Leeward Community College
General Catalog
2019–2020

UNIVERSITY of HAWAI'I®

LEEWARD
COMMUNITY COLLEGE

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About the College

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

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. At Leeward, your success is our highest priority.

Our commitment to your success is embodied in our motto: "to help people learn"

Message from the Chancellor

Greetings,

It is my privilege to welcome you to the Leeward Community College ʻohana. The College eagerly extends its aloha and kokua to each and every one of our new and returning students. For over fifty years Leeward has served students like you, over the entire Oʻahu region, by providing the strong foundation necessary to begin the pursuit of your academic and career goals.

We proudly reflect on the unique character of the local Leeward community, among the most diverse region in the United States. This last fall, over 6,700 students were served, 69% of which were Asian and or Pacific Islanders, with nearly 27% of the entire student body being of Native Hawaiian descent. We served over 500 active duty, veterans or their dependents last fall, and continue being committed to serving those that serve Hawaiʻi and our nation.

Our supportive faculty and staff will help you to be successful in reaching your educational, social and professional goals. We offer an array of paths to higher education and workforce training including 13 career and transfer degree programs, 15 certificate programs and workforce non-credit course and certificate programs.

As a community college graduate, I can speak first hand to the value of committed faculty and staff that support, empower and guide students in strengthening skills, generating confidence and clarifying paths to more rewarding life's and careers.

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.

I wish you a rewarding experience while you are with us at Leeward Community College, and I also wish you much success with the achievement of your goals and dreams in the years ahead.

Carlos G. Peñaloza, Ph.D | Chancellor
Leeward Community College
Chancellor's Office
96-045 Ala Ike
Pearl City, HI 96782
Phone: (808) 455-0215
Email: carlospe@hawaii.edu

Vision, Mission, and Core Values

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

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

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

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

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

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

Kulanui O Hawaiʻi Ke
Kulanui Kaiaulu O ʻEwa
Ka Nuʻukia

ʻO ke Kulanui Kaiaulu o ʻEwa, he kula kia i ka hoʻonaʻauao a he kūpaʻa hoʻi i ka holomua a ka haumāna ma nā ʻano like ʻole.

Ka Ala Nuʻukia

Ma ke Kulanui Kaiaulu o ʻEwa, alu like mākou ma ka mālama a me ke kīpaipai i nā haumāna. Kōkua ʻia nā haumāna ma ka huli a loaʻa kā lākou mau pahuhopu ma o nā polokalamu hana noʻeau laulā a me nā polokalamu ʻoihana pākōlea like ʻole. Paipai ʻia nā haumāna i ka lilo i hoa makaʻāinana pono ma ke kaiāulu, ma ke aupuni, a ma ke kauʻāina. Kākoʻo ʻia nā pahuhopu hoʻonaʻauao a nā haumāna a pau me ke kūpaʻa nō hoʻi i nā ʻōiwi Hawaiʻi.

Nā Kahua Hana

- **Kaiāulu**: He mea nui loa ke alu a me ka hana like me ka mālama nō hoʻi i ke kanaka ma ke kūkulu kaiāulu i loko a i waho aʻe o ke kahua kulanui.

- **Kākoʻo a Hōʻihi i nā kānaka like ʻole**: He mea nui loa ke kākoʻo i nā kuanaʻike like ʻole a he waiwai nō ia ʻike i ke aʻo pono. Pōmaikaʻi nā haumāna i ke komo i ke kaiāulu o nā ʻike like ʻole, ʻo nā ʻike moʻomeheu like ʻole o ke ao nei nō hoʻi kekahi, a me ka launa pū me nā poʻe o nā moʻolelo like ʻole.

- **Kūpono**: He mea nui loa ka hana pono o neʻi nei a hōʻike ʻia ma o ka hoʻomōhala a hoʻoikaika mau i nā ala pono hele ʻia e ka haumāna. Hoʻohiki ʻia nō ka pōʻaiapili aʻo pono loa.

- **Kūākea**: He mea nui loa nā huamāna a pau. Hoʻokō ʻia nā mea e pono ai ka haumāna a me ke kaiāulu ma o ka hoʻomākaukau i ka papa, ke kekelē, a me ka papahana palapala ma ke aʻo ʻana i ke kahua kula a ma o nā ʻenehana like ʻole.

Accreditation

Leeward Community College is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC), 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234. ACCJC is a regional accrediting body recognized by the Council for Higher Education and the U.S. Department of Education.

To file a complaint with ACCJC, refer to the "Complaint Process" at http://www.accjc.org/complaint-process.

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

The programs in Automotive Technology are accredited by the ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Suite 401, Leesburg, VA 20176, (703) 669-6650. To file a complaint with the ASE Education Foundation, email info@ASEeducationFoundation.org or visit https://aseeducationfoundation.org/.

The programs in Health Information Technology are accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM), 233 N. Michigan Ave. 21st Floor. Chicago, IL 60601-5800, (312)233-1166. To file a complaint with Commission on Accreditation for Health Informatics and Information Management visit cahiim.org

The Teacher Education Alternative Certification for CTE Licensure Program is accredited by the Council for the Accreditation of Educator Preparation. (CAEP), 1140 19th St. N.W., Suite 400, Washington, D.C. 20036, (202) 223-0077. To file a complaint with CAEP, visit http://caepnet.org.

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.

LEEWARD COMMUNITY COLLEGE

GRADUATION AND PERSISTENCE RATES
FIRST-TIME, FULL-TIME, DEGREE OR CERTIFICATE-SEEKING UNDERGRADUATES

	Fall 2015 Cohort
GRADUATION RATE - 150% of normal time to completion	**19%**
Gender	
Men	16%
Women	23%
IPEDS Race/Ethnicity	
Nonresident Alien	#
Hispanic/Latino	14%
American Indian or Alaska Native	#
Asian	26%
Black or African American	11%
Native Hawaiian or Other Pacific Islander	9%
White	28%
Two or more races	15%
Race and ethnicity unknown	#
Federal Grant/Loan Recipient	
Recipient of a Federal Pell Grant	24%
Recipient of a subsidized Stafford Loan who did not receive a Pell Grant	18%
Student who did not receive either a Pell Grant or a subsidized Stafford Loan	16%
PERSISTENCE RATE - Still enrolled after 150% of normal time to completion	**19%**
TRANSFER OUT RATE	**17%**

A pound sign (#) denotes any cohort/subcohort with fewer than ten students.

This information is provided for the Student Right-to-Know Act, Public Law 101-542. It provides a partial description of the graduation and enrollment patterns of students. It should not be used to infer or predict individual behavior.

Institutional Research and Analysis Office, University of Hawai'i, February 2019

Academic Calendar

2019 Fall Semester
Application Deadline for Fall 2019 Semester: **August 1**

First Day of Registration for Continuing Students: **April 8**

Tuition Payment Deadline by 4:00 pm (online or in person): **August 15**

Last Day of Regular Registration: **August 25**

First Day of Classes: **August 26**

Last Day to Add or Change Section, and Late Register*: **September 3**

Last Day for Textbook Refunds: **August 30**

Last Day to Convert 'I' Grades Assigned in Spring/Summer 2019: **November 4**

Last Day for Non-Disclosure Request: **September 9**

Last Day for 50% Tuition Refund*: **September 17**

Last Day to Withdraw without a "W" grade*: **September 17**

Last Day to Withdraw with a "W" grade*: **November 4**

Last Day to Change to CR/NC option, or select AUDIT grade*: **November 4**

Last for a Complete Withdrawal: **November 4**

Application Deadline for Fall Graduation/Degree: **December 12**

Last Day of Instruction*: **December 12**

Final Exams: **December 16–20**

Faculty Deadline to Submit Grades: **December 24**

Bookstore Buyback: **December 16–20**

2020 Spring Semester
Application Deadline for Spring 2020 Semester: **December 15**

First Day of Classes: **January 13**

Last Day of Regular Registration: **January 12**

Last Day to Add or Change Sections, and Late Register*: **January 21**

Last Day for 100% Tuition Refund for Partial Withdrawal: **January 21**

Last Day for Textbook Refunds: **January 17**

Last Day to Convert 'I' Grades Assigned in Spring/Summer 2019: **March 27**

Last Day for Non-Disclosure Request: **January 28**

Last Day for 50% Tuition Refund*: **February 5**

Last Day to Withdraw without a "W" grade*: **February 5**

Last Day to withdraw with a "W" grade*: **March 27**

Last Day to Change to CR/NC option, or select AUDIT grade*: **March 27**

Application Deadline for Graduation/Degree: **May 7**

Name to Appear in Printed Program: **April 17**

Last Day of Instruction*: **May 7**

Final Exams: **May 11-15**

Faculty Deadline to Submit Grades: **May 19**

Bookstore Buyback: **May 11-15**

Commencement: **May 15**

2020 Summer Sessions
Summer Session I: **May 26–July 2**

Summer Session II: **July 6–August 14**

Holidays / Non-Instructional Days
2019

- Statehood Day: **August 16**

- Labor Day: **September 2**

- Veterans Day: **November 11**

- Thanksgiving Day: **November 28**

- Thanksgiving Recess (Non-Instructional): **November 29**

- Christmas: **December 25**

2020

- New Year's Day: **January 1**

- Martin Luther King Jr. Day: **January 20**

- President's Day: **February 17**

- Professional Development Day (Non-Instructional): **March 6**

- Spring Recess: **March 16**

- Prince Kūhiō Day: **March 26**

- Good Friday: **April 10**

- Memorial Day: **May 25**

- Independence Day: **July 3**

- King Kamehameha I Day: **July 6**

All grades for both Summer Session I and II will not be available until after the conclusion of Summer Session II.

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

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

Disclaimer

This catalog provides general information about Leeward Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate 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 College website for the most current information.

Waiʻanae Moku Education Center

87-380 Kulaaupuni Street, Waiʻanae, HI 96792
Main Office: (808) 454-4702
Danny Wyatt, Coordinator

Waiʻanae Moku is a full-service education center located in Maile. The education center offers a math lab, a testing center, a student computer lab, as well as laptops, free wifi for UH system students, and support for distance learning.

Full details on all services: http://www.leeward.hawaii.edu/WaianaeMoku

Application Assistance

Students may obtain assistance in the completion and submission of the online UH System Application Form at the reception desk at the front of the building Monday–Friday, 8:30 a.m. to 5:00 p.m. Assistance with completing financial aid forms and faxing documents to Admissions and Records at the Pearl City campus is also available.

Waiʻanae Moku Counseling Services

A full range of counseling services is offered by three full-time and part-time counselors and other mental health professional partners. 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
- Mental health counseling
- Personal counseling

Waiʻanae Moku Academic Support Services

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

- Accuplacer placement testing
- One-to-one tutorial assistance with computers

- Workshops or informational handouts on various topics, such as test anxiety, note-taking, and study techniques.
- Library materials lending service from Leeward CC Pearl City campus
- Limited textbook reserve loans for classes
- Laptop computer loan program, as well as calculators and other resources, to be used at the Waiʻanae Moku campus
- Distance learning and course exam proctoring
- Student ID production

Student Activities and Leadership Development

Leeward CC Waiʻanae Moku 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 provide a social outlet. Past activities have included movie nights, International Week, outings to UH sports events and the Polynesian Cultural Center, concerts, and holiday gatherings. All students are invited to participate in these events. Student leadership is encouraged and fostered through participation in ASUH-Leeward CC and Leeward CC Waiʻanae Student Enrichment Activities, as well as through leadership training for student employees.

Waiʻanae Moku Community Partnerships

Kulia & Ka Lama Education Academy
The Kulia and Ka Lama Education Academy (KKLEA) of the Institute for Native Pacific Education and Culture (INPEACE) assists community residents interested in becoming teachers to obtain the appropriate college certifications and degrees so that they can be teachers on the Waiʻanae Coast. Participants interested in early childhood education are supported in obtaining their Child Development Associates degree and continue their education in the early childhood field. Those interested in teaching in the K-12 system are provided with guidance to obtain their Associate's degree and gain admittance to Hawaiʻi state approved teacher education programs. KKLEA bundles social, education, and financial support for its participants including individual college and financial coaching, test support, financial literacy workshops, scholarship opportunities to qualified participants, and social support events. For more information, call 696-5556 or email kklea@inpeace.org.

Kauhale
MAʻO Organic Farms, Searider Productions and Makaha Studios offer a two-year Youth Leadership Training (YLT) internship to Waiʻanae youth (ages 17-24). This internship offers a unique opportunity for students to start their college

career by obtaining an Associate in Arts degree from Leeward CC while gaining work and leadership experience. Call 696-5569 for more information.

Waiʻanae Coast High Schools and Hawaiʻi P-20
Leeward CC Waiʻanae Moku also works in partnership with Waiʻanae Coast high schools and Hawaiʻi P-20 to provide early college experience to high school students.

Office of International Programs

Room BE 109
Phone (808) 455-0570
lccintl@hawaii.edu

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

Proud Member of English USA, the American Association of Intensive English Programs, NAFSA, Association of International Educators, and Study Hawaiʻi.

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. ELI provides 18 hours per week, 8-week per session of non-credit classroom instruction.

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

ELI Mission Statement:

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

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

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

International Admission

International students are admitted to Leeward CC through the Office of International Programs. International students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants and must apply for an F-1 student visa. The U.S. Department of State requires F-1 visa applicants to have a SEVIS Form I-20, which is issued by the Leeward CC Office of International Programs after the student has applied and been accepted. Please refer to Admissions Information for International Students for the specific admission requirements. Applications are accepted on a rolling basis throughout the year.

Study Abroad

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

Short-Term Study Groups

International student groups study English and learn about Hawaiian culture and experience the multi-ethnic aspect of Hawaiʻi. 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 & Professional Studies
- Computers & Technology
- Education & Career Planning
- Health Care & Caregiver
- Healthcare Technology
- Hospitality & Food
- Industry Technology
- Motorcycle Safety
- Personal Enrichment
- Process Technology
- Transportation Industry

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

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

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

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

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

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

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

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

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

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

Distance Education

Learn on your own time. Distance Education offers the opportunity to take college courses without having to come to campus or to significantly cut down on the trips you have to make. If work or family schedules conflict with on-campus classes, you don't have to give up important responsibilities to pursue an education. Depending upon the course, the instructor may use various media and methods of communication.

Types of DE Courses

Televised Courses are available to enrolled students who are Spectrum Cable subscribers. Cable allows students to take cable courses in the convenience of their home. Courses are either live or pre-recorded. In most cable courses, there will be an online component for outside class communication, material distribution and assignments. More information is available in the Cable Student Guide

Two-Way Interactive Video Courses allows students to take a course from one location while the instructor teaches from another. Class meetings are held at a specific time and place (synchronous). Both instructor and students can see and hear each other, simulating a face-to-face class environment. In most ITV courses, there will be an online component for outside class communication, material distribution and assignments. More information is available in the ITV Student Guide.

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. The Internet allows students to take a course from home using a personal

computer. Depending on the online course, students may be required to log in at a specific day and time (synchronous) or at anytime (asynchronous). More information is available in the Online Learning Student Guide.

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

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

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

Is Distance Education for You?

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, 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 DVR; or lack of service by a student's Internet Service Provider (ISP) or Cable Provider. Technical issues do not justify the extension of an assignment, project, quiz or exam deadline unless agreed upon by the instructor. An Alternate Technology Access Plan will be made by the student prior to the start of the semester and should be implemented immediately upon encountering technical difficulties. The student is required to continue course work as a result of having an alternate plan of access while independently resolving any technical issues with hardware/software, DVD, ISP, or Cable Provider.

Programs Offered Online

For a list of degrees and certificates available via distance education, visit
http://www.leeward.hawaii.edu/DistanceEducation

Accredited Delivery Method

For information on the Accelerated Online AA Liberal Arts Degree, visit uhcc.hawaii.edu/online

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

Contact: Educational Media Center
Phone (808) 455-0222
www.leeward.hawaii.edu/DistanceEducation

Cooperative Education

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

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

For Business Technology, contact Warren Kawano at (808) 455-0345 or via email warrenk@hawaii.edu.

For Information & Computer Science, contact Michael Bauer at
(808) 455-0310 or via email mbauer@hawaii.edu

For Culinary Arts, contact Donald Maruyama at (808) 455-0567 or via email donaldkm@hawaii.edu.

English As a Second Language (ESL)

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

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

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

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 of all ancestries to grow in their knowledge of Hawaiian culture, language, history, and mālama ʻāina. We also feature on-site counseling services, group study areas, cultural speaker series, wireless laptop computers, cultural resource library, the Kahiau student club, and financial aid resources. All students are welcome to use our facilities during our hours of operation.

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

Current resources include:

- Ke Ala ʻIke Native Hawaiian Excellence Program
- Associate in Arts in Hawaiian Studies
- Academic Subject Certificate: Hawaiian Studies
- Academic Programs: Hawaiian Studies & Hawaiian Language
- Counseling & Guidance (Personal, Academic & Career)
- Laptop Computer Borrowing
- Financial Aid & Scholarship Assistance
- Distinguished Cultural Speaker Series
- Native Hawaiian S.T.E.M. Success
- ʻIKE: Indigenous Knowledge in Engineering
- Māla ʻŌiwi Native Hawaiian Gardens
- Native Plant Conservation, Ethnobotanical and Polynesian Introduced Gardens
- Hoʻoulu ʻĀina Plant Propagation Facility
- Native Hawaiian Reference Library
- Career Resource Library

Momi Kamahele, Professor, Native Hawaiian Student Services Coordinator, 455-0627, momi@hawaii.edu

Honors Program

To graduate with academic honors, students must first apply and be accepted into Leeward's Honors Program. This program is open to all qualified students in all degree and certificate programs at Leeward CC. Students who graduate with academic honors will have this designation inscribed on their diplomas or certificates, as well as in their transcripts. Additionally, Honors students have the right to wear the Honors hood at commencement and are recognized for their accomplishments during the ceremony.

To graduate with academic honors, students must be accepted into the Leeward CC Honors Program, must meet all degree requirements, take one Honors colloquium, and graduate with a 3.5 or higher cumulative grade point average.

Entrance requirements at the time of application are:

- Completed at least 12 college-level credits (i.e., courses numbered 100-level and higher) from Leeward CC
- A 3.5 cumulative GPA or higher at Leeward CC
- A completed Honors Application
- A completed Faculty Recommendation Form from a previous instructor
- A PDF copy of your MyUH transcript emailed to Michael Oishi at mtoishi@hawaii.edu

For more information and to apply online go to: https://goo.gl/jRHtpm

You may also contact the Leeward CC Honors Program Coordinator, Michael Oishi (mtoishi@hawaii.edu; FA-117; 455-0628).

Ke Ala ʻIke Native Hawaiian Excellence Program

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

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

Service-Learning

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

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

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

Study Abroad

Leeward CC's Study Abroad Programs offer students international travel, the chance to experience another culture first-hand and the opportunity to earn college credit. Through our own custom programs or affiliations with study abroad organizations, short-term summer, semester-long, and year-long programs are currently available to Europe, Asia, Mexico, and South America.

A number of scholarships for Study Abroad are available to University of Hawaiʻi community college students through the UHCC office and other organizations. Contact the Office of International Programs for more information or visit the website at http://www.leeward.hawaii.edu/StudyAbroad.

