
Security
parking
parking
parking
Vending Machines
Dean of Student Services 223
Counseling 222
Financial Aid
Admissions and Records
Vending Machines
The Pearl 203
Student Government
CLEAR
300
200
100
CE Continuing Education and Workforce Development

AD Building
Admissions & Records AD 220
Counseling & Advising AD 208
Dean, Student Services AD 224
Financial Aid AD 210
Job Prep Services AD 222
Student Life Office AD 223

AM Building

BE Building
Business Division Office BE 213
Testing Center BE 227

BS Building

CE Complex
Office of Continuing Education
& Workforce Development

CC Campus Center
The Pearl
Student Government
Student Lounge
Student Senate Chambers CC 203

DA Building
AAT Office DA 205A
Office of Planning, Policy & Assessment DA 205
Dap-Ayan DA 204

FA Building
Social Sciences Division Office, FA 220

GT Building

L Library
Library
Kāko'o 'Ike (Services for Students with Disabilities) L 208

LA Language Arts
Language Arts Division Office LA 201
Campus Security LA 238B

MS Building
Math Lab MS 204

PS Building
Science Learning Center PS 204

T Theatre

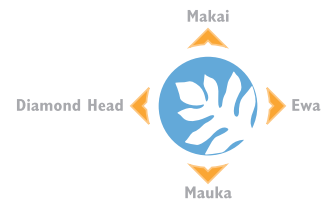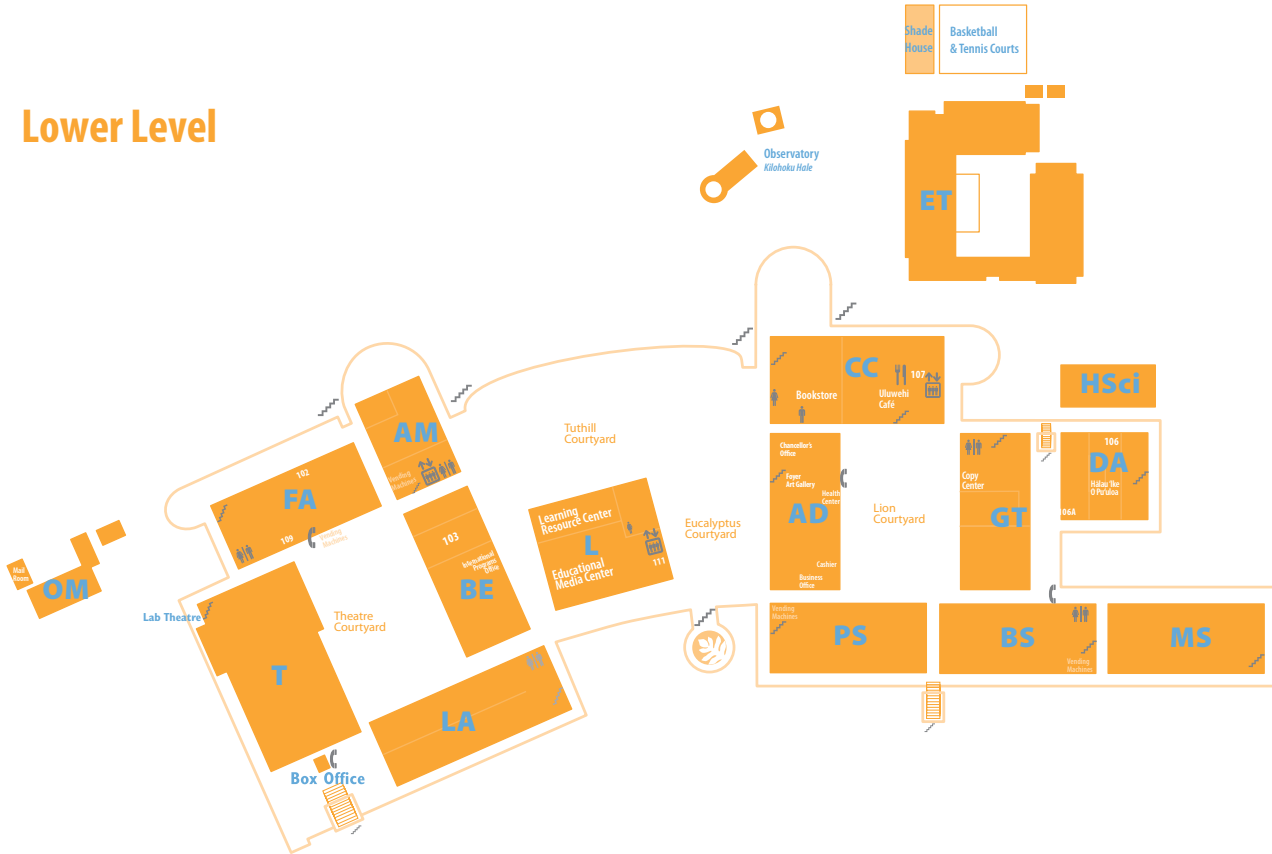ATM   Restroom   Bus Stop   Stairway   Dining   Telephone   Elevator

Directional compass: **Makai**, **Diamond Head**, **Ewa**, **Mauka**

Lower Level

Shade House

Basketball & Tennis Courts

Observatory *Kilohoku Hale*

ET

CC — Bookstore, Uluwehi Café, 107

HSci

AM

Tuthill Courtyard

FA — 102, 109

Chancellor's Office

Foyer Art Gallery

AD — Health Center

Lion Courtyard

106

DA — Hālau 'Ike O Pu'uloa, 106A

Copy Center

GT

BE — 103

Learning Resource Center

L — Educational Media Center, 111

Eucalyptus Courtyard

OM — Mail Room

Lab Theatre

Theatre Courtyard

Cashier, Business Office

Vending Machines

PS

BS

MS

T

LA

Box Office

AD Building
Academic Affairs Office AD 109
Administrative Services AD 111
Business Office AD 113
Cashier
Chancellor's Office AD 102
Deans: Arts& Sciences, CTE,
 & Academic Services AD 107
Foyer Art Gallery
Health Center AD 122
Human Resources AD 121

AM Building

BE Building
Classroom for Televised Courses BE 103
Office of International Programs BE 109

BS Building
Campus Computing Lab BS 109
Computer Help Desk BS 109
Math & Science Division Office BS 106A

CC Campus Center
Bookstore
Uluwehi Café

DA Building
Children's Center DA 107
Hālau 'Ike O Pu'uloa DA 106
Upward Bound DA101

ET Building
Automotive Technology Complex

FA Building
Arts & Humanities Division Office FA 109

GT Building
Copy Center
Meeting Room GT 105
Professional Arts & Technology Division Office GT 106

HSci Health Sciences Complex

L Library
Educational Media Center
Innovation Center for Teaching & Learning L 111
Learning Resource Center

LA Building
MS Building
PS Building

OM Building
Auxiliary Services Office
Mail Room

T Theatre
Box Office and Lab Theatre

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LEEWARD
COMMUNITY COLLEGE