Degrees and Certificates Offered

Liberal Arts
Associate in Arts Degree
Exploratory Majors
Academic Subject Certificate

- Business
- Community Food Security
- Global Studies
- Hawaiian Language
- Marine Option Program
- Music
- Performing Arts
- Philippine Studies
- Writing

Applied Forensic Anthropology Certificate
(awarded by UH West Oʻahu)

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

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

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

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

Digital Media
Associate in Science Degree in Digital Media with emphasis in one of the following:

- Animation and Motion Graphics
- Creative Media
- Digital Photography
- Digital Video for the Web
- Internet Publishing

Academic Subject Certificate, Creative Media
Academic Subject Certificate, Digital Art: Photographic Emphasis
Certificate of Achievement, Digital Media
Certificate of Competence, Digital Media
Certificate of Competence, Digital Photography
Certificate of Competence, Digital Video for the Web
Certificate of Competence, Graphic Design
Certificate of Competence, Motion Graphics
Certificate of Competence, Web Architecture
Certificate of Competence, Web Design

Education
Associate in Arts in Teaching
Certificate of Competence, Alternative Certification in Teaching
Certificate of Competence, Special/Inclusive Education Certificate
Certificate of Competence, Special Education II
Advanced Professional Certificate in Special Education Mild/Moderate PK-12

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

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

Human Services
Certificate of Competence, Human Services/Substance
Abuse Counseling

Integrated Industrial Technology
Associate in Science Degree in Integrated Industrial
Technology
Certificate of Achievement, Integrated Industrial Technology
Certificate of Competence, Integrated Industrial Technology

Information and Computer Science
Associate in Science Degree in Information and Computer
Science with emphasis in one of the following:

- Network Support Specialist
- Information Security Specialist
- Software Developer Specialist

Academic Subject Certificate, Information and Computer
Science
Certificate of Achievement, Information and Computer
Science
Certificate of Achievement, Information Security
Certificate of Competence, Basic Logic and Programming
Level 1
Certificate of Competence, Basic Logic and Programming
Level 2
Certificate of Competence, Help Desk
Certificate of Competence, Information Security
Certificate of Competence, Network Support Specialist
Certificate of Competence, Software Developer

Management
Associate in Science Degree in Management
Academic Subject Certificate, Management
Academic Subject Certificate, Travel Industry Management
Certificate of Achievement, Management
Certificate of Competence, Business Essentials
Certificate of Competence, Business Foundations
Certificate of Competence, Management Essentials
Certificate of Competence, Management Foundations
Certificate of Competence, Hospitality and Tourism

Natural Science
Associate in Science Degree in Natural Science with
emphasis in one of the following:

- Biological Sciences

- Physical Sciences
- Engineering
- Information & Communication Technology

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

Television Production
Associate in Science Degree in Television Production
Certificate of Achievement, Television Production
Certificate of Competence, Television Production

About Degrees & Certificates

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

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

Associate in Applied Sciences (AAS) Degree
A career and technical education degree, consisting of at
least 60 semester credits, which provides students with skills
and competencies for gainful employment in a career and/or
technical education area. The AAS degree is not intended or
designed for transfer directly to a baccalaureate program.
AAS programs may, however, include some baccalaureate-
level course offerings. Components of General Education

included within the AAS must be consistent with levels of quality and rigor appropriate to higher education. The issuance of an AAS degree requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an AAS degree requires that the student must earn a cumulative 2.0 GPR or better for all courses used to meet degree requirements.

Certificate of Achievement (CA)
A college credential for students who have successfully completed designated medium-term career and technical education credit course sequences which provide them with entry level skills or job upgrading. These course sequences shall be at least 24 credit hours, but may not exceed 51 credit hours (unless external employment requirements exceed this number). Appropriate to the CTE program, this certificate may include General Education courses that meet industry requirements. The issuance of this certificate requires that the student's work has been evaluated and stated outcomes have been met, and requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the certificate.

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

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

Advanced Professional Certificate (APC)
A college credential for students who have successfully completed the associate-level degree, or designated medium-term credit/non-credit career-technical education courses, or the equivalent which has provided the student with skills and competencies for gainful employment beyond entry-level positions. The certificate is designed for transfer directly into a baccalaureate program or for industry professionals seeking industry/occupation-specific skills. Credit course sequences shall be at the upper-division course level and contain at least 18 and no more than 30 credit hours. The issuance of an APC requires that the student's work has been evaluated and stated outcomes have been met. The issuance of an APC requires that the student must earn a cumulative 2.0 GPR or better for all courses required in the APC.

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

Notes

- 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.

- 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.

- IMPORTANT AA, AS, and AAS degrees and ASCs and CAs require a cumulative 2.0 GPR or better for all courses used to meet the degree or certificate requirements. Transfer coursework is not calculated into the GPR.

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

- To graduate with a certificate from Leeward CC, a student must have earned a minimum of twenty percent (20%) of program courses in the certificate/major from Leeward CC.

- Courses Completed at other Accredited College & Universities: Courses completed at other accredited colleges and universities with a grade of "D" or better may be transferable toward a Leeward CC degree. Some programs may require a grade of "C" or better. Upper division courses (numbered 300 or higher under

the UH System's course numbering system) may be applied to no more than 20% of the Leeward CC's degree or certificate.

General Education

Philosophy for General Education Requirements

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

General education is that part of education which encompasses the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a family member, a worker, and a citizen. General education is integrated with, but different in emphasis and approach from special training for a job or a profession. Further, general education for the career technical associate degree student should not be confused with liberal education for a baccalaureate student.

General education should allow a student to gain a more integrated view of knowledge, a more realistic view of life and a more defined sense of community and social responsibility. Because of the belief that knowledge leads to actions, students should be actively engaged in learning. This holistic point of view provides the student a foundation of lifelong learning in a changing world.

General Education Outcomes

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

1. Written Communication

Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles in order to communicate effectively with a particular audience for a specific purpose. It can involve working with different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum.

Upon completion of the general education program, students will be able to:
Develop, support, and communicate ideas to a particular audience through writing.

As demonstrated by the ability to:

- Develop a position or thesis to communicate main ideas.

- Use language, style, and organization appropriate to particular purposes and audiences to communicate position or thesis.

- Develop appropriate content to support position or thesis.

- Gather and document credible sources to support position or thesis.

- Use appropriate grammar and mechanics to communicate position or thesis.

2. Oral Communication

Oral communication is the interdependent process of sending, receiving, and understanding messages.

Upon completion of the general education program, students will be able to:
Develop, support, and communicate ideas to a particular audience through speech and writing.

As demonstrated by the ability to:

- Analyze the audience and the purpose of any intended communication (Audience Awareness).

- Arrange, organize, and analyze information for the communication (Content).

- Use language, techniques, and strategies appropriate to the audience and occasion (Language Use and Rhetorical Strategies).

- Demonstrate clear and confident vocalics appropriate to the audience and occasion (Extra-Verbal Delivery Techniques).

- Use competent oral expression to initiate and sustain discussions (Initiating and Sustaining Discussions).

3. Quantitative Reasoning

Quantitative reasoning can have applications in all content areas and disciplines. Generally, students should be able to interpret and apply numerical, symbolic, or graphical reasoning in order to solve problems and address real-life situations. Students then should be able to clearly communicate their thinking and findings to appropriate audiences.

Upon completion of the general education program, students will be able to:
Apply quantitative reasoning to solve problems, interpret answers, and communicate results.

As demonstrated by the ability to:

- Analyze and apply appropriate models to solve quantitative problems.

- Solve computational problems.

- Select and use appropriate numeric, symbolic, graphical, and/or statistical reasoning to interpret, analyze, or critique information or a line of reasoning presented by another and draws a conclusion.
- Express quantitative information symbolically and/or graphically, in written or oral language.

4. Critical Thinking

Critical thinking is characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Upon completion of the general education program, students will be able to:
Use critical thinking to address issues and solve problems.

As demonstrated by the ability to:

- Describe an issue or problem.
- Analyze the issue or problem.
- Develop a thesis on the issue or problem.
- Evaluate stated thesis on the issue or problem.

5. Information Literacy

Information Literacy is a set of abilities needed to find, evaluate, and use information ethically and effectively.

Upon completion of the general education program, students will be able to:
Find, evaluate, and use information.

As demonstrated by the ability to:

- Determine the extent of information needed.
- Access the needed information.
- Evaluate information and its sources critically.
- Use information effectively to accomplish a specific purpose.
- Access and use information ethically and legally.

6. Arts, Humanities, and Sciences

Through the study of the arts, humanities, and sciences, students are engaged in a process of inquiry in diverse settings and contexts exploring issues, objects, works, or other discipline specific approaches.

Upon completion of the general education program, students will be able to:
Use the concepts, theories, and methodologies in arts, humanities, natural and social sciences to examine natural phenomena or to evaluate human experiences.

As demonstrated by the ability to:

- Explain the concepts, theories, or methodologies.
- Apply the concepts, theories, or methodologies.
- Evaluate results.

7. Cultural Diversity

Cultural diversity is to recognize the existence of innumerable cultures, locally, nationally, and globally and to understand that these cultures consist of communities with shared values, shared perspectives, practices, experiences, and behavior that are learned. The ultimate goal is the ability to engage diverse perspectives.

Associate in Arts Degree Requirements

60 credits

1. Minimum cumulative grade-point average: 2.0 GPR or better for all courses used to meet the degree requirements. Transfer coursework is not calculated into the GPR.
2. 60 credits, all in courses numbered 100 or above
3. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree
4. The 60 credits are composed of:
   a. 31 credits in General Education Core requirements (12 credits in Foundation, 19 credits in Diversification)
   b. 29 credits of electives
   c. Graduation Requirements (Focus Requirements)
5. A minimum of 12 credits of courses number 100 or above must be earned at Leeward CC

Foundations Requirements: 12 credits

- 3 credits in Written Communication (FW)
- 3 credits in Quantitative Reasoning (FQ) or Symbolic Reasoning (FS).
  Students entering Fall 2018 and thereafter must take FQ.
- 6 credits in Global Multicultural Perspectives (FG)

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

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
or Quantitative Reasoning (FQ) 3 credits
Students admitted prior to Fall 2018 can select FS or FQ; students entering Fall 2018 and thereafter must take FQ.

Symbolic Reasoning or Quantitative 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 Hawaiʻi, the Pacific, or Asia. To satisfy this requirement, students must take six credits; the six credits must come from two different groups. See the Foundation Requirements page for groups A, B and C.

Diversification Requirements: 19 credits

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

The Diversification requirement is intended to assure that every student has a broad exposure to different domains of academic knowledge, while at the same time allowing flexibility for students with different goals and interests. To enroll in a course that meets the Diversification requirement, students must first meet the prerequisites, if any. Some courses that satisfy the Diversification requirement may also simultaneously satisfy Focus requirements. (See a counselor for "Requirements that may be Double-Dipped.") Approved courses are identified in this Catalog on the Diversification Requirements page. 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 (5 courses)

- 1 course: Contemporary Ethical Issues (ETH)
- 1 course: Hawaiian, Asian, & Pacific Issues (HAP)
- 2 courses: Writing Intensive (WI)
- 1 course: Oral Communication (OC)

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.

Contemporary Ethical Issues (ETH): 1 course

These courses are designed to give students tools for the development of responsible deliberation and ethical judgment. Courses fulfilling this requirement are offered in departments across the curriculum. Approved sections are identified in the College's Class Availability with an "ETH" on the left-hand column and the letter "E" preceding the title; offerings vary each semester. Courses designated "ETH" fulfill the E-focus requirement at Leeward CC, but not at UH Mānoa. UH Mānoa requires a 300-level E-focus course for graduation. All approved E-focus courses from UH Mānoa, UHWO, or any community college, will meet the Leeward CC E-focus graduation requirement.

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 a "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 (OC): 1 course

These courses will give students explicit training, in the context of the class, in oral communication concerns relevant to the assignment or activity. Courses fulfilling this requirement are offered in departments across the curriculum. Approved sections are identified in the College's Class Availability with an "OC" on the left-hand column and the letter "OC" preceding the title; offerings vary each semester. Courses designated "OC" fulfill the OC Focus requirement at Leeward CC, but not at UH Mānoa. UH Mānoa requires a 300 level OC-Focus course for graduation. All approved OC-Focus courses from UH Mānoa, UHWO, or any community college, will meet the Leeward CC OC-Focus graduation requirement.

Associate in Science Degree

60 to 67 credits depending upon the field of study

1. Minimum cumulative grade-point average: 2.0 GPR or better for all courses used to meet the degree requirements. Transfer coursework is not calculated into the GPR.
2. Minimum Program requirements:
   a. Courses required by major program.
   b. General education or liberal arts courses required by the college or program. Specific requirements are listed in each program section.
   c. Electives as needed to meet the total credit hours requirement.
   d. Proficiency in written and/or oral communication and/or mathematics usually met by successful completion of course identified by the program.
3. A minimum of 12 credit hours in the major subject area (such as Accounting, Digital Media etc.) must be earned at Leeward CC. This residency requirement may be waived for cause at the option of the Vice Chancellor for Academic Affairs or appropriate Academic Dean.

The Vice Chancellor or Dean may also (at their discretion) approve use of credit-by-examination to meet residency requirements.

4. All of the total credit hours required must be at the baccalaureate level in courses numbered 100 or above

Notes

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

Associate in Applied Science Degree

60 to 67 credits depending upon the field of study

1. Minimum cumulative grade-point average: 2.0 GPR or better for all courses used to meet the degree requirements. Transfer coursework is not calculated into the GPR.
2. Minimum Program requirements:
   a. Courses required by major program.
   b. General education or liberal arts courses required by the college or program. Specific requirements are listed in each program section.
   c. Electives as needed to meet the total credit hours requirement.
   d. Proficiency in written and/or oral communication and/or mathematics usually met by successful completion of courses identified by the program.
3. A minimum of 12 credit hours in the major subject area (such as Automotive) must be earned at Leeward CC. The residency requirement may be waived for cause at the option of the Vice Chancellor for Academic Affairs or appropriate Academic Dean. The Vice Chancellor or Dean may also (at their discretion) approve use of credit-by-examination to meet residency requirements.

Notes

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

Exploratory Majors

Exploratory majors are designed to use the students' interests as a starting point and to help provide structure and narrow choices for student success. At UHCCs, Exploratory Majors are designed primarily for Liberal Arts students who are unclear as to what they want to do, but have some idea of the general area they want to study. Exploratory majors will have a defined set of courses that are applicable to the students' terminal or transfer degrees. Within a well-defined set timeframe, students are counseled into a specific major or concentration.

Arts & Humanities

- Art
- Creative Media
- English
- Foreign Languages
- Dance
- Graphic Design
- Music
- History
- Philosophy
- Religion
- Hawaiian Studies

Business

- Marketing
- Accounting
- Finance
- Management
- Entrepreneurship

Health Sciences

- Nursing
- Dental Hygiene
- Athletic Training
- Physical Therapy
- Rad Tech (x-rays)
- EMT / Paramedic
- Dental Assisting
- Occupational Therapy

Social Sciences

- Psychology
- Sociology
- Counseling
- Journalism
- Communication
- Women Studies
- Social Work
- Economics
- Political Science
- Anthropology
- BA–Computer Science

General Education Electives for AS & AAS Degrees

Career & Technical Education Programs

Arts and Humanities

American Studies 201-202

Art

Asian Studies

Dance

English 270-272

Hawaiian Studies

History

Humanities

Literature, See ENG 270-272

Music

Philosophy*

Religion

Theatre

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

PHIL 110

Physics

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

*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.

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. Please consult with a faculty program advisor or counselor for details.

Use this listing to select courses to complete the general education electives for some of the Associate in Science or the Associate in Applied Science degrees. Not applicable to the Associate in Arts degree.

Degrees and Certificates

Accounting

Contact Information

Program Coordinator: **Evelyn Wong**
Location: BE 208
Phone: (808) 455-0422
Email: eswong@hawaii.edu

Business Program Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

The **Associate in Science** degree is designed to prepare students for immediate and future employment and career advancement. This degree will prepare graduates for entry level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other related business fields. A secondary objective of this degree is to prepare students for transfer to a four-year accounting program.

The **Certificate of Achievement** in Accounting is designed to prepare the student for entry-level accounting positions such as accounts receivable, accounts payable, payroll, inventory, and bookkeeping. We emphasize our students' development in the areas of transaction analysis, communication skills, and computer applications. Our accounting programs provide a solid foundation for any business career in government or private industry.

The **Certificate of Competence** in Small Business Accounting is for the student who wishes to quickly acquire accounting knowledge to be applied in a new or continuing small business. This certificate can be earned through successful completion of live or online classes and can be completed in two semesters.

The **Academic Subject Certificate**, Accounting is 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 certificate and can continue to work while pursuing a bachelor's degree. In addition, students interested in exploring accounting as a possible major at a four-year institution can take these courses as electives while earning their AA liberal arts degree.

Accounting: Academic Subject Certificate

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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.

Contact Information
Program Coordinator: **Evelyn Wong**
Location: BE 208
Phone: (808) 455-0422
Email: eswong@hawaii.edu

Business Program Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

Program: Accounting

Type:
Academic Subject Certificate (ASC)

Semester 1

Item #	Title	Credits
MGT 121	Service Excellence	3
	Accounting Core (Options)	3 - 6
	Sub-Total Credits	**6-9**

Semester 2

Item #	Title	Credits
ACC 202	Introduction to Managerial Accounting	3

Accounting Electives (Options)	6	
Sub-Total Credits	**9**	
Total credits for degree:	15-18	

Accounting: Associate in Science

Description
The Associate in Science degree is designed to prepare students for immediate and future employment and career advancement. This degree will prepare graduates for entry-level accounting positions in accounts receivable, accounts payable, payroll, inventory, bookkeeping, and other related business fields. A secondary objective of this degree is to prepare students for transfer to a four-year accounting program.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

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

Contact Information
Program Coordinator: **Evelyn Wong**
Location: BE 208
Phone: (808) 455-0422
Email: eswong@hawaii.edu

Business Program Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

Program: Accounting

Type: Associate in Science (AS)

Semester 1

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
	BUS 250, BUSN 188, MATH 103, MATH 115 (Options)	3
MGT 121	Service Excellence	3
	SP 151, SP 251 (Options)	3
BUS 101	Business Information Systems	3
	Sub-Total Credits	**15**

Semester 2

Item #	Title	Credits
	ACC 125, ACC 202 (Options)	3
ENG 100	Composition I	3
ACC 252	Using Quickbooks® in Accounting	3
BUS 120	Principles of Business	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
BUSN 166	Professional Employment Preparation	1
	Sub-Total Credits	**16**

Semester 3

Item #	Title	Credits
	ACC 201, ACC 202 (Options)	3
ACC 134	Individual Income Tax Preparation	3
	ECON 131, ECON 130, ECON 120 (Options)	3
ENG 209	Business Writing	3
	Diversification (DB or DP)	3

	Sub-Total Credits	15

Semester 4

Item #	Title	Credits
ACC 255	Using Excel® in Accounting	3
BLAW 200	Legal Environment of Business	3
BUSN 193V	Cooperative Education	1 - 4
	Diversification (DA or DH)	3
	Business Elective 2	4
	Sub-Total Credits	**14**
	Total credits for degree:	60

Accounting: Certificate of Achievement

Description
The Certificate of Achievement in Accounting is designed to prepare the student for entry-level accounting positions such as accounts receivable, accounts payable, payroll, inventory, and bookkeeping. We emphasize our students' development in the areas of transaction analysis, communication skills, and computer applications. Our accounting programs provide a solid foundation for any business career in government or private industry.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.
- Demonstrate the use of resources in searching for a job.
- 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.
- Prepare payroll reports in accordance with wage/hour, payroll taxes and Hawai'i General Excise Tax laws.
- Use appropriate software to complete accounting/bookkeeping tasks.

Contact Information
Program Coordinator: **Evelyn Wong**
Location: BE 208
Phone: (808) 455-0422
Email: eswong@hawaii.edu

Business Program Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

Program: Accounting

Type: Certificate of Achievement (CA)

Semester 1

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
	BUS 250, BUSN 188, MATH 103, MATH 115 (Options)	3
MGT 121	Service Excellence	3
	SP 151, SP 251 (Options)	3
BUS 101	Business Information Systems	3
	Sub-Total Credits	**15**

Semester 2

Item #	Title	Credits
	ACC 125, ACC 202 (Options)	3
ENG 100	Composition I	3
ACC 252	Using Quickbooks® in Accounting	3
BUS 120	Principles of Business	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
BUSN 166	Professional Employment Preparation	1
	Sub-Total Credits	**16**
	Total credits for degree:	31

Small Business Accounting: Certificate of Competence

Description
The Certificate of Competence in Small Business Accounting is for the student who wishes to quickly acquire accounting knowledge to be applied in a new or continuing small business. This certificate can be earned through successful completion of live or online classes and can be completed in two semesters.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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 solve business problems.

Contact Information
Program Coordinator: **Evelyn Wong**
Location: BE 208
Phone: (808) 455-0422
Email: eswong@hawaii.edu

Business Program Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

Program: Accounting

Type: Certificate of Competence (CO)

Semester 1

Item #	Title	Credits
	Accounting Core (Options)	3 - 6
BUS 101	Business Information Systems	3
	Sub-Total Credits	**6-9**

Semester 2

Item #	Title	Credits
ACC 252	Using Quickbooks® in Accounting	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
	Sub-Total Credits	**6**

Automotive Technology

Program Coordinator: **Milton Ayakawa**
Location: ET 101C
Phone: (808) 455-0439
Email: mayakawa@hawaii.edu

CTE Counselor: **Blake Hunrick**
Location: GT 111
Phone: (808) 455-0652
Email: hunrick@hawaii.edu

The goals of the program are:

- to prepare students with the skills and competencies necessary for a successful career as an automotive technician;
- to instill in students the work habits and attitudes necessary to work in a highly competitive field; and
- 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.

Entering students must purchase or provide a basic tool set and uniform as prescribed by the program. Cost is approximately $2200. Additionally, most courses have textbook requirements.

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

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

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 $2,000. Students interested in enrolling in ASSET should see the AMT ASSET Instructor.

Automotive Technology: Associate in Applied Science

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

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Demonstrate the professional skills and knowledge required in the automotive industry.
- Apply safety procedures required in shop practices.
- Employ principles necessary for practical applications within the automotive industry.

Contact Information
Program Coordinator: **Milton Ayakawa**
Location: ET 101C
Phone: (808) 455-0439
Email: mayakawa@hawaii.edu

CTE Counselor: **Blake Hunrick**
Location: GT 111
Phone: (808) 455-0652
Email: hunrick@hawaii.edu

Program: Automotive Technology

Type:
Associate in Applied Sciences (AAS)

Semester 1

Item #	Title	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 141	Electrical/Electronic Systems I	5
AMT 152	Brake Systems	4
AMT 162	Advanced Brake Systems	1
	QM 107C, MATH 100 (Options)	3

	Sub-Total Credits	15

Semester 2

Item #	Title	Credits
AMT 129	Engine Repair	7
AMT 154	Suspension and Steering Systems	4
AMT 164	Advanced Suspension and Steering Systems	1
	ENG 100 or equivalent	
	Sub-Total Credits	**12**

Semester 3

Item #	Title	Credits
AMT 145	Manual Drive Trains and Axles	4
AMT 149	Automatic Transmissions and Transaxles	4
AMT 241	Electrical/Electronic Systems II	4
	Natural Science (100 level or above)	3 - 4
	Sub-Total Credits	**15-16**

Semester 4

Item #	Title	Credits
AMT 144	Heating and Air Conditioning	4
AMT 245	Engine Performance Systems	8
	Social Sciences (100 level or above) - CTE	3
	Arts/Humanities (100 level or above) - CTE	3
	Sub-Total Credits	**18**
	Total credits for degree:	60-61

Automotive Technology: Certificate of Achievement

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

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Demonstrate the professional skills and knowledge required in the automotive industry.
- Apply safety procedures required in shop practices.
- Employ principles necessary for practical applications within the automotive industry.

Contact Information
Program Coordinator: **Milton Ayakawa**
Location: ET 101C
Phone: (808) 455-0439
Email: mayakawa@hawaii.edu

CTE Counselor: **Blake Hunrick**
Location: GT 111
Phone: (808) 455-0652
Email: hunrick@hawaii.edu

Program: Automotive Technology

Type: Certificate of Achievement (CA)

Semester 1

Item #	Title	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 141	Electrical/Electronic Systems I	5
AMT 152	Brake Systems	4
AMT 162	Advanced Brake Systems	1
	QM 107C, MATH 100 (Options)	3
	Sub-Total Credits	**15**

Semester 2

Item #	Title	Credits
AMT 129	Engine Repair	7
AMT 154	Suspension and Steering Systems	4
AMT 164	Advanced Suspension and Steering Systems	1
	ENG 100 or equivalent	
	Sub-Total Credits	**15**
	Total credits for degree:	30

Automotive Technology: Certificate of Competence

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

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Demonstrate the professional skills and knowledge required in the automotive industry.
- Apply safety procedures required in shop practices.
- Employ principles necessary for practical applications within the automotive industry.

Contact Information
Program Coordinator: **Milton Ayakawa**
Location: ET 101C
Phone: (808) 455-0439
Email: mayakawa@hawaii.edu

CTE Counselor: **Blake Hunrick**
Location: GT 111
Phone: (808) 455-0652
Email: hunrick@hawaii.edu

Program: Automotive Technology

Type: Certificate of Competence (CO)

Course Requirements

Item #	Title	Credits
AMT 100	Introduction to Automotive Technology	2
AMT 141	Electrical/Electronic Systems I	5
AMT 152	Brake Systems	4
AMT 162	Advanced Brake Systems	1
	QM 107C, MATH 100 (Options)	3
	Sub-Total Credits	**15**
	Total credits for degree:	15

Business Technology

Program Coordinator: **Warren Kawano**
Location: BE 211
Phone: (808) 455-0345
Email: warrenk@hawaii.edu

CTE Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: 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 Hawaiʻi–West Oʻahu and Hawaiʻi Pacific University. In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

Business Technology: Academic Subject Certificate

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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.

Contact Information
Program Coordinator: **Warren Kawano**
Location: BE 211
Phone: (808) 455-0345
Email: warrenk@hawaii.edu

CTE Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

Program: Business Technology

Type:
Academic Subject Certificate (ASC)

Required Courses

Item #	Title	Credits
BUS 101	Business Information Systems	3
	BUSN 121 OR BUSN 123	3
BUSN 164	Career Success	3
BUSN 166	Professional Employment Preparation	1
BUSN 188	Business Calculations	3
	ACC 124, ACC 201 (Options)	3
MGT 121	Service Excellence	3
	Sub-Total Credits	**19**
	Total credits for degree:	19

Business Technology: Associate in Science

Description
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 the University of Hawai'i–West O'ahu. 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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

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

Program: Business Technology

Type: Associate in Science (AS)

Semester 1

Item #	Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3
	Sub-Total Credits	**15**

Semester 2

Item #	Title	Credits
BUSN 166	Professional Employment Preparation	1
	BUS 250, BUSN 188, MATH 103, MATH 115 (Options)	3
BUS 201	Advanced Business Information Systems	3
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
	Business Technology Approved Electives	3
	Sub-Total Credits	**16**

Semester 3 & 4

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
BUSN 269	Supervision	3
	BUSN 193V (2cr)	2
	BTEC Specialization	9
	Business 200-level Elective	3
	Diversification (DA or DH)	3
	Diversification (DB or DP)	3
	Diversification Social Sciences (DS-3 BTEC)	3
	Sub-Total Credits	**29**
	Total credits for degree:	60

Business Technology: Certificate of Achievement

Description
The BTEC Certificate of Achievement builds on skills learned in the CO-BTEC and prepares students for jobs in administrative support positions in office settings in both private and public businesses and related industries.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Work as a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.

- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
- Apply appropriate strategies to secure employment, retain a job, and advance in a career.

Program: Business Technology

Type: Certificate of Achievement (CA)

Required Courses

Item #	Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3
BUSN 166	Professional Employment Preparation	1
	BUS 250, BUSN 188, MATH 103, MATH 115 (Options)	3
BUS 201	Advanced Business Information Systems	3
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
	Sub-Total Credits	**28**

Elective Requirements

Item #	Title	Credits
	Business Technology Approved Electives	3
	Sub-Total Credits	**3**
	Total credits for degree:	31

Business Technology: Certificate of Competence

Description
The BTEC Certificate of Competence is to prepare students with basic entry-level skills in administrative support positions in office settings in both private and public businesses and related industries.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Work as a responsible member of a team to meet an organization's objectives.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
- Use current and emerging technologies effectively to create and manage documents and handle multiple priorities.
- Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.

Program: Business Technology

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
BUSN 123	Word Processing for Business	3
BUSN 164	Career Success	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3
	Sub-Total Credits	**15**
	Total credits for degree:	15

Virtual Office Assistant: Certificate of Competence

Description
This certificate will be delivered online to reach students who are unable to travel to campus. It will provide an online (distance education) experience aligned with the Virtual Assistant industry standards in supporting businesses in Hawaii and elsewhere over the Internet. Students completing

the Virtual Office Assistant Certificate of Competence will have the required skills and knowledge necessary to support clients in an administrative capacity in a virtual setting.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Use computer and technology tools effectively to support the business needs of the Virtual Assistant's (VA) clientele by using current and emerging technologies to create and manage documents, spreadsheets, databases, and presentations.
- Use basic accounting methods to support recordkeeping needs.
- Demonstrate proficiency using and maintaining social media tools, creating business and marketing plans, and sustaining a competitive advantage in the Virtual Assistant industry.
- Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment by completing an administrative or Virtual Assistant internship.

Program: Business Technology

Type: Certificate of Competence (CO)

Semester 1

Item #	Title	Credits
	BUSN 121 OR BUSN 123	3
BUSN 158	Social Media and Collaboration Tools for Business	3
BUSN 164	Career Success	3
BUS 101	Business Information Systems	3
	Sub-Total Credits	**12**

Semester 2

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
BUSN 159	Creating and Managing the VIrtual Office	3
	BUSN 193V (2cr)	2
BUS 201	Advanced Business Information Systems	3

Sub-Total Credits	**11**
Total credits for degree:	23

Culinary Arts

Program Coordinator: **Don Maruyama**
Location: GT 106
Phone: (808) 455-0567
Email: donaldkm@hawaii.edu

CTE Counselor: **Blake Hunrick**
Location: GT 111
Phone: (808) 455-0652
Email: hunrick@hawaii.edu

The Culinary Arts Program is accredited by the Accrediting Commission of the American Culinary Federation Education Foundation (ACFEF), 180 Center Place Way, St. Augustine, FL 32095, (904) 824-4468. ACF website: www.acfchefs.org.

The student who successfully completes the prescribed courses in the Culinary Arts curriculum will be awarded an Associate in Science Degree, a Certificate of Achievement and/or a Certificate of Competence. The time to complete the certificates or the degree varies from one to four semesters. Cost of cutlery, books and uniforms is approximately $600 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.

In an effort to provide students with real-world experiences, all courses in the Culinary Arts Program require participation in activities outside of the regularly scheduled class time. The days and times of these activities vary according to particular courses and are included in course syllabi. Please be aware that these activities are factored into the final course grade.

Baking: Certificate of Competence

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

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

- Demonstrate fundamental principles, methods, and techniques of baking to prepare a variety of baked goods.
- Examine a variety of sustainable practices in the culinary industry as a means for controlling operating costs and for being good environmental stewards.

Program: Culinary Arts

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
CULN 112	Sanitation and Safety	2
CULN 150	Fundamentals of Baking	5
	Culinary Math Options	3
	Sub-Total Credits	**10**
	Total credits for degree:	10

Culinary Arts: Associate in Science

Description
This program is designed to provide 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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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 food service 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 ensure quality guest service.
- Examine a variety of sustainable practices in the culinary industry as a means for controlling operating costs and for being good environmental stewards.
- Examine various management topics as related to foodservice operations.

Program: Culinary Arts

Type: Associate in Science (AS)

Semester 1

Item #	Title	Credits
CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	5
CULN 125	Fundamentals of Cookery II	5
	MATH 100 or higher	3
	Sub-Total Credits	**17**

Semester 2

Item #	Title	Credits
CULN 150	Fundamentals of Baking	5
CULN 224	Asian/Continental Cuisine	5
	ENG 100 or higher	3
	Arts/Humanities (100 level or above) - CTE	3
	Sub-Total Credits	**16**

Semester 3

Item #	Title	Credits
CULN 160	Dining Room Operations	5
CULN 223	Contemporary Cuisines	5
CULN 273	Culinary Purchasing and Cost Management	3
FSHN 100	Concepts in Nutritional Science	3
	Sub-Total Credits	**16**

Semester 4

Item #	Title	Credits
CULN 115	Menu Merchandising	2
CULN 241	Garde Manger II	3
CULN 269	Culinary Special Events	3
CULN 276	Human Resources Management and Supervision in the Hospitality Industry	2
CULN 293E	Culinary Externship	2
	Social Sciences (100 level or above) - CTE	3
	Sub-Total Credits	**15**
	Total credits for degree:	64

Culinary Arts: Certificate of Achievement

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Demonstrate professionalism in dress, grooming, attitude, and workplace behavior that reflect standards expected of culinary and hospitality employees.
- Demonstrate basic 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 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 ensure quality guest service.

- Examine a variety of sustainable practices in the culinary industry as a means for controlling operating costs and for being good environmental stewards.
- Examine various management topics as related to foodservice operations.

Program: Culinary Arts

Type: Certificate of Achievement (CA)

Semester 1

Item #	Title	Credits
CULN 111	Introduction to the Culinary Industry	2
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	5
CULN 125	Fundamentals of Cookery II	5
	Culinary Math (Options)	3
	Sub-Total Credits	**17**

Semester 2

Item #	Title	Credits
CULN 150	Fundamentals of Baking	5
CULN 224	Asian/Continental Cuisine	5
	ENG 100 or higher	3
	Sub-Total Credits	**13**
	Total credits for degree:	30

Dining Room Supervision: Certificate of Competence

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

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Demonstrate professionalism in dress and grooming, attitude, and workplace behavior that reflects standards expected of food service industry professional.
- Demonstrate basic 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.
- Demonstrate professional hospitality and service standards to ensure quality guest service.
- Examine various management topics as related to food service operations.

Program: Culinary Arts

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
CULN 112	Sanitation and Safety	2
CULN 160	Dining Room Operations	5
CULN 276	Human Resources Management and Supervision in the Hospitality Industry	2
ENG 100	Composition I	3
	Social Sciences (100 level or above) - CTE	3
	Culinary Math (Options)	3
	Sub-Total Credits	**18**
	Total credits for degree:	18

Preparation Cook: Certificate of Competence

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Demonstrate professionalism in dress, grooming, attitude, and workplace behavior that reflects standards expected of culinary and hospitality employees.
- Demonstrate basic principles of sanitation and safety in 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 classical cuisines.
- Examine a variety of sustainable practices in the culinary industry as a means for controlling costs and for being good environmental stewards.

Program: Culinary Arts

Type: Certificate of Competence (CO)

Semester 1

Item #	Title	Credits
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	5
	Sub-Total Credits	**7**

Semester 2

Item #	Title	Credits
CULN 125	Fundamentals of Cookery II	5
	Sub-Total Credits	**5**
	Total credits for degree:	12

Digital Media

Program Coordinator: **Irwin Yamamoto**
Location: GT 112
Phone: (808) 455-0513
Email: iyamamot@hawaii.edu

CTE Counselor: **Blake Hunrick**
Location: GT 111
Phone: (808) 455-0652
Email: hunrick@hawaii.edu

Creative Media: Academic Subject Certificate

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Develop critical thinking and problem-solving skills for project planning and use of necessary collaborative skills.
- Apply the principles of animated film, behavioral animation concepts, timing, movement analysis and dramatic interpretation.
- Apply scripting techniques to automate and manipulate multimedia.
- Communicate clearly and concisely, visually, verbally and in writing, using techniques appropriate for the intended audience.

Program: Digital Media

Type:
Academic Subject Certificate (ASC)

Specialization: Animation & Computer Games Requirements

Item #	Title	Credits
	Design and Illustration Elective	6
	Animation and Production Elective (AC&G)	12

Item #	Title	Credits
ICS 111	Introduction to Computer Science I	3
	Sub-Total Credits	**21**

Specialization: Interactive Media Requirements

Item #	Title	Credits
	Design and Illustration Elective (IM)	3
	Animation and Production Elective (IM)	3
ICS 111	Introduction to Computer Science I	3
ICS 141	Discrete Mathematics for Computer Science I	3
ICS 211	Introduction to Computer Science II	3
ICS 212	Program Structure	3
ICS 241	Discrete Mathematics for Computer Science II	3
	Sub-Total Credits	**21**
	Total credits for degree:	21

Digital Media: Associate in Science

Description
The Associate in Science in Digital Media Production provides creative individuals with the art and design training needed to explore and express ideas using leading-edge technology and skill-sets. Students receive integrated digital media training in one of five specializations: Animation and Motion Graphics, Creative Media, Digital Photography, Digital Video for the Web, and Internet Publishing. 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 interactive media.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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 digital media techniques appropriate for the intended audience.

- Identify and explain digital media standards of professionalism as they pertain to personal and work-related endeavors.
- Exhibit a portfolio of digital media projects related to the chosen specialization at the conclusion of the Associate in Science degree work.

Program: Digital Media

Type: Associate in Science (AS)

Core Requirements

Item #	Title	Credits
ART 229	Interface Design I	3
DMED 131	Introduction to Digital VIdeo	3
DMED 160	Media Literacy and Ethics	3
DMED 200	Electronic Portfolio	3
DMED 251	Media Entrepreneurship	3
	Sub-Total Credits	**15**

General Education Requirements

Item #	Title	Credits
	Written Communications (FW)	3
	Foundations Symbolic Reasoning (FS)	3
	Foundations Global Multicultural Perspectives (FG-3)	3
	Diversification Social Sciences (DS-3)	3
ART 112	Intro to Digital Arts	3
DMED 150	Film Analysis & Storytelling	3
	Diversification Physical Science (DP)	3
	Sub-Total Credits	**21**

Specialization: Animation and Motion Graphics

Item #	Title	Credits
ART 113	Introduction to Drawing	3
ART 113D	Introduction to Digital Drawing	3
DMED 140	Principles of Animation	3
DMED 141	Introduction to 3D Animation	3
DMED 240	Animation & Special Effects	3
DMED 241	3D Motion Graphics	3
DMED 242	Character Animation	3
DMED 243	3D Modeling and Animation	3
	Sub-Total Credits	**24**

Specialization: Creative Media

Item #	Title	Credits
ART 107D	Introduction to Digital Photography	3
ART 115D	Introduction to 2D Digital Design	3
ART 156	Digital Painting	3
ART 166	Digital Printmaking	3
ART 202	Digital Imaging	3
ART 207D	Intermediate Digital Photography	3
ART 221	Design for Print and Web	3
	DMED (Creative Media)	3
	Sub-Total Credits	**24**

Specialization: Digital Photography

Item #	Title	Credits
ART 101	Introduction to the Visual Arts	3
ART 107D	Introduction to Digital Photography	3
ART 115D	Introduction to 2D Digital Design	3
ART 202	Digital Imaging	3
ART 207D	Intermediate Digital Photography	3
ART 221	Design for Print and Web	3
ART 277D	Studio Photography	3
	DMED (Digital Photography)	3
	Sub-Total Credits	**24**

Specialization: Digital Video for the Web

Item #	Title	Credits
DMED 130	Pre-production: Digital VIdeo	3
DMED 132	Principles of VIdeo Editing	3

DMED 133	Sound Design for Digital Media	3
DMED 140	Principles of Animation	3
DMED 235	Digital Video Pre-production for the Web	3
DMED 236	Advanced Digital VIdeo for the Web	3
DMED 240	Animation & Special Effects	3
DMED 261	Digital Media Marketing and Online Distribution	3
	Sub-Total Credits	**24**

Specialization: Internet Publishing

Item #	Title	Credits
ART 113D	Introduction to Digital Drawing	3
ART 221	Design for Print and Web	3
ART 249	Interface Design II	3
DMED 120	Netprep Web Development	3
DMED 122	Web Animation	3
ICS 111	Introduction to Computer Science I	3
ICS 129	Introduction to Databases	3
ICS 215	Introduction to Scripting	3
	Sub-Total Credits	**24**
	Total credits for degree:	60

- Communicate clearly, concisely, visually, verbally and in writing, using techniques appropriate for the intended audience.
- Compile a portfolio of projects at the conclusion of the Certificate of Achievement program.

Program: Digital Media

Type: Certificate of Achievement (CA)

Required Courses

Item #	Title	Credits
	Written Communications (FW)	3
	Foundations Symbolic Reasoning (FS)	3
ART 112	Intro to Digital Arts	3
ART 229	Interface Design I	3
DMED 131	Introduction to Digital VIdeo	3
DMED 150	Film Analysis & Storytelling	3
DMED 160	Media Literacy and Ethics	3
DMED 200	Electronic Portfolio	3
DMED 251	Media Entrepreneurship	3
	DMED Elective	3
	Sub-Total Credits	**30**
	Total credits for degree:	30

Digital Media: Certificate of Achievement

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

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Apply critical thinking and aesthetic judgments in creating collaborative Digital Media projects.
- Demonstrate proficient-level skills in design software necessary to gain entry-level employment in Digital Media.

Digital Media: Certificate of Competence

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

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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.

Program: Digital Media

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ART 101	Introduction to the Visual Arts	3
ICS 100	Computing Literacy and Applications	3
ART 112	Intro to Digital Arts	3
ART 221	Design for Print and Web	3
DMED 121	Netprep Website Design	3
DMED 131	Introduction to Digital VIdeo	3
DMED 200	Electronic Portfolio	3
	Sub-Total Credits	**21**
	Total credits for degree:	21

Digital Photography: Certificate of Competence

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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.

Program: Digital Media

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ART 107D	Introduction to Digital Photography	3
ART 112	Intro to Digital Arts	3
ART 207D	Intermediate Digital Photography	3
	Sub-Total Credits	**9**
	Total credits for degree:	9

Digital Video for the Web: Certificate of Competence

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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.

Program: Digital Media

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
DMED 130	Pre-production: Digital VIdeo	3
DMED 131	Introduction to Digital VIdeo	3
DMED 132	Principles of VIdeo Editing	3
	Sub-Total Credits	**9**
	Total credits for degree:	9

Graphic Design: Certificate of Competence

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Design attention-grabbing communication graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos while meeting industry standard specifications.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Demonstrate proficiency in the use of Graphic Design software and hardware.

Program: Digital Media

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ART 112	Intro to Digital Arts	3
ART 113D	Introduction to Digital Drawing	3
ART 221	Design for Print and Web	3
	Sub-Total Credits	**9**
	Total credits for degree:	9

Motion Graphics: Certificate of Competence

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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.

Program: Digital Media

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
DMED 140	Principles of Animation	3
DMED 240	Animation & Special Effects	3
DMED 141	Introduction to 3D Animation	3
	Sub-Total Credits	**9**
	Total credits for degree:	9

Web Architecture: Certificate of Competence

Description
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.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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.

Program: Digital Media

Type: Certificate of Competence (CO)

Semester 1

Item #	Title	Credits
ART 112	Intro to Digital Arts	3
ICS 111	Introduction to Computer Science I	3
	Sub-Total Credits	**6**

Semester 2

Item #	Title	Credits
ICS 215	Introduction to Scripting	3
	Sub-Total Credits	**3**
	Total credits for degree:	9

Semester 2

Item #	Title	Credits
DMED 122	Web Animation	3
ART 229	Interface Design I	3
	Sub-Total Credits	**6**
	Total credits for degree:	15

Web Design: Certificate of Competence

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

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- 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.

Program: Digital Media

Type: Certificate of Competence (CO)

Semester 1

Item #	Title	Credits
ART 112	Intro to Digital Arts	3
ART 113D	Introduction to Digital Drawing	3
DMED 120	Netprep Web Development	3
	Sub-Total Credits	**9**

Education

Program Coordinator: **Jeff Judd**
Location: ED 210J
Phone: (808) 455-0434
Email: jjudd@hawaii.edu

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

Alternative Certification in Teaching: Certificate of Competence (Track 1)

Description
The Alternative Certification in Teaching Certificate equips candidates who have content knowledge in career and technical education with the pedagogy necessary to become effective secondary teachers in CTE classrooms. This alternative pathway post-baccalaureate program applies to the following license fields to teach CTE in middle school and high schools: Arts and Communications (6-12), Business (6-12), Health Services (6-12), Industrial and Engineering Technology (6-12), Natural Resources (6-12), and Public and Human Services (6-12)

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- The teacher candidate analyzes how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
- The teacher candidate uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

- The teacher candidate works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.
- The teacher candidate analyzes the central concepts, tools of inquiry, and structures of the discipline(s). He or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.
- The teacher candidate describes and demonstrates how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.
- The teacher candidate develops and uses multiple methods of assessment to engage learners in their own growth, to monitor the learner's progress, and to guide the teacher's and learner's decision making.
- The teacher candidate plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
- The teacher candidate develops and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Program: Education

Type: Certificate of Competence (CO)

Track I: Baccalaureate Degree: 9 credits coursework; 2 credits Practicum

Item #	Title	Credits
ED 310A	Classroom Management Within the Instructional Process for Cte Teacher Candidates	3
ED 311A	Foundations of Inclusion in Teaching for CTE Teacher Candidates	3
ED 312A	Educational Psychology for CTE Teacher Candidates	3
ED 393P	Practicum I: Alternative Certification for CTE Teacher Licensure	1
ED 393S	Practicum II	1
	Sub-Total Credits	**11**

Total credits for degree: 11

Alternative Certification in Teaching: Certificate of Competence (Track 2)

Description
The Alternative Certification in Teaching Certificate equips candidates who have content knowledge in career and technical education with the pedagogy necessary to become effective secondary teachers in CTE classrooms. This alternative pathway post-baccalaureate program applies to the following license fields to teach CTE in middle school and high schools: Arts and Communications (6-12), Business (6-12), Health Services (6-12), Industrial and Engineering Technology (6-12), Natural Resources (6-12), and Public and Human Services (6-12)

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- The teacher candidate analyzes how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.
- The teacher candidate uses an understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.
- The teacher candidate works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.
- The teacher candidate analyzes the central concepts, tools of inquiry, and structures of the discipline(s). He or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.
- The teacher candidate describes and demonstrates how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.
- The teacher candidate develops and uses multiple methods of assessment to engage learners in their own growth, to monitor the learner's progress, and to guide the teacher's and learner's decision making.
- The teacher candidate plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.
- The teacher candidate develops and uses a variety of instructional strategies to encourage learners to develop a deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Program: Education

Type: Certificate of Competence (CO)

Track II: Associate Degree with 3 years industry experience: 15 credits of coursework; 2 credits Practicum leading to a license restricted to the CTE field.

Item #	Title	Credits
ED 311A	Foundations of Inclusion in Teaching for CTE Teacher Candidates	3
ED 310A	Classroom Management Within the Instructional Process for Cte Teacher Candidates	3
ED 312A	Educational Psychology for CTE Teacher Candidates	3
ED 291	Developing Language & Literacy I	3
ED 277	Introduction to Multicultural Education	3
ED 393P	Practicum I: Alternative Certification for CTE Teacher Licensure	1
ED 393S	Practicum II	1
	Sub-Total Credits	**17**
	Total credits for degree:	17

Culturally Responsive Teaching: Certificate of Competence

Description
The goal of this program is to produce culturally responsive teachers versed in Hawaiian and indigenous knowledge, pedagogy and worldview. The CO in Culturally Responsive Teaching (CRT) will provide students with opportunities to pursue positions as paraeducators or enhance skills for current in-service teachers. The certificate will provide a micro-credential and preparation for students planning

careers in teaching as well as provide professional development and career advancement for current in-service teachers.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Identify indigenous educational frameworks and teaching practices and their impact on Native Hawaiian and other diverse populations.
- Analyze language development and reflect on the connection between language, identity, and learning.
- Design and implement standards-based, place-based and culture-based curriculum.
- Examine Hawaiian thought and worldview through Hawaiian language expression and various modes of communication.
- Explain the connections of historical events to modern issues in relation to the unique social, political and economic history of Hawai'i, including concepts such as colonization and decolonization, occupation, independence movements, and sovereignty.

Program: Education

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
HWST 107	Hawai'i: Center of the Pacific	3
HAW 101	Elementary Hawaiian I	4
ED 277	Introduction to Multicultural Education	3
ED 237	Indigenous Perspectives in Teaching	3
	Sub-Total Credits	**13**
	Total credits for degree:	13

Special/Inclusive Education: Certificate of Competence

Description
The Certificate of Competence in Special /Inclusive Education will provide students with opportunities to pursue positions as paraeducators or enhance skills as already certified teachers.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Describe characteristics of children with disabilities and developmental milestones for typically developing children
- Plan and deliver instruction appropriate to including children with disabilities within the general curriculum.
- Communicate with parents/guardians using culturally and linguistically diverse strategies to meet students' instructional goals and create individualized education plans (IEP).
- Apply evidence-based practices (EBPs) to assess student learning, use appropriate instructional strategies for tiered levels of intervention, and monitor and report on progress.
- Establish and maintain a safe learning environment.
- Describe the appropriate responsibilities related to each member of the multidisciplinary support team and execute ethical practices as a professional.

Program: Education

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ED 282C	Collaboration and Teaming Practicum	1
ED 283	Partnerships with Culturally and Linguistically Diverse Families	3
ED 284	Foundations of Inclusion in Teaching	3
ED 285	Classroom Management Within the Instructional Process	3
ED 289	Educational Psychology	3
	ED 282C, ED 143	1
	Sub-Total Credits	**14**
	Total credits for degree:	14

Special Education, Mild/Moderate PK-12: Advanced Professional Certificate

Description
The Advanced Professional Certificate in SPED Mild/Moderate PK-12 is a 19 cr. certificate for those with a bachelor-level degree in any field which leads to recommendation for licensure to teach SPED.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Explain and practice special education policies, procedures and legal requirements regarding students with disabilities.
- Describe the range and multiple manifestations of disabilities and their effects on social and emotional development, communication skills and oral language development, motor skills, functional and independent living skills, employment-related skills, and self-advocacy skills.
- Design and implement individualized educational programs that have a repertoire of instructional strategies, accommodations, assessment techniques and procedures that are appropriate for students with disabilities.
- Explain strategies for collaborating with families and other professionals to further student learning.
- Identify how to access resources and assistive technologies to support student learning, and to provide transition support to help students maintain continuous progress toward their educational goals.

Program: Education

Type:
Advanced Professional Certificate (APC)

Year 1 (Fall)

Item #	Title	Credits
ED 330	SPED Law and IEP Development	3
ED 331	Special Education Assessment	3
	Sub-Total Credits	**6**

Year 1 (Spring)

Item #	Title	Credits
ED 332	English Language Arts Instruction and Interventions	3

Item #	Title	Credits
ED 334	Participating in a Professional Community	3
ED 335	Educational Technology for the Inclusive Classroom	3
	Sub-Total Credits	**9**

Year 2 (Fall)

Item #	Title	Credits
ED 336	Student Teaching Portfolio	3
ED 393S	Practicum II	1
	Sub-Total Credits	**4**
	Total credits for degree:	19

Special Education II: Certificate of Competence

Description
The Special Education Certificate of Competence II is designed to provide more specialized and comprehensive preparation in special education law, IEP development, assessment, educational technology, literacy intervention, and professionalism for those pursuing a teaching degree in special education or wishing to increase their knowledge in the field of special education.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Describe special education rules and regulations.
- Describe ethical codes and related professional standards in special education.
- Develop Individual Education Programs (IEP) through examination of required elements of IEPs and simulated IEP team scenarios.
- Identify evaluation procedures, from pre-referral intervention, eligibility/placement/ program decision-making to progress monitoring of scientifically-based instructional interventions based on Response to Intervention (RTI).
- Describe the organizational, personal, and interpersonal aspects of working as a teacher in schools.
- Identify the preparation required for membership and leadership in a professional learning community and for continuing professional growth.

Program: Education

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ED 330	SPED Law and IEP Development	3
ED 331	Special Education Assessment	3
ED 332	English Language Arts Instruction and Interventions	3
ED 334	Participating in a Professional Community	3
ED 335	Educational Technology for the Inclusive Classroom	3
	ED 282C, ED 143	1
	Sub-Total Credits	**16**
	Total credits for degree:	16

Teaching: Associate in Science

Description
The Associate in Science in Teaching (AST) degree program seeks to improve equity and access to teacher education for underrepresented groups and non-traditional students. The program seeks to address the critical teacher shortage in the state of Hawai`i by providing quality pre-service teachers who are locally educated and culturally sensitive to schools in their own communities. The degree is considered terminal as graduates are prepared to enter the Hawai`i Department of Education (HIDOE) as highly qualified para-educators (Educational Assistants, Part-time teachers, paraprofessional tutors). The degree is also considered transfer as graduates enter bachelor's degree programs at the university level.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- The successful candidate will be collaborative: able to analyze, collaborate in and value learning communities to ensure learner growth and evaluate his/her own effectiveness.
- The successful candidate will be student-oriented: able to analyze, implement, and value developmentally appropriate instructional and assessment strategies and positive learning environments to ensure growth for all learners and evaluate his/her own effectiveness.
- The successful candidate will be relevant: able to analyze, design, implement, assess, and value

standards-based lesson plans that are contextually, culturally, and technologically relevant to reach all learners and evaluate his/her own effectiveness.
- The successful candidate will be effective: able to reflect on, demonstrate, and use as a model his/her own professional development to ensure growth for all learners and evaluate his/her own effectiveness.

Program: Education

Type: Associate in Science (AS)

General Education Requirements

Item #	Title	Credits
	Written Communications (FW)	3
	Foundations Quantitative (FQ)	3
	Foundations Global Multicultural Perspectives (FG-6)	6
	Diversification Arts (DA)	3
	Diversification Social Sciences (DS-ED)	3
	Diversification Biological Sciences (DB)	3
	Diversification Physical Science (DP)	3
	Diversification Science Lab (DY)	1
	Sub-Total Credits	**25**

Education Electives*

Item #	Title	Credits
ED 100	Introduction to Education and Teaching	3
ED 237	Indigenous Perspectives in Teaching	3
ED 279	Educational Media and Technology	3
ED 282	Collaboration: Roles and Responsibilities As a Member of the Multi-disciplinary Team	3
ED 282C	Collaboration and Teaming Practicum	1

ED 283	Partnerships with Culturally and Linguistically Diverse Families	3
ED 284	Foundations of Inclusion in Teaching	3
ED 286	Students with Exceptionalities I	3
ED 289	Educational Psychology	3
ED 296	Introduction to Art, Music and Creative Movement in the Classroom	3
HAW 101	Elementary Hawaiian I	4
MATH 111	Math for Elementary Teachers I	3
	Sub-Total Credits	**9**

Education Core**

Item #	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 277	Introduction to Multicultural Education	3
ED 295	Field Experience in Education	1
	Sub-Total Credits	**13**

Graduation Requirements

Item #	Title	Credits
ENG 200	Composition II	3
HWST 107	Hawai'i: Center of the Pacific	3
PSY 100	Survey of Psychology	3
	PSY 240, HDFS 230 (Options)	3
	SP 151, SP 251, COM 210H (Options)	3
	Sub-Total Credits	**15**
	Total credits for degree:	62

Hawaiian Studies

Program Coordinator **Tracie Kuʻuipo Losch**
Office DH-E 108A
Phone 455-0316
tlosch@hawaii.edu

Program Counselor **Piʻikea Hardy-Kahaleoumi**
Office DH-C 103A
Phone 455-0314
annahk@hawaii.edu

Hawaiian Studies: Associate in Arts

Description
The Associate in Arts in Hawaiian Studies (AAHS) provides a focused pathway for students pursuing an AA degree and transferring to a Hawaiian Studies or other baccalaureate degree program within the UH System. The AAHS also provides students with beneficial qualifications for Hawaiʻi's workforce, where knowledge of the host culture or alternative approaches to problem-solving are desirable. The degree integrates Hawaiian knowledge and values into the curriculum, and thus nurtures a sense of place; defines personal, community and global responsibilities; and builds connections between all who call Hawaiʻi home.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Describe aboriginal Hawaiian linguistic, cultural, historical and political concepts.
- Apply aboriginal Hawaiian-based concepts, knowledge, and methods in other areas of inquiry such as to the areas of sciences, humanities, arts, and social sciences – in academics, and in other professional endeavors.
- Engage, articulate and analyze topics relevant to the aboriginal Hawaiian community using college-level research and writing methods.

Program: Hawaiian Studies Liberal Arts

Type: Associate in Arts (AA)

General Education Requirements (Foundation)

Item #	Title	Credits
	Written Communications (FW)	3
	Quantitative Reasoning (FQ)	3
	Global Multicultural Perspectives (FG)	6
	Oral Communication (OC-HWST)	3
	Sub-Total Credits	**15**

General Education Requirements (Diversification)

Item #	Title	Credits
	Diversification Arts, Humanities, Literature (DA/DH/DL-HWST)	6
	Diversification Social Sciences (DS-HWST)	6
	Diversification Natural Sciences (DB-HWST)	7
	Sub-Total Credits	**19**

Core Requirements

Item #	Title	Credits
HAW 101	Elementary Hawaiian I	4
HAW 102	Elementary Hawaiian II	4
HWST 107	Hawaiʻi: Center of the Pacific	3
HWST 270	Hawaiian Mythology	3
HWST 292	Kūkulu Manaʻo: Hawaiian Studies Capstone Project	1
	Sub-Total Credits	**15**

Hawaiian-Focused Electives

Item #	Title	Credits
	Āina (Environmental Science) HWST	
	Hana Noʻeau (ARTS) HWST	
	Hoʻoulu Lāhui (Nation Building) HWST	
	Moʻolelo (History/Literature) HWST	
	ʻŌlelo (Language and Literature) HWST	
	Sub-Total Credits	**11**

Graduation Requirements (Select One)

Item #	Title	Credits
	Focus Course for HWST (ETH)	
	Focus Course for HWST (HAP)	
	Focus Course for HWST (WI)	
	Total credits for degree:	60

Health Information Technology

Contact Information

Program Coordinator: **Kathleen Cashman**
Location: BE 220
Phone: (808) 455-0621
email: cashmank@hawaii.edu

CTE Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

Health Information Technology: Associate in Science

Description
Students completing the Health Information Technology (HIT) Associate in Science (AS) will have the skills and knowledge necessary to become medical coders and reimbursement clerks, and privacy, security or electronic health record (EHR) technicians in clinics, hospitals, and other healthcare organizations.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Perform basic coding tasks and maintain accurate reimbursement systems including the preparation of patient access, registration, and patient accounting statements.
- Access, analyze, and interpret data to solve basic health information coding, patient accounting, and supervisory problems.
- Interact with customers, vendors, and co-workers to effectively support the work with high customer satisfaction.
- Organize, prioritize, and perform work tasks to meet deadlines and schedules.
- Apply health information, records management, and patient financial/patient accounting laws; and code basic cases with industry reimbursement procedures by patient insurance type.

Program: Health Information Technology

Type: Associate in Science (AS)

Required Courses

Item #	Title	Credits
BUS 101	Business Information Systems	3
HIT 102	Health Data, Records, and Documentation	3
HLTH 110	Medical Terminology	2
HIT 115	Reimbursement Methodologies	3
ENG 100	Composition I	3
HIT 171	Health Data, Information, Law, and Ethics	3
BIOL 130	Anatomy and Physiology	4
BIOL 130L	Anatomy and Physiology Lab	1
	ECON 130 OR ECON 131	3
HIT 200	Disease Pathology and Pharmacology	3
HIT 108	Introduction to Diagnosis Coding	3
HIT 109	Introduction to Procedure Coding	3
HIT 176	Statistics with Healthcare Science Applications	3
HIT 208	Advanced Coding I	3
HIT 209	Advanced Coding II	3
HIT 192	Professional Practice Experience and Registered Health Information Technologist Exam Prep	3
HIT 101	Healthcare Delivery Systems	3
HIT 220	Healthcare Computing and Electronic Health Records (EHR)	3
HIT 225	Health Information Management (HIM) Supervisory Management	3
HIT 215	Quality Management	3
HWST 107	Hawaiʻi: Center of the Pacific	3
	Sub-Total Credits	**61**
	Total credits for degree:	61

Health Information Technology: Certificate of Achievement

Description
Students completing the Certificate of Achievement in Health Information Technology (HIT) will have the skills and knowledge necessary to assist in maintaining accurate and timely medical data in clinics, hospitals, and other healthcare organizations.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Perform basic coding tasks and maintain accurate reimbursement systems including the preparation of patient access, registration, and patient accounting statements.
- Access, analyze, and interpret data to solve basic health information coding, patient accounting, and supervisory problems.
- Interact with customers, vendors, and co-workers to effectively support the work with high customer satisfaction.
- Organize, prioritize, and perform work tasks to meet deadlines and schedules.
- Apply health information, records management, and patient financial/patient accounting laws; and code basic cases with industry reimbursement procedures by patient insurance type.

Program: Health Information Technology

Type: Certificate of Achievement (CA)

Required Courses

Item #	Title	Credits
BUS 101	Business Information Systems	3
HIT 101	Healthcare Delivery Systems	3
HIT 102	Health Data, Records, and Documentation	3
HLTH 110	Medical Terminology	2
ENG 100	Composition I	3
HIT 171	Health Data, Information, Law, and Ethics	3
HIT 108	Introduction to Diagnosis Coding	3
HIT 109	Introduction to Procedure Coding	3

HIT 200	Disease Pathology and Pharmacology	3
BIOL 130	Anatomy and Physiology	4
BIOL 130L	Anatomy and Physiology Lab	1
	Sub-Total Credits	**31**
	Total credits for degree:	31

Health Information Technology: Certificate of Competence

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

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Apply problem-solving skills and health care knowledge to address customer, patient, or organizational needs.
- Use computer and other office technology tools to accomplish administrative responsibilities in maintaining a secured information system while adhering to workplace policies and procedures and government laws.
- Use basic medical coding methodology and patient record guidelines to accurately process documents through the document life cycle.

Program: Health Information Technology

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
BUS 101	Business Information Systems	3
HIT 101	Healthcare Delivery Systems	3
HIT 102	Health Data, Records, and Documentation	3
HLTH 110	Medical Terminology	2

BIOL 130	Anatomy and Physiology	4
BIOL 130L	Anatomy and Physiology Lab	1
	Sub-Total Credits	**16**
	Total credits for degree:	16

Human Services

Contact Information

Program Coordinator: **Gwen Williams**
Location: FA 206
Phone: (808) 455-0365
Fax: (808) 455-0633
Email: 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 Hawaiʻi state certification of substance abuse counselors. The certificate fulfills most of the substance abuse specific education requirement for Hawaiʻi state certification and satisfies a portion of the experiential hours requirement.

Our program provides education and skill development for people interested in pursuing a career as alcohol and drug abuse counselors, as well as for people currently working in the field who wish to hone their knowledge and skills. The certificate program in substance abuse counseling may offer a specialization and additional expertise for people with advanced degrees in such areas of social work, psychology, counseling in law enforcement, nursing, education, and rehabilitation counseling. Those with advanced degrees may often qualify to substitute previous course work in counseling for some of the required program courses. Please contact the Coordinator to discuss options.

Learners will focus on developing both basic and intermediate-level knowledge and skills required for entrance level substance abuse counselors. They will be encouraged to develop personal maturity through self-exploration, and adoption of a professional demeanor that will 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 course work will also assist one in preparing for the state certification exam. Please be advised that completing Leeward CC'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 for additional information about such requirements. (http://hawaii.gov/health/about/admin/health/substance-abuse/index.html).

It is highly recommended that the learner work to complete an AA degree in Liberal Arts if s/he currently has no degree. All of the HSER courses support the elective credit requirement for the AA degree. Completion of the certificate equals 2,000 hours toward the ADAD experiential requirement with an additional 400 fieldwork hours, when signed off by a CSAC supervisor, which contributes toward the ADAD experiential hours requirement.

Certificate of Competence, Substance Abuse Counseling
18 credits

In order for a learner to enroll in human service (HSER) courses, one either must have completed ENG 22 or 24 with a C or better or be *eligible* to register in ENG 100 based on an ENG placement test requirements, or previously have completed ENG 100.

The 18 credits for the program do not include the three credit prerequisite course requirement HSER 100, Self Exploration. One may concurrently enroll in HSER 100 with HSER 140, 245, 268 and 270 during the first semester if s/he meets the English requirement noted above. The learner will need to request a prerequisite waiver from the instructors teaching HSER 140 or 245 prior to being able to register concurrently for the other program courses. One must take HSER 268 prior to enrolling in HSER 270. Entering in the fall allows for completion of all course work within the two-year period. Arriving in the spring semester, typically tacks on an extra semester.

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 the second year HSER 294 and 295 Seminar I & Fieldwork II courses. Fieldwork involves placement at a substance abuse treatment facility and the completion of 200 hours each semester for a total of 400 hours, as well as attendance at an evening seminar each of the two semesters. HSER 294 is offered only in the fall semester and HSER 295 is offered only in the spring semester and must be taken in that order.

Human Services/Substance Abuse Counseling: Certificate of Competence

Description
Care, Connect, Collaborate

Substance use disorder counseling is a demanding, yet rewarding field of human service that requires patience, compassion, a keen desire to assist others healing from substance use disorders, field-specific knowledge and counseling skill development, as well a good deal of psychological maturity.

In this part-time, two-year substance abuse counseling program, focus is on developing both basic and intermediate-level knowledge and skills required of entry-level substance use disorder counselors and a emphasis on developing a personal and professional maturity through a self-exploration process. One is prepared for entering the field through exposure to the entire range of the 12 Core Functions required of the substance use disorder counselor. The learner will engage in development of micro skills and group facilitation skills, mock assessments and goal development, as well as introduction to multiple theories of counseling, interventions and techniques for working with clients.

Contact Information
Program Coordinator: **Gwen Williams**
Location: FA 206
Phone: (808) 455-0365
Fax: (808) 455-0633
Email: gwenw@hawaii.edu

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

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

Program: Human Services

Type: Certificate of Competence (CO)

First Semester (Fall) Requirements

Item #	Title	Credits
HSER 140	Individual Counseling	3
HSER 268	Survey of Substance Use and Addiction	3
	Sub-Total Credits	**6**

Second Semester (Spring) Requirements

Item #	Title	Credits
HSER 245	Group Counseling	3

Item #	Title	Credits
HSER 270	Substance Abuse Counseling	3
	Sub-Total Credits	**6**

Third Semester (Fall) Requirements

Item #	Title	Credits
HSER 294	Seminar & Fieldwork I	3
	Sub-Total Credits	**3**

Fourth Semester (Spring) Requirements

Item #	Title	Credits
HSER 295	Seminar & Fieldwork II	3
	Sub-Total Credits	**3**
	Total credits for degree:	18

Information & Computer Science

Contact Information

Program Coordinator: **Michael Bauer**
Location: GT 207
Phone: (808) 455-0310
Email: mbauer@hawaii.edu

Program Counselor: **Amy Amper**
Location: GT 113B
Phone: (808) 455-0235
Email: amyamper@hawaii.edu

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 the following specialty areas: Network Support Specialist, Information Security Specialist, or Software Developer Specialist. Skills in writing, speech, and mathematics complete the preparation for employment.

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

Information & Computer Science (Basic Logic and Programming Level 1): Certificate of Competence

Description
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.

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.

Program: Information & Computer Science

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ICS 111	Introduction to Computer Science I	3
ICS 141	Discrete Mathematics for Computer Science I	3
	Sub-Total Credits	**6**
	Total credits for degree:	6

Information & Computer Science (Basic Logic and Programming Level 2): Certificate of Competence

Description
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.

Program Learning Outcomes
Upon 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.

Program: Information & Computer Science

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ICS 211	Introduction to Computer Science II	3
ICS 241	Discrete Mathematics for Computer Science II	3
	Sub-Total Credits	**6**
	Total credits for degree:	6

Information & Computer Science (Help Desk): Certificate of Competence

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

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

- 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.

Program: Information & Computer Science

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ICS 101	Digital Tools for the Information World	3
ICS 125	Personal Computer Maintenance and Repair	3
ICS 171	Introduction to Computer Security	3
ICS 184	Introduction to Networking	3
	ICS HD Elective	3
	SP 151, SP 251 (Options)	3
	Sub-Total Credits	**18**
	Total credits for degree:	18

Information & Computer Science (Information Security): Certificate of Achievement

Description
Provides students with entry-level skills or job upgrading for positions under direct supervision in information security.

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

- Solve problems, develop algorithms and write object-oriented computer programs using a programming language.
- Design a relational database with proper documentation.
- Demonstrate proficiency in computer maintenance and networking.
- Exhibit proper use of an operating system.
- Apply the tools and techniques of information security to secure physical and digital information.

Program: Information & Computer Science

Type: Certificate of Achievement (CA)

First Semester Requirements

Item #	Title	Credits
ICS 101	Digital Tools for the Information World	3
ICS 111	Introduction to Computer Science I	3
ICS 170	Ethics for the Digital World	3
ICS 171	Introduction to Computer Security	3
ICS 184	Introduction to Networking	3
	Sub-Total Credits	**15**

Second Semester Requirements

Item #	Title	Credits
ICS 129	Introduction to Databases	3
ICS 215	Introduction to Scripting	3
ICS 240	Operating Systems	3
ICS 281	Ethical Hacking	3
ICS 282	Computer Forensics	3
	Sub-Total Credits	**15**
	Total credits for degree:	30

Information & Computer Science (Information Security Specialist): Certificate of Competence

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

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

- Create and implement security policies and procedures to aid in security administration.
- Apply techniques involved with Ethical Hacking.
- Aid in the collection, examination and preservation of data using proper computer forensics.

Notes
This certificate will provide students with opportunities to make effective decisions with intellectual integrity to solve problems and/or achieve goals utilizing the skills of critical thinking, creative thinking, information literacy, and quantitative/symbolic reasoning, which are fundamental skills in the computer industry.

Program: Information & Computer Science

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ICS 215	Introduction to Scripting	3
ICS 281	Ethical Hacking	3
ICS 282	Computer Forensics	3
	Sub-Total Credits	**9**
	Total credits for degree:	9

Information & Computer Science (Network Support Specialist): Certificate of Competence

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

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

- Identify the potential risks and mitigations of various threats to a computing environment.
- Identify and create security policies and procedures.
- Design a local area network using appropriate network devices including switches and routers.
- Administer a local area network consisting of a server, workstations, switches, and routers.
- Design a multi-area network with route optimization.
- Design an IPv4/IPv6 hybrid network.

Program: Information & Computer Science

Type: Certificate of Competence (CO)

Semester 1

Item #	Title	Credits
ICS 211	Introduction to Computer Science II	3
ICS 184	Introduction to Networking	3
	Sub-Total Credits	**6**

Semester 2

Item #	Title	Credits
ICS 273	Network Design and Administration	3
ICS 274	Advanced Network Routing and Optimization	3
ICS 215	Introduction to Scripting	3
	Sub-Total Credits	**9**
	Total credits for degree:	15

Information & Computer Science (Software Developer): Certificate of Competence

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

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

- Develop applications using data structures, recursion and graphical user interfaces.
- Interpret and design mathematical models to solve computer science problems.

Program: Information & Computer Science

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
ICS 211	Introduction to Computer Science II	3
ICS 241	Discrete Mathematics for Computer Science II	3
	ICS 212 OR ICS 215	3
	Sub-Total Credits	**9**
	Total credits for degree:	9

Information & Computer Science: Academic Subject Certificate

Description
The Academic Subject Certificate in ICS prepares the student to transfer to either the BA or BS degree programs in Information & Computer Science at UH Mānoa, or the BS 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.

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

- Solve problems, develop algorithms and write computer programs specified in a manner consistent with the ACM CS1 and CS2 recommendations.
- Demonstrate familiarity with the mathematics used in computing science.
- Apply the credits as electives towards an Associate in Arts degree.
- Information on program length, estimated cost of education, completion rates, student loan Indebtedness, and job placement.

Program: Information & Computer Science

Type: Academic Subject Certificate (ASC)

Required Courses

Item #	Title	Credits
ICS 111	Introduction to Computer Science I	3
ICS 141	Discrete Mathematics for Computer Science I	3
ICS 211	Introduction to Computer Science II	3
	ICS 212 OR ICS 215	3
ICS 241	Discrete Mathematics for Computer Science II	3
	Sub-Total Credits	**15**
	Total credits for degree:	15

Information & Computer Science: Associate in Science

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

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

- Demonstrate computing literacy.
- Describe the functions and interrelationships of the building blocks of an operating system.
- Solve problems, develop algorithms, and write object-oriented computer programs in at least two programming languages.
- Apply mathematics to solve computing problems.
- Effectively communicate, in written and oral form, a system solution, its documentation, and its implementation.
- Use project management tools to manage information systems development projects.
- Work effectively as part of a group/team.
- Design a relational database with proper documentation.
- Demonstrate proficiency in computer maintenance and networking.

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

- Software Developer Specialist: Develop a foundation in computer science to succeed in upper-division courses.
- Network Support Specialist: Apply computer-networking principles to build and troubleshoot networks.
- Information Security Specialist: Apply the tools and techniques of information security to secure physical and digital information.

Program: Information & Computer Science

Type: Associate in Science (AS)

General Education Requirements

Item #	Title	Credits
ENG 100	Composition I	3
ICS 170	Ethics for the Digital World	3
	ICS 141 OR MATH 103 OR MATH 135	3
	ENG 225 OR ENG 209	3
	SP 151, SP 251 (Options)	3
	Diversification Social Sciences (DS-3)	3
	Foundations Global Multicultural Perspectives (FG-3)	3
	Sub-Total Credits	**21**

Core Requirements

Item #	Title	Credits
ICS 101	Digital Tools for the Information World	3
ICS 111	Introduction to Computer Science I	3
ICS 125	Personal Computer Maintenance and Repair	3
ICS 129	Introduction to Databases	3
ICS 171	Introduction to Computer Security	3
ICS 184	Introduction to Networking	3
ICS 240	Operating Systems	3
ICS 270	Systems Analysis	3
	ICS 110M or ICS 110P	3
	Sub-Total Credits	**27**

Elective Requirements

Item #	Title	Credits
	ICS Elective	3
	Sub-Total Credits	**3**

Specialty Requirements

Item #	Title	Credits
	ICS Specialty	9
	Sub-Total Credits	**9**
	Total credits for degree:	60

Information & Computer Science: Certificate of Achievement

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

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

- Demonstrate computing literacy.
- Solve problems, develop algorithms and write object-oriented computer programs in a programming language.\
- Design a relational database with proper documentation.
- Demonstrate proficiency in computer maintenance and networking.

Program: Information & Computer Science

Type: Certificate of Achievement (CA)

First Semester Requirements

Item #	Title	Credits
ICS 101	Digital Tools for the Information World	3
ICS 129	Introduction to Databases	3
ENG 100	Composition I	3
	ICS 141 OR MATH 103 OR MATH 135	3
	ICS 110M or ICS 110P	3
	Sub-Total Credits	**15**

Second Semester Requirements

Item #	Title	Credits
ICS 111	Introduction to Computer Science I	3
ICS 125	Personal Computer Maintenance and Repair	3
ICS 170	Ethics for the Digital World	3
ICS 184	Introduction to Networking	3
	SP 151, SP 251 (Options)	3
	Sub-Total Credits	**15**
	Total credits for degree:	30

Integrated Industrial Technology

Contact Information

Program Coordinator: **William Labby**
Location: CE 101
Phone: (808) 455-0688
Email: wlabby@hawaii.edu

Program Counselor: **Amy Amper**
Location: GT 113B
Phone: (808) 455-0235
Email: amyamper@hawaii.edu

Integrated Industrial Technology: Associate in Science

Description
The Integrated Industrial Technology program at Leeward CC was developed in order to provide students on Oʻahu with a foundation in electronic, electrical, mechanical, and automated control systems to meet the workforce needs of an emerging industrial technology industry.

The IIT Program provides students with a theoretical and practical understanding of mechatronic systems as well as develops practical skills and systems integration. Graduates will be able to program, operate, maintain, calibrate, and repair the equipment that makes up these systems.

The degree prepares students for occupations that involve the integration of electronic, electrical, mechanical, and communications systems. Typical occupations may include: automated programmable electromechanical systems technician, robotics and manufacturing systems technician, and process control systems integration technician.

All required IIT courses must be passed with a grade of "C" or better in order to be applied to all degrees and certificates.

Learning Outcomes
- Apply the principles of mathematics, electronics, mechanical systems, and controls systems to program, maintain, calibrate, and repair advanced integrated systems in manufacturing and transportation.
- Use appropriate safety, health, and personal protection procedures applicable to an industrial working environment.
- Demonstrate an understanding of the structure and function of mechatronic systems and follow a logical sequence for isolating problems within an industrial process.
- Analyze process control system operations and select the appropriate sensing equipment for that operation.
- Analyze the operating difficulties of an automated system and perform the corrective actions needed.
- Utilize proper procedures for inspection, preventive maintenance, and corrective maintenance of integrated industrial systems.
- Demonstrate an understanding of the theory, construction, installation and operation of hydraulic and pneumatic systems in an automated controls environment.
- Demonstrate an understanding of mechanical drive systems, their function and the operation in an automated controls environment.
- Apply principles of process quality assurance to an automated control environment.
- Use CAD/CAM to create drawings of parts and assemblies to create prototypes using additive manufacturing.

Program: Integrated Industrial Technology

Type: Associate in Science (AS)

First Semester Requirements

Item #	Title	Credits
IIT 101	Industrial Safety Health & Environment	3
IIT 131	Mechanical Drive Systems	3
IIT 121	Electro Hydraulics and Pneumatics (fluid Power Systems)	3
ENG 100	Composition I	3
	MATH 103 or Higher	3
	Sub-Total Credits	**15**

Second Semester Requirements

Item #	Title	Credits
IIT 171	Principles of Process Quality	3
IIT 151	Rapid Prototyping	3
ICS 141	Discrete Mathematics for Computer Science I	3
PHYS 100	Survey of Physics	3
PHYS 100L	Survey of Physics Laboratory	1
	Social Sciences (100 level or above) - CTE	3
	Sub-Total Credits	**16**

Third Semester Requirements

Item #	Title	Credits

IIT 201	Ac/Dc Circuits	4
IIT 231	Process Control and Instrumentation	4
IIT 251	Motor and Motion Control	4
IIT 221	Programmable Logic Control	4
	Sub-Total Credits	**16**

Fourth Semester Requirements

Item #	Title	Credits
IIT 205	Digital and Analog Circuits	4
IIT 271	Distributed Control Systems	3
IIT 281	Supervisory Control and Data Acquisition (scada) Systems	4
	Arts/Humanities (100 level or above) - CTE	3
	Sub-Total Credits	**14**
	Total credits for degree:	61

Integrated Industrial Technology: Certificate of Achievement

Description
The Integrated Industrial Technology program at Leeward CC was developed in order to provide students on Oʻahu with a foundation in electronic, electrical, mechanical, and automated control systems to meet the workforce needs of an emerging industrial technology industry.

The IIT Program provides students with a theoretical and practical understanding of mechatronic systems as well as develops practical skills and systems integration. Graduates will be able to program, operate, maintain, calibrate, and repair the equipment that makes up these systems.

The degree prepares students for occupations that involve the integration of electronic, electrical, mechanical, and communications systems. Typical occupations may include: automated programmable electromechanical systems technician, robotics and manufacturing systems technician, and process control systems integration technician.

All required IIT courses must be passed with a grade of "C" or better in order to be applied to all degrees and certificates.

Learning Outcomes
- Use appropriate safety, health, and personal protection procedures applicable to an industrial working environment.
- Utilize proper procedures for inspection, preventive maintenance, and corrective maintenance of integrated industrial systems.
- Demonstrate an understanding of the theory, construction, installation and operation of hydraulic and pneumatic systems in an automated controls environment.
- Demonstrate an understanding of mechanical drive systems, their function and the operation in an automated controls environment.
- Apply principles of process quality assurance to an automated control environment.
- Use CAD/CAM to create drawings of parts and assemblies to create prototypes using additive manufacturing.

*For the MATH 103 requirement, students must take College Algebra or higher in STEM track.

Program: Integrated Industrial Technology

Type: Certificate of Achievement (CA)

First Semester Requirements

Item #	Title	Credits
IIT 101	Industrial Safety Health & Environment	3
IIT 131	Mechanical Drive Systems	3
IIT 121	Electro Hydraulics and Pneumatics (fluid Power Systems)	3
ENG 100	Composition I	3
	MATH 103 OR MATH 135 (STEM)	3
	Sub-Total Credits	**15**

Second Semester Requirements

Item #	Title	Credits
ICS 141	Discrete Mathematics for Computer Science I	3
IIT 171	Principles of Process Quality	3
IIT 151	Rapid Prototyping	3
PHYS 100	Survey of Physics	3

PHYS 100L	Survey of Physics Laboratory	1	
	Social Sciences (100 level or above) - CTE	3	
	Sub-Total Credits	**16**	
	Total credits for degree:	31	

Integrated Industrial Technology: Certificate of Competence

Description
The Integrated Industrial Technology program at Leeward CC was developed in order to provide students on Oʻahu with a foundation in electronic, electrical, mechanical, and automated control systems to meet the workforce needs of an emerging industrial technology industry.

The IIT Program provides students with a theoretical and practical understanding of mechatronic systems as well as develops practical skills and systems integration. Graduates will be able to program, operate, maintain, calibrate, and repair the equipment that makes up these systems.

The degree prepares students for occupations that involve the integration of electronic, electrical, mechanical, and communications systems. Typical occupations may include: automated programmable electromechanical systems technician, robotics and manufacturing systems technician, and process control systems integration technician.

All required IIT courses must be passed with a grade of "C" or better in order to be applied to all degrees and certificates.

Learning Outcomes
- Use appropriate safety, health, and personal protection procedures applicable to an industrial working environment.
- Utilize proper procedures for inspection, preventive maintenance, and corrective maintenance of integrated industrial systems.
- Demonstrate an understanding of the theory, construction, installation and operation of hydraulic and pneumatic systems in an automated controls environment.
- Demonstrate an understanding of mechanical drive systems, their function and the operation in an automated controls environment.

*For the MATH 103 requirement, students must take College Algebra or higher in STEM track.

Program: Integrated Industrial Technology

Type: Certificate of Competence (CO)

First Semester Requirements

Item #	Title	Credits
IIT 101	Industrial Safety Health & Environment	3
IIT 131	Mechanical Drive Systems	3
IIT 121	Electro Hydraulics and Pneumatics (fluid Power Systems)	3
ENG 100	Composition I	3
	MATH 103 OR MATH 135 (STEM)	3
	Sub-Total Credits	**15**
	Total credits for degree:	15

Liberal Arts

The 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.

Business: Academic Subject Certificate

Description
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.

Program Coordinator: **Warren Kawano**
Location: BE 211
Phone: (808) 455-0345
Email: warrenk@hawaii.edu

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.

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Required Courses

Item #	Title	Credits
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
	ACC 201, ACC 202, ACC 124, ACC 125, ACC 202 (Options)	6 - 9
ECON 130	Principles of Microeconomics	3
ECON 131	Principles of Macroeconomics	3
	BUS 101, BUS 201, ICS 101	3
	MATH 103 OR MATH 135 (STEM)	3
	Sub-Total Credits	**24-27**
	Total credits for degree:	24-27

Community Food Security: Academic Subject Certificate

Description
The Academic Subject Certificate in Community Food Security is intended to provide students with the knowledge of the Community Food Security movement through course work, skills, and understanding about the operation of a certified organic farm and marketing of produce grown on the farm. The courses introduce them to the Community Food Security movement locally, nationally and internationally, provide them the skills for growing foods organically, preparing farm produce for sale to restaurants and markets, and develop and provide educational activities to elementary, middle and high school students. Students will develop 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 and sustainability.

Program Coordinator **Summer Barrett**
Office Leeward CC, Waiʻanae
Phone 454-4713
summerls@hawaii.edu

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

- Analyze from a sociological perspective the connections between current food production systems, the environment, and public health.
- Demonstrate the ability to grow and market organic produce.
- Explain how local organic farming contributes to the Food Security Movement locally, nationally and internationally.

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Semester 1

Item #	Title	Credits
HWST 107	Hawaiʻi: Center of the Pacific	3
ENG 100	Composition I	3
AG 112	Introduction to Organic Agriculture	4
SOC 151	Introduction to Sociology of Food	3
	Sub-Total Credits	**13**

Semester 2

Item #	Title	Credits
HWST 291	Contemporary Hawaiian Issues	3
	Sub-Total Credits	**3**
	Total credits for degree:	16

Digital Art (Photographic Emphasis): Academic Subject Certificate

Description
The certificate program will be a program that can be used as a pre-professional study for students who want to enter the Digital Art/Digital Photography field or who wish to have an academic emphasis in Digital Art and/or Photography but do not necessarily wish to pursue it as a primary professional objective. It can be a focus of study for students interested in a liberal arts degree.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Demonstrate artistic and technical quality in designing digital artworks.
- 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.

Contact Information
Program Coordinator: **Wayne Muromoto**
Location: AM 202
Phone: (808) 455-0280
Email: wmuromoto@hawaii.edu

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Core Courses

Item #	Title	Credits
ART 101	Introduction to the Visual Arts	3
ART 107D	Introduction to Digital Photography	3
ART 112	Intro to Digital Arts	3
ART 207D	Intermediate Digital Photography	3
DMED 200	Electronic Portfolio	3
	Sub-Total Credits	**15**

Electives: Choose 1 of the following

Item #	Title	Credits
ART 115	Introduction to Design	3
ART 113D	Introduction to Digital Drawing	3
ART 277D	Studio Photography	3
DMED 131	Introduction to Digital VIdeo	3
	Sub-Total Credits	**3**
	Total credits for degree:	18

Global Studies: Academic Subject Certificate

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

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

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

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Core Requirements: Choose 1 course from each of the 5 groups

Item #	Title	Credits
	GS Group 1: Culture, Society and Globalization	3
	GS Group 2: Global Business and Economics	3
	GS Group 3: Global History, Politics and Religion	3
	GS Group 4: Global Arts	3
	GS Group 5: Hawaiian and Foreign Language	3 - 4
	Sub-Total Credits	**15-16**

Electives: Choose 1 course from the list

Item #	Title	Credits
	Global Studies Electives	3 - 4
	Sub-Total Credits	**3-4**
	Total credits for degree:	18-20

Hawaiian Language: Academic Subject Certificate

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

Program Coordinator **Joseph Badis**
Office LA 214
Phone 455-0426
badis@hawaii.edu

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

- Describe Native Hawaiian linguistic and cultural concepts.
- Explain Native Hawaiian concepts as expressed in the broader areas of science, humanities, arts or social sciences.
- Use Hawaiian language orally and in writing to discover, develop, communicate and reflect on issues relevant to the Native Hawaiian community.

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Item #	Title	Credits
HAW 101	Elementary Hawaiian I	4
HWST 107	Hawai'i: Center of the Pacific	3
HAW 102	Elementary Hawaiian II	4
HAW 201	Intermediate Hawaiian I	4
HAW 202	Intermediate Hawaiian II	4
	Sub-Total Credits	**19**
	Total credits for degree:	19

Hawaiian Studies: Academic Subject Certificate

Description
The Academic Subject Certificate in Hawaiian Studies is intended to provide students with a strong introduction to the culture, language, and history of Hawai'i and the Native Hawaiian people. The certificate enhances the Liberal Arts

degree and prepares students with a strong foundation to complete their baccalaureate degrees in Hawaiian Studies or other fields of study at the University of Hawaiʻi.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Identify Native Hawaiian linguistic, cultural, historical and political concepts.
- Explain Native Hawaiian concepts as expressed in the broader areas of science, humanities, arts or social sciences.
- Use writing to discover, develop, communicate and reflect on issues relevant to the Native Hawaiian community.

Contact Information
Program Coordinator: **Luuikia Archer**
Location: DA 106A
Phone: (808) 455-0660
Email: archer@hawaii.edu

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Required Courses

Item #	Title	Credits
HAW 101	Elementary Hawaiian I	4
HAW 102	Elementary Hawaiian II	4
HWST 107	Hawaiʻi: Center of the Pacific	3
HWST 270	Hawaiian Mythology	3
	Sub-Total Credits	**14**

Elective Courses (Select One)

Item #	Title	Credits
HWST 105	Mea Kanu Hawaiʻi: Hawaiian Ethnobotany	3
HWST 128	Introduction to Hula Kahiko	3
HWST 129	Introduction to Hula ʻAuana	3
HWST 207	Hawaiian Perspectives in Ahupua'a Resource Management	3
HWST 276	Introduction to Hawaiian Literature in English	3

HWST 245	Living with Kuleana: An Introduction to Hawaiian Systems of Governance	3
HWST 281	Hoʻokele I: Hawaiian Astronomy and Weather	3
HWST 291	Contemporary Hawaiian Issues	3
HIST 284	History of the Hawaiian Islands	3
REL 205	Understanding Hawaiian Religion	3
	Sub-Total Credits	**3**
	Total credits for degree:	17

Hawaiian Studies: Associate in Arts

Description
The Associate in Arts in Hawaiian Studies (AAHS) provides a focused pathway for students pursuing an AA degree and transferring to a Hawaiian Studies or other baccalaureate degree program within the UH System. The AAHS also provides students with beneficial qualifications for Hawaiʻi's workforce, where knowledge of the host culture or alternative approaches to problem-solving are desirable. The degree integrates Hawaiian knowledge and values into the curriculum, and thus nurtures a sense of place; defines personal, community and global responsibilities; and builds connections between all who call Hawaiʻi home.

Program Learning Outcomes
Upon completion of the program, students will be able to do the following:

- Describe aboriginal Hawaiian linguistic, cultural, historical and political concepts.
- Apply aboriginal Hawaiian-based concepts, knowledge, and methods in other areas of inquiry such as to the areas of sciences, humanities, arts, and social sciences – in academics, and in other professional endeavors.
- Engage, articulate and analyze topics relevant to the aboriginal Hawaiian community using college-level research and writing methods.

Program: Hawaiian Studies Liberal Arts

Type: Associate in Arts (AA)

General Education Requirements (Foundation)

Item #	Title	Credits

	Written Communications (FW)	3
	Quantitative Reasoning (FQ)	3
	Global Multicultural Perspectives (FG)	6
	Oral Communication (OC-HWST)	3
	Sub-Total Credits	**15**

General Education Requirements (Diversification)

Item #	Title	Credits
	Diversification Arts, Humanities, Literature (DA/DH/DL-HWST)	6
	Diversification Social Sciences (DS-HWST)	6
	Diversification Natural Sciences (DB-HWST)	7
	Sub-Total Credits	**19**

Core Requirements

Item #	Title	Credits
HAW 101	Elementary Hawaiian I	4
HAW 102	Elementary Hawaiian II	4
HWST 107	Hawai'i: Center of the Pacific	3
HWST 270	Hawaiian Mythology	3
HWST 292	Kūkulu Mana'o: Hawaiian Studies Capstone Project	1
	Sub-Total Credits	**15**

Hawaiian-Focused Electives

Item #	Title	Credits
	Āina (Environmental Science) HWST	
	Hana No'eau (ARTS) HWST	
	Ho'oulu Lāhui (Nation Building) HWST	
	Mo'olelo (History/Literature) HWST	
	'Ōlelo (Language and Literature) HWST	
	Sub-Total Credits	**11**

Graduation Requirements (Select One)

Item #	Title	Credits

	Focus Course for HWST (ETH)	
	Focus Course for HWST (HAP)	
	Focus Course for HWST (WI)	
	Total credits for degree:	60

Liberal Arts: Associate in Arts

Description
The 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.

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

- Use the concepts, theories, and methodologies in arts, humanities, natural and social sciences to examine natural phenomena or to evaluate human experiences.
- Develop, support, and communicate ideas to a particular audience through writing.
- Develop, support, and communicate ideas to a particular audience through speech and writing.
- Find, evaluate, and use information.
- Apply quantitative reasoning to solve problems, interpret answers, and communicate results.
- Use critical thinking to address issues and solve problems.
- Describe and analyze the nature of culture and its variations, past and present.

Program: Liberal Arts

Type: Associate in Arts (AA)

Foundations Requirements

Item #	Title	Credits
	Written Communications (FW)	3
	Quantitative Reasoning (FQ)	3
	Global Multicultural Perspectives (FG)	6
	Sub-Total Credits	**12**

Diversification Requirements

Item #	Title	Credits
	Diversification Arts, Humanities, Literature (DA/DH/DL)	6
	Diversification Social Sciences (DS-6)	6
	Diversification Biological Sciences (DB)	3
	Diversification Physical Science (DP)	3
	Diversification Science Lab (DY)	1
	Sub-Total Credits	**19**

Elective Requirements

Item #	Title	Credits
	Electives	29
	Sub-Total Credits	**29**

Graduation Requirements

Item #	Title	Credits
	Contemporary Ethical Issues (ETH)	
	Hawaiian, Asian, & Pacific Issues (HAP)	
	Writing Intensive (WI)	
	Oral Communication (OC)	
	Total credits for degree:	60

Marine Option Program: Academic Subject Certificate

Description
The Marine Option Program (MOP) is designed to assist students interested in relating the ocean to their educational aspirations while earning their AA degree. The Marine Options Program Academic Subject Certificate emphasizes an experiential, cross-disciplinary education and provides opportunities to apply traditional course work to the real world while students obtain practical marine skills through a "hands-on" internship, research or employment project. Students develop their own customized "skill project" as part of the Certificate.

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

Program Coordinator **Alyssa MacDonald**
Office BS 205
Phone 455-0285
alyssa.macdonald@hawaii.edu

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

- Demonstrate an awareness of how the ocean relates to Hawaiʻi's economy, society, and life style.
- Evaluate how their career and educational opportunities can be influenced by the surrounding marine environment.
- Demonstrate basic knowledge about the ocean and its impacts on Hawaiʻi.
- Create and execute an experiential learning project (Skill Project) to further their education.

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Group 1: Marine Survey and Ocean-Related Courses

Item #	Title	Credits
	MO Subgroup A: Marine Survey Courses	4
	MO Subgroup B: Ocean-Related Electives	4 - 6
	Sub-Total Credits	**8-10**

Group 2: Required Courses

Item #	Title	Credits
OCN 101	Marine Option Program Seminar	1
OCN 199	Independent Study	2 - 3
	Sub-Total Credits	**3-4**
	Total credits for degree:	11-14

Music: Academic Subject Certificate

Description
The Academic Subject Certificate in Music is designed to provide a strong foundation in music theory and performance 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.

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

- Perform solo or ensemble literature before a live audience.
- Analyze music for basic melodic, rhythmic and harmonic characteristics.
- Describe the functions and applications of music within diverse cultures.

Contact Information
Program Coordinator: **Peter Frary**
Location: FA 115
Phone: (808) 455-0353
Email: frary@hawaii.edu

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Core Courses (Choose 6 credits from the listed courses)

Item #	Title	Credits
MUS 107	Music in World Cultures	3
MUS 108	Music Fundamentals	3
MUS 253	Elementary Music in Action	3
	Sub-Total Credits	**6**

Performing Ensembles (Choose 6 credits from the listed courses)

Item #	Title	Credits
MUS 103	Guitar Ensemble 1	2
MUS 104	Jazz Ensemble I	2
MUS 112	Hawaiian Ensemble 1	2
MUS 113	Hawaiian Ensemble 2	2
MUS 114	College Chorus	2
MUS 201	Vocal Ensemble	2
MUS 203G	Guitar Ensemble 2	2
	Sub-Total Credits	**6**

Music Electives (Choose 6 credits from list)

Item #	Title	Credits

	Music Electives	6
	Sub-Total Credits	**6**
	Total credits for degree:	18

Performing Arts: Academic Subject Certificate

Description
The Academic Subject Certificate (ASC) in Performing Arts is intended to provide students with a strong foundation in general performance, including music, dance, or theatre. The courses in this certificate program provide students with the basic foundational understanding necessary in each area of the performing arts. This certificate is for students, who plan to earn a Bachelor's Degree in music, dance, or theatre; who wish to develop and further their interest or talent in these areas while earning an Associate in Arts Degree and/or who intend to pursue a professional career in the performing arts (22 to 23 credits).

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

- Perform solo or in an ensemble in music, theatre, or dance before a live audience.
- Describe the key terms and concepts in dance, music, or theatre disciplines.
- Critically evaluate performances and productions in the performing arts.

Contact Information
Program Coordinator: **Betty Burdick**
Location: FA 102A
Phone: (808) 455-0549
Email: burdick@hawaii.edu

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Core Requirements

Item #	Title	Credits
ENG 100	Composition I	3
PHIL 111	Intro to Inductive Logic	3
MUS 107	Music in World Cultures	3
THEA 101	Introduction to Drama and Theatre	3
	Sub-Total Credits	**12**

Theatre

Item #	Title	Credits
THEA 221	Acting I	3
THEA 222	Beginning Acting II	3
THEA 260	Dramatic Production	3
THEA 200B	Beginning Theatre Practicum: Acting	1
	Sub-Total Credits	**10**

Dance

Item #	Title	Credits
DNCE 131	Modern Dance I	3
DNCE 132	Modern Dance II	3
DNCE 180	Dance Production	3
THEA 200B	Beginning Theatre Practicum: Acting	1
	Sub-Total Credits	**10**

Music Guitar

Item #	Title	Credits
MUS 108	Music Fundamentals	3
MUS 103	Guitar Ensemble 1	2
MUS 121D	Guitar 1	2
MUS 121E	Pop/Folk Guitar 1	2
MUS 203G	Guitar Ensemble 2	2
	Sub-Total Credits	**11**

Music 'Ukulele

Item #	Title	Credits
MUS 108	Music Fundamentals	3
MUS 121Z	'Ukulele 1	2
MUS 122Z	'Ukulele 2	2
MUS 112	Hawaiian Ensemble 1	2
MUS 113	Hawaiian Ensemble 2	2
	Sub-Total Credits	**11**
	Total credits for degree:	22-23

Philippine Studies: Academic Subject Certificate

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

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

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

A. Student Objectives

- Provide students the opportunity to learn and understand the history, language, arts and culture of the fastest growing and second largest ethnic group in Hawai'i (Filipinos);
- Provide students of Filipino ancestry the opportunity to learn about their heritage, and develop a sense of identity and confidence.
- Assist students transferring to four-year institutions majoring in Philippine Language and Literature, Asian Studies, Ethnic Studies, and other humanities or social science disciplines such as history, political science, sociology, geography, education and other fields of study.

B. Community Objectives

- Provide a vehicle for the community to understand the culture of the fastest growing and second largest ethnic group in Hawai'i (Filipinos); and
- Provide education for mutually respectful and productive employment environment in Hawai'i in areas that involve Filipino culture, e.g., health care, tourism and service industry, education, government, entrepreneurship.

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Required Courses: Choose at least 17 credits from the following

Item #	Title	Credits
ASAN 203	Philippine Culture: a Survey of Philippine Cultural History	3
ASAN 204	Filipinos in the United States: The History and Culture of Filipinos in the U.S.	3
ASAN 205	Contemporary Philippine Issues	3
FIL 101	Elementary Filipino I	4
FIL 102	Elementary Filipino II	4
HIST 242	Civilizations of Asia II	3
	Sub-Total Credits	**17**

Recommended Electives (optional)

Item #	Title	Credits
SSCI 101	Self-development	3
FIL 201	Intermediate Filipino I	4
FIL 202	Intermediate Filipino II	4
	Sub-Total Credits	**11**
	Total credits for degree:	17

Writing: Academic Subject Certificate

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

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

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

Program Coordinator **Susan Waldman**
Office LA 218
Phone 455-0428
swaldman@hawaii.edu

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

- Demonstrate advanced writing skills appropriate for college-level courses.
- Use writing to communicate clearly and effectively.

Program: Liberal Arts

Type:
Academic Subject Certificate (ASC)

Creative Track

Item #	Title	Credits
ENG 100	Composition I	3
ENG 200	Composition II	3
ENG 204	Introduction to Creative Writing	3
	Writing Intensive 200-level course in Literature	3
	ENG 207, ENG 208, or ENG 211	6
	Sub-Total Credits	**18**

Business Track

Item #	Title	Credits
ENG 100	Composition I	3
ENG 200	Composition II	3
ENG 209	Business Writing	3
ENG 225	Technical Writing	3
	ENG 204, ENG 211, BUSN 269, BUSN 277, or BUSN 279	6
	Sub-Total Credits	**18**
	Total credits for degree:	18

Management

Program Coordinator: **Ross Higa**
Location: BE 203
Phone: (808) 455-0284
Email: higaross@hawaii.edu

CTE Counselor: **Joy Lane**
Location: BE 210
Phone: (808) 455-0220
Email: joylane@hawaii.edu

Management: Academic Subject Certificate

Description
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.

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

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

- Exhibit work behaviors that maximize the opportunity for continued employment and growth within an organization.
- Assist in the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.

Program: Management

Type:
Academic Subject Certificate (ASC)

Required Courses

Item #	Title	Credits
MGT 121	Service Excellence	3
BUS 120	Principles of Business	3
	ACC 124, ACC 201 (Options)	3
	BUS 101, ICS 100, ICS 101 (Options)	3 - 6
MGT 120	Principles of Management	3
MGT 122	Human Relations in Management	3
	Sub-Total Credits	**18-21**
	Total credits for degree:	18-21

Management: Associate in Science

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

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

- Handle general business operations that require basic math and computer skills.
- Communicate effectively with customers and co-workers in an organizational setting.
- Carry out basic management, accounting and marketing functions in a workplace environment.
- Understand how to train, motivate, and supervise employees/associates to attain the goals of a business.
- Establish and promote a collaborative work environment.

- Work within the ethical, legal, and regulatory parameters on the industry.
- Calculate, compile, and analyze financial records to make prudent business decisions.
- Select, utilize and integrate appropriate current and emerging technologies to support business functions.
- Use verbal, non-verbal, and written communication skill effectively in the business context.
- Interact with internal and external customers in ways that effectively support the work to be accomplished and customer satisfaction.
- Exhibit work behaviors that maximize the opportunity for continued employment and growth within an organization.
- Assist in the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.

Program: Management

Type: Associate in Science (AS)

First Semester Requirements

Item #	Title	Credits
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
MGT 121	Service Excellence	3
	BUS 101, ICS 100, ICS 101 (Options)	3 - 6
BUS 120	Principles of Business	3
	Sub-Total Credits	**15-18**

Second Semester Requirements

Item #	Title	Credits
	BUSN 188, MATH 103, MATH 115 (Options)	3
MGT 124	Human Resource Management	3
MKT 120	Marketing in a Global Economy	3
	ENG 209 OR BUSN 242	3
	MGT Special Electives	3
	Sub-Total Credits	**15**

Third Semester Requirements

Item #	Title	Credits
	ACC 124, ACC 201 (Options)	3
MGT 120	Principles of Management	3
MGT 122	Human Relations in Management	3
	MGT Special Electives	3
	MGT Natural Science	3
	Sub-Total Credits	**15**

Fourth Semester Requirements

Item #	Title	Credits
	MGT Arts & Humanities Elective	3
	ECON 131, ECON 130, ECON 120 (Options)	3
	MGT Special Electives	3
	MGT Special Electives	3
	MGT 200 OR MGT 299	3
	Sub-Total Credits	**15**

Special Electives Alternative--Concentration: Tourism

Item #	Title	Credits
	Special Electives for Concentration: Tourism	
	Total credits for degree:	60-63

Management: Business Essentials

Description
Focuses on developing interpersonal communication skills between management and employees and 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.

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

- Handle general business operations that require computer skills.
- Communicate effectively with customers and coworkers in a workplace setting.

Program: Management

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
MGT 122	Human Relations in Management	3
	BUS 101, ICS 100, ICS 101 (Options)	3 - 6
	Sub-Total Credits	**6-9**
	Total credits for degree:	6-9

Management: Business Foundations

Description
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.

Program Learning Outcomes
Upon completion of the certificate, 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.

Program: Management

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
MGT 121	Service Excellence	3
BUSN 164	Career Success	3
	Sub-Total Credits	**6**
	Total credits for degree:	6

Management: Certificate of Achievement

Description
The Management Certificate of Achievement will provide students with a "stepping-stone" approach toward their AS in Management degree. The Western Association of Food Chains (WAFC), a non-profit association dedicated to the support of education programs for the food industry, has endorsed completion of this certificate for their program and will be providing scholarships and the WAFC Retail Management certificate to those students who are employed by member organizations and complete this certificate.

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

- Apply basic math and computer skills to solve general business operations issues.
- Communicate effectively with internal and external customers in a workplace setting.
- Analyze management situations to determine the most appropriate management, accounting, and marketing strategies to use.
- Apply strategies to train, motivate, and supervise employees to attain the goals of a business.

Program: Management

Type: Certificate of Achievement (CA)

Required Courses

Item #	Title	Credits
MGT 120	Principles of Management	3
MGT 122	Human Relations in Management	3
MGT 124	Human Resource Management	3
MKT 120	Marketing in a Global Economy	3
	ACC 124, ACC 201 (Options)	3
	BUS 101, ICS 100, ICS 101 (Options)	3 - 6
	ENG 100, ENG 209 (Options)	3
	MKT 130 or MGT 121	
	Sub-Total Credits	**21-24**
	Total credits for degree:	21-24

Management: Hospitality & Tourism

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

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

- Assess situations and apply the concepts of hospitality business management to select the best solutions within a hotel and lodging establishment.
- Produce and present effective written and oral communication for the hospitality industry.
- Analyze and articulate perspectives on the travel industry, including the impact local and international events have on industry trends.

Program: Management

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
MGT 121	Service Excellence	3
	MGT Foreign Language Elective	3 - 4
HOST 101	Introduction to Hospitality and Tourism	3
HOST 152	Front Office Operations	3
HOST 154	Food and Beverage Operations	3
	Sub-Total Credits	**15-16**
	Total credits for degree:	15-16

Management: Management Essentials

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

Program Learning Outcomes
Upon completion of the certificate, 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.

Program: Management

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
MGT 121	Service Excellence	3
BUSN 188	Business Calculations	3
ENG 100	Composition I	3
ENG 209	Business Writing	3
	BUS 101, ICS 100, ICS 101 (Options)	3 - 6
	Sub-Total Credits	**15-18**
	Total credits for degree:	15-18

Management: Management Foundations

Description
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.

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

- Carry out basic management, accounting and marketing functions.

Program: Management

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits

Item #	Title	Credits
MGT 120	Principles of Management	3
MKT 120	Marketing in a Global Economy	3
MGT 124	Human Resource Management	3
	Sub-Total Credits	**9**
	Total credits for degree:	9

Item #	Title	Credits
	BUS 101, ICS 100, ICS 101 (Options)	3 - 6
ACC 201	Introduction to Financial Accounting	3
ACC 202	Introduction to Managerial Accounting	3
	Sub-Total Credits	**25-28**
	Total credits for degree:	25-28

Management: Travel Industry Management

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

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

- 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.

Program: Management

Type:
Academic Subject Certificate (ASC)

Required Courses

Item #	Title	Credits
ENG 100	Composition I	3
MATH 203	Calculus for Business and Social Sciences	4
	SP 151, SP 251 (Options)	3
ECON 130	Principles of Microeconomics	3
HOST 101	Introduction to Hospitality and Tourism	3

Natural Science

Program Coordinator: **I-Chia Shih**
Location: BS-207
Phone: (808) 455-0287
Email: shih@hawaii.edu

Program Counselor: **Heather Takamatsu**
Location: PS 203
Phone: (808) 455-0443
Email: haihara@hawaii.edu

The AS-NS Degree offers pathways for STEM (Science, Technology, Engineering, and Math) students planning to transfer to baccalaureate degree programs and is designed to fulfill the first two-year requirements for baccalaureate degrees in the sciences.

AS-Natural Science: Biological Sciences

Description
The AS-NS Degree offers pathways for STEM (Science, Technology, Engineering, and Math) students planning to transfer to baccalaureate degree programs and is designed to fulfill the first two-year requirements for baccalaureate degrees in the sciences.

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

- Analyze data effectively using current technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen field of study, such as biology, chemistry, engineering, computer science, etc.

Program: Natural Science

Type: Associate in Science (AS)

Foundation Requirements

Item #	Title	Credits
	Written Communications (FW)	3
	Foundations Global Multicultural Perspectives (FG-6)	6
MATH 241	Calculus I	4
	Sub-Total Credits	**13**

Diversification Requirements

Item #	Title	Credits
BIOL 171	Introduction to Biology I	3
	Diversification Arts, Humanities, Literature (DA/DH/DL-ASNS)	3
	Diversification Social Sciences (DS-3)	3
	Diversification Physical Sciences (DP/DY-ASNS)	4
	Sub-Total Credits	**13**

Concentration Requirements

Item #	Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
BIOL 171L	Introduction to Biology I Lab	1
BIOL 172	Introduction to Biology II	3
BIOL 172L	Introduction to Biology II Lab	1
CHEM 272	Organic Chemistry I	3
CHEM 272L	Organic Chemistry I Lab	2
	CHEM 273/L or BIOL 275/L	4 - 5
	Sub-Total Credits	**18-19**

Electives

Item #	Title	Credits
	Natural Science Electives	
	Sub-Total Credits	**15-16**

Hawaiian Asian Pacific

Item #	Title	Credits
	Hawaiian, Asian, & Pacific Issues (HAP)	
	Total credits for degree:	60

AS-Natural Science: Engineering

Description
The AS-NS Degree offers pathways for STEM (Science, Technology, Engineering, and Math) students planning to transfer to baccalaureate degree programs and is designed to fulfill the first two-year requirements for baccalaureate degrees in the sciences.

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

- Analyze data effectively using current technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen field of study, such as biology, chemistry, engineering, computer science, etc.

Program: Natural Science

Type: Associate in Science (AS)

General Education: Foundation Requirements

Item #	Title	Credits
	Written Communications (FW)	3
MATH 241	Calculus I	4
	Foundations Global Multicultural Perspectives (FG-6)	6
	Sub-Total Credits	**13**

General Education: Diversification Requirements

Item #	Title	Credits
	Diversification Arts, Humanities, Literature (DA/DH/DL-ENG)	3
	Diversification Natural Sciences (DB-ENG)	3
	Diversification Social Sciences (DS-3 ENG)	3
	Diversification Physical Sciences (DP/DY-ASNS)	4
	Sub-Total Credits	**13**

Concentration Requirements

Item #	Title	Credits
CHEM 162	General Chemistry II	3
EE 160	Programming for Engineers	4
MATH 242	Calculus II	4
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1
MATH 243	Calculus III	3
MATH 244	Calculus IV	3
	EE 211 OR CE 270	3 - 4
	Sub-Total Credits	**29-30**

Electives

Item #	Title	Credits
	Natural Science Electives (ENG)	
	Sub-Total Credits	**4-8**

Hawaiian Asian Pacific

Item #	Title	Credits
	Hawaiian, Asian, & Pacific Issues (HAP)	
	Total credits for degree:	60

AS-Natural Science: Information and Communication Technology

Description
The AS-NS Degree offers pathways for STEM (Science, Technology, Engineering, and Math) students planning to transfer to baccalaureate degree programs and is designed to fulfill the first two-year requirements for baccalaureate degrees in the sciences.

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

- Analyze data effectively using current technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen field of study, such as biology, chemistry, engineering, computer science, etc.

Program: Natural Science

Type: Associate in Science (AS)

General Education: Foundation Requirements

Item #	Title	Credits

Item #	Title	Credits
	Written Communications (FW)	3
MATH 241	Calculus I	4
	Foundations Global Multicultural Perspectives (FG-6)	6
	Sub-Total Credits	**13**

General Education: Diversification Requirements

Item #	Title	Credits
	Diversification Social Sciences (DS-3)	3
	Diversification Arts, Humanities, Literature (DA/DH/DL-ASNS)	3
	Diversification Natural Sciences (DB-ASNS)	3
	Diversification Physical Sciences (DP/DY-ASNS)	4
	Sub-Total Credits	**13**

Concentration Requirements: Information & Communication Technology

Item #	Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
MATH 242	Calculus II	4
ICS 111	Introduction to Computer Science I	3
ICS 141	Discrete Mathematics for Computer Science I	3
ICS 211	Introduction to Computer Science II	3
ICS 241	Discrete Mathematics for Computer Science II	3
ICS 212	Program Structure	3
	Sub-Total Credits	**23**

Electives

Item #	Title	Credits
	Natural Science Electives (NS-ICS)	
	Sub-Total Credits	**11**

Hawaiian Asian Pacific

Item #	Title	Credits

| | Hawaiian, Asian, & Pacific Issues (HAP) | |
| | Total credits for degree: | 60 |

AS-Natural Science: Physical Sciences

Description
The AS-NS Degree offers pathways for STEM (Science, Technology, Engineering, and Math) students planning to transfer to baccalaureate degree programs and is designed to fulfill the first two-year requirements for baccalaureate degrees in the sciences.

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

- Analyze data effectively using current technology.
- Communicate scientific ideas and principles clearly and effectively.
- Analyze and apply fundamental mathematical, physical, and chemical concepts and techniques to scientific issues.
- Apply fundamental concepts and techniques in their chosen field of study, such as biology, chemistry, engineering, computer science, etc.

Program: Natural Science

Type: Associate in Science (AS)

General Education: Foundation Requirements

Item #	Title	Credits
	Written Communications (FW)	3
MATH 241	Calculus I	4
	Foundations Global Multicultural Perspectives (FG-6)	6
	Sub-Total Credits	**13**

General Education: Diversification Requirements

Item #	Title	Credits
	Diversification Arts, Humanities, Literature (DA/DH/DL-ASNS)	3
	Diversification Social Sciences (DS-3)	3

	Diversification Natural Sciences (DB-ASNS)	3
	Diversification Physical Sciences (DP/DY-ASNS)	4
	Sub-Total Credits	**13**

Concentration Requirements

Item #	Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
MATH 242	Calculus II	4
PHYS 170	General Physics I	4
PHYS 170L	General Physics I Lab	1
PHYS 272	General Physics II	3
PHYS 272L	General Physics II Lab	1
PHYS 274	General Physics III	3
	GG 101 & 101L; OR CHEM 272 & 272L	4 - 5
	Sub-Total Credits	**20-22**

Electives

Item #	Title	Credits
	Natural Science Electives (NS-PHYS)	
	Hawaiian, Asian, & Pacific Issues (HAP)	
	Sub-Total Credits	**12-14**
	Total credits for degree:	60

Plant, Biology, and Tropical Agriculture

Program Coordinator: **Daniella Elliot**
Location: BS 205
Phone: (808) 455-0398
Email: ddtutra@hawaii.edu

Program Counselor: **Amy Amper**
Location: GT 113B
Phone: (808) 455-0235
Email: amyamper@hawaii.edu

Plant Biology and Tropical Agriculture Associate in Science program will prepare students for various careers in agriculture through hands-on practices and classroom instructions. The subjects included plants, soils, crop production, pest management, business principles, food, agriculture and the environment.

Plant Biology and Tropical Agriculture: Academic Subject Certificate

Description
The ASC in Plant Biology and Tropical Agriculture is designed to provide plant science and laboratory knowledge and skills to facilitate employment or further education in agricultural businesses.

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

- Provide education and training for students to succeed in Hawai'i's diversified agriculture and biotechnology workforce.
- Assist students transferring to four-year institutions majoring in plant biology, tropical agriculture and natural resource management.
- Stimulate entrepreneurship in diversified agriculture.

Program: Plant, Biology, and Tropical Agriculture

Type:
Academic Subject Certificate (ASC)

Required Courses

Item #	Title	Credits
AG 200	Principles of Horticulture	3
AG 200L	Principles of Horticulture Lab	1
AG 100	Orientation to Hawai'i Agriculture Industry	1
AG 264	Plant Propagation	3

Item #	Title	Credits
AG 141	Integrated Pest Management	3
AG 271	Introduction to Crop Improvement	3
AG 293V	Plant Biology & Tropical Agriculture Internship	1 - 4
	BIOL 101, BIOL 171 (Biology)	4
	CHEM 151, CHEM 161 (Chemistry)	4
	ICS 101, BUS 101	3
	Sub-Total Credits	**26-29**
	Total credits for degree:	26-29

Plant Biology and Tropical Agriculture: Aquaponics Technician

Description
The program will provide comprehensive courses in plant science and aquaponics. The subjects included plants, aquaculture, pest management and aquaculture systems. Students will have an opportunity to pursue CA and AS degree, which build upon this program.

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

- Demonstrate basic knowledge of aquaponics systems.
- Demonstrate an understanding of aquaponics standard operating procedures.
- Demonstrate current food safety policies and procedures related to aquaponics.
- Complete an internship in a commercial-scale aquaponics facilities.

Program: Plant, Biology, and Tropical Agriculture

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
AG 104	Food Safety & Post-Harvest Handling	1
AG 170	Introduction to Commercial Aquaponics	3
AG 170L	Introduction to Commercial Aquaponics Laboratory	1

AG 293V	Plant Biology & Tropical Agriculture Internship	1 - 4
	HORT 110 & 110L; OR AG 112; OR AG 200 & 200L	4
	Sub-Total Credits	**13**
	Total credits for degree:	13

Plant Biology and Tropical Agriculture: Associate in Science

Description
The Associate in Science (AS) in Plant Biology and Tropical Agriculture will prepare students for various careers in agriculture through hands-on practice and classroom instruction. Students will gain fundamental skills, knowledge and experiences in crop production, pest management, business principles, food, agriculture and the environment.

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

- Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.
- Identify and analyze the biotic and abiotic factors that affect agricultural production and manage these factors at the local, state, national, and global level.
- Apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.
- Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.
- Analyze the contemporary issues involving food, agriculture and the environment.

Program: Plant, Biology, and Tropical Agriculture

Type: Associate in Science (AS)

General Education Requirements

Item #	Title	Credits
	Foundations Global Multicultural Perspectives (FG-6)	6
	Diversification Social Sciences (DS-3 PBS)	3
	Diversification Arts, Humanities, Literature (DA/DH/DL-PBS)	3
	Diversification Natural Sciences (DP-PBS)	4
	ENG 100, ENG 100E (FW)	3
	MATH 100, MATH 103	3
	Sub-Total Credits	**22**

Concentration Requirements

Item #	Title	Credits
AG 100	Orientation to Hawai'i Agriculture Industry	1
AG 122	Soil Technology	3
AG 141	Integrated Pest Management	3
	AG 200 & 200L	4
AG 264	Plant Propagation	3
AG 104	Food Safety & Post-Harvest Handling	1
AG 293V	Plant Biology & Tropical Agriculture Internship	1 - 4
	AG 112, AG 251	4
	BOT 101 & BOT 101L, BOT 130 & 130L, HORT 110 & 110L	4
	Sub-Total Credits	**24-27**

Electives (At Least 6 Credits)

Item #	Title	Credits
AG 260	Tropical Landscape	4
AG 269	Ornamental Plant Materials	3
AG 271	Introduction to Crop Improvement	3
AG 210	Introduction to Environmental Science	3
	AG 170, AG 170L	4
	AG 112, AG 251	4
	Sub-Total Credits	**6**

Additional Requirements

Item #	Title	Credits
	ICS 101, BUS 101	3
	ENT 125, BUSN 164	3
	Sub-Total Credits	**6**
	Total credits for degree:	58-61

Plant Biology and Tropical Agriculture: Certificate of Achievement

Description
The Certificate of Achievement (CA) in Plant Biology and Tropical Agriculture is designed to prepare students for a career in agriculture through hands-on practice and classroom instruction. It will provide students who are interested in agriculture with fundamental skills, knowledge, and experiences in tropical crop production.

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

- Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.
- Identify and analyze the biotic and abiotic factors that affect agricultural production and manage these factors at the local, state, national, and global level.
- Apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.
- Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.
- Analyze the contemporary issues involving food, agriculture and the environment.

Program: Plant, Biology, and Tropical Agriculture

Type: Certificate of Achievement (CA)

Core Requirements (PBS)

Item #	Title	Credits
AG 100	Orientation to Hawai'i Agriculture Industry	1
AG 104	Food Safety & Post-Harvest Handling	1
AG 122	Soil Technology	3
AG 141	Integrated Pest Management	3
AG 264	Plant Propagation	3
	AG 112, AG 200 & 200L	4
	BOT 130 & 130L, HORT 110 & 110L	4
	Sub-Total Credits	**19**

Electives (PBS)

Item #	Title	Credits
AG 112	Introduction to Organic Agriculture	4
	AG 200 & 200L	4
AG 251	Sustainable Crop Production	4
AG 260	Tropical Landscape	4
AG 269	Ornamental Plant Materials	3
AG 271	Introduction to Crop Improvement	3
	AG 170, AG 170L	4
HWST 107	Hawai'i: Center of the Pacific	3
ENT 125	Starting a New Business	3
AG 293V	Plant Biology & Tropical Agriculture Internship	1 - 4
	Sub-Total Credits	**6**
	Total credits for degree:	25

Plant Biology and Tropical Agriculture: Certificate of Competence

Description
The Certificate of Competence (CO) in Plant Biology and Tropical Agriculture offers comprehensive courses that will help students develop the skills and acquire knowledge in plant production and agricultural systems through hands-on practices and classroom instructions. It will provide students who are interested in agricultural production with fundamental skills and experiences in tropical crop production.

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

- Apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.
- Apply scientific methods and information technology to manage agronomic and agribusiness challenges and opportunities.
- Interpret the contemporary issues involving food, agriculture and the environment.

Program: Plant, Biology, and Tropical Agriculture

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
AG 100	Orientation to Hawai'i Agriculture Industry	1
AG 104	Food Safety & Post-Harvest Handling	1
AG 122	Soil Technology	3
	Sub-Total Credits	**5**

Diversification Requirements

Item #	Title	Credits
	BOT 130 & 130L, HORT 110 & 110L, AG 112, AG 200 & 200L	4
	Sub-Total Credits	**4**

Elective Requirements

Item #	Title	Credits
AG 141	Integrated Pest Management	3
AG 210	Introduction to Environmental Science	3
AG 251	Sustainable Crop Production	4
AG 260	Tropical Landscape	4
AG 269	Ornamental Plant Materials	3
BIOL 124	Environment and Ecology	3
BIOL 124L	Environment and Ecology Lab	1
	Sub-Total Credits	**3-4**
	Total credits for degree:	12-13

Television Production

Program Coordinator: **Robert Hochstein**
Location: GT 107
Phone: (808) 455-0259
Email: hochstein@aol.com

CTE Counselor: **Blake Hunrick**
Location: GT 111
Phone: (808) 455-0652
Email: hunrick@hawaii.edu

This career-oriented program is designed specifically for students seeking job-entry skills/retraining/upgrading in professional digital cinematography, with emphasis on all aspects of video production. While this program assumes no prior knowledge of television production, students should be advised that this program is demanding, condensed, rigorous, academically challenging, and requires substantial time commitments. Courses and extensive hands-on labs include the use of state-of-the-art digital video technology and equipment to teach film techniques and television production.

Television Production: Associate in Science

Description
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.

Program Learning Outcomes
Upon completion of the certificate, students 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.

Program: Television Production

Type: Associate in Science (AS)

Core Requirements

Item #	Title	Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Introduction to Digital Camera Operation, Composition, & Lighting Principles	3
TVPR 136	Audio/Video Engineering	3
TVPR 142	Film & Video Audio Acquisition & Recording	3
TVPR 151	Introduction to Film & Video Editing Principles	3
TVPR 211	Introduction to Film and Video Storytelling and Scriptwriting	3
TVPR 251	Applied Film & Video Editing & Post-production Audio	3

TVPR 121	Film and Video Graphics	3
TVPR 226	Applied Digital Camera Operation, Composition, & Lighting	3
TVPR 227	Advanced Film and Video Storytelling and Scriptwriting	3
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	3
TVPR 276	Advanced Digital Cinematography, Composition & Lighting	3
TVPR 292	Media Project Production	3
TVPR 294	Advanced Editing & Audio	3
TVPR 291	Film & Video Directing-Studio/Location Production	3
TVPR 293C	Internship & Career Preparation	3
	MATH 100 or higher	3
	ENG 100 or higher	3
	Sub-Total Credits	**54**

General Education Electives

Item #	Title	Credits
	TVPR Arts & Humanities Elective	3
	TVPR Natural Sciences Elective	3
	TVPR Social Sciences Elective	3
	Sub-Total Credits	**9**
	Total credits for degree:	63

Television Production: Certificate of Achievement

Description
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.

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

- Demonstrate the ability to work as an individual as well as an effective team member as demanded by industry.
- Develop and produce concepts, treatments, storyboards, scripts, budgets, and be able to "pitch" these preproduction tools in a professional manner.
- Use modern digital video studio cameras and digital camcorders and camera mounting equipment as required by industry.

Program: Television Production

Type: Certificate of Achievement (CA)

Required Courses

Item #	Title	Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Introduction to Digital Camera Operation, Composition, & Lighting Principles	3
TVPR 136	Audio/Video Engineering	3
TVPR 142	Film & Video Audio Acquisition & Recording	3
TVPR 151	Introduction to Film & Video Editing Principles	3
TVPR 211	Introduction to Film and Video Storytelling and Scriptwriting	3
TVPR 251	Applied Film & Video Editing & Post-production Audio	3
TVPR 121	Film and Video Graphics	3
TVPR 226	Applied Digital Camera Operation, Composition, & Lighting	3
TVPR 227	Advanced Film and Video Storytelling and Scriptwriting	3
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	3

	MATH 100 or higher	3
	ENG 100 or higher	3
	Sub-Total Credits	**39**
	Total credits for degree:	39

TVPR 211	Introduction to Film and Video Storytelling and Scriptwriting	3
	Sub-Total Credits	**18**
	Total credits for degree:	18

Television Production: Certificate of Competence

Description
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.

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

- Use of state-of-the-art digital video equipment for film techniques and television production.
- Edit film and video productions
- Describe audio and video engineering

Program: Television Production

Type: Certificate of Competence (CO)

Required Courses

Item #	Title	Credits
TVPR 101	Film & Video Production Process & Business Operations	3
TVPR 126	Introduction to Digital Camera Operation, Composition, & Lighting Principles	3
TVPR 136	Audio/Video Engineering	3
TVPR 142	Film & Video Audio Acquisition & Recording	3
TVPR 151	Introduction to Film & Video Editing Principles	3

Admissions Information

2019-2020 Application Deadlines

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

August 1, 2019 for the Fall 2019 semester
December 15, 2019 for the Spring 2020 semester

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 a Dual Enrollment/Early College program.

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

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

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

Note 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, prior to enrolling at Leeward CC.

- **Continuing Student:** Any student enrolled at Leeward Community College in the current semester.

- **International student:** Any student who is admitted as a non-immigrant and requires a visa to study.

- **Early College student:** Anyone who is currently a high school student.

- **Faculty/Staff:** Any full-time University of Hawaiʻi employee.

Steps for Admission and Enrollment

1. A University of Hawaiʻi System Application must be completed and submitted online at http://apply.hawaii.edu.
2. A transcript of high school or college work may be required. Applicable course work completed at any regionally accredited U.S. college or university may be credited toward a Leeward degree or certificate or used to meet prerequisites for courses to be taken at Leeward. Students must:
   a. request that an official transcript be sent to the Admissions and Records Office (unofficial, hand-delivered, faxed, or student transcripts will not be accepted, even in a sealed unopened envelope.);
   b. request that the transcript(s) be evaluated by completing a Transcript Evaluation Request form available at the Admissions and Records Office, online at www.leeward.hawaii.edu, or the Counseling and Advising Office, then submit the completed form to the Admissions and Records Office. If Leeward does not have official transcripts, it is possible that the student will have to repeat work for which he or she has already earned credit and/or experience problems at registration.
3. Applicants will be notified of their acceptance by email. Applicants should be sure that the college has both a valid email address and mailing address on file. It is an applicant's responsibility to notify Admissions and Records if there is any change in email or mailing address.
4. All new students must activate their MyUH account (UH Username) by going to https://www.hawaii.edu/username/, selecting "Get a UH username", and answering the questions. The UH username will be created within 15 minutes. Creation or reactivation of the UH username is required in order to attend New Student Orientation (NSO).
5. All new students are required to attend New Student Orientation (NSO) and a mandatory advising appointment. Information will be sent via MySuccess after the creation or reactivation of the UH Username.
6. Medical clearance documentation for measles, mumps, rubella and tuberculosis must be sent to the Health Center prior to registration. These clearances must be completed before the counseling appointment if the student wants to register for classes.
7. All new students are required to take placement tests in reading, writing, and math to assist them in meeting course prerequisites.

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

Notes

- The University of Hawai'i utilizes MyUH, a web-based Student Information System, which allows students to view personal, registration, financial aid, grades, and course records information online. Each student has private access to their information.
- NSO is mandatory for new students. NSO has two parts–NSO session and advising appointment. The NSO session will give students an overview of campus life such as resources, Laulima training, tour of facilities, and a chance to meet faculty and current students. Students will also see live demonstrations of how to register for classes and how to use the online degree tracking tool called STAR. At the advising appointment, students will develop an academic plan, discuss career goals, and register for their classes.
- Admissions and Records, AD 220
  Temporary location during renovation: DH-A 108
  455-0642
  Monday–Friday, 8:00 a.m. to 4:30 p.m.

Admissions Information for International Students

International students are admitted to Leeward CC through the Office of International Programs. International students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants and must apply for an F-1 student visa. The U.S. Department of State requires F-1 visa applicants to have a SEVIS Form I-20, which is issued by the Leeward CC Office of International Programs after the student has applied and been accepted.

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

Contact the Office of International Programs for international admission information, 808-455-0570, or email lccintl@hawaii.edu.

International Student Admission Requirements

Complete and submit a Leeward Community College International Student Application Form. Forms can be downloaded from the Leeward CC website www.leeward.hawaii.edu/ipo-forms. Applications are accepted on a rolling basis throughout the year. It is recommended that international students apply at least 90 days prior to the start date to allow sufficient time to apply for a student visa.

Transcripts or Documentation of High School Equivalency:

If you are under 18 years of age, submit a copy of your high school diploma, certification of completion, or equivalent.

English Requirements: International applicants may submit an official score from one of the following English Proficiency Tests: TOEFL, IELTS, ITEP, STEP EIKEN or GTEC. Students with the following test scores or higher will be eligible to enroll in College credit courses, based on placement test results:

- TOEFL: 500 PBT, 61 iBT
  IELTS: 5.5
  ITEP: 4
  STEP EIKEN: 2A
  GTEC: 1051

Students with scores below those listed will enroll in the English Language Institute (ELI) intensive English program. Upon successful completion of the ELI advanced course (Level 4) students are eligible to enroll in credit courses with no additional testing requirements.

Submit a copy of current passport.

A SEVIS I-20 form is required by the U.S. Department of State in order to apply for an F-1 student visa. The SEVIS I-20 is issued by the Office of International Programs after the student has applied and been accepted to Leeward CC.

Credit Transfer: For non-immigrant applicants requesting credit transfer from a foreign or U.S. College or University, original transcripts should be sent directly to the Leeward CC Admissions & Records Office.

International Student Health Requirements

1. In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis, measles, mumps and rubella. All students must have a skin TB test performed within the United States. Upon arrival on campus, TB skin tests can be taken at the Campus Health Center. If skin test is positive, a follow up x-ray is required.
2. Two doses of the measles vaccine are required with at least one dose of the two being an MMR vaccine. All students must complete this requirement by the first day of class. MMR immunizations can be completed at the Campus Health Center or in the student's home country prior to arrival, with proper documentation.
3. Health Insurance Required: Before being permitted to enroll at Leeward CC, all international students must demonstrate proof of enrollment in a health and accident insurance plan. The intent of this requirement is to protect international students from the high cost of unanticipated health care expenses resulting from accidents or illness.

Other Policies for International Students

International applicants must comply with all regulations of the U.S. Department of Homeland Security as well as with applicable policy of Board of Regents of the University of Hawai'i and the policies of the Leeward Community College.

Residency Regulations for Tuition Purposes

(The residency rules and regulations may be subject to change.)

Students who do not qualify as bona fide residents of the State of Hawaiʻi, according to the University of Hawaiʻi 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 enrollment 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 Hawaiʻi Residency

A student is deemed a resident of the State of Hawaiʻi for tuition purposes if the student has:

1. Demonstrated intent to permanently reside in Hawaiʻi (see below for evidences);
2. Been physically present in Hawaiʻi for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawaiʻi 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 Hawaiʻi.

To demonstrate the intent to make Hawaiʻi your legal residency, the following evidence apply:

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

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawaiʻi, may apply, but no single act is sufficient to establish residency in the State of Hawaiʻi.

Other legal factors involved in making a residency determination include:

A. The 12 months of continuous residence in Hawaiʻi shall begin on the date upon which the first overt action (see evidences) is taken to make Hawaiʻi 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 Hawaiʻi and residency in another place cannot be held simultaneously.

C. Presence in Hawaiʻi 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 Hawaiʻi 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, Hawaiʻi 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 Hawaiʻi is claimed and maintained as the person's legal residence.

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 Hawaiʻi on active duty.
   b. Members of the Hawaiʻi National Guard and Hawaiʻi-based Reserves.
   c. Veterans discharged within 3 years of enrollment and who are eligible for GI Educational Bill benefits [Post 9/11 GI Bill® (Ch. 33); Montgomery GI Bill® (Ch. 30); or Vocational Rehabilitation and Employment (Ch. 31)]; and their qualified spouse/dependents.
   d. Full-time employees of the University of Hawaiʻi and their spouses and legal dependents (as defined under Internal Revenue Service rules).
   e. East-West Center student grantees pursuing a baccalaureate or advanced degrees
   f. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state, or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At the time of publication, these included the following: American Samoa, Commonwealth of the Northern Marianas, Cook Islands, Federated States of Micronesia, Futuna, Kiribati, Nauru, Niue, New Caledonia, Rapa Nui, 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.

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 University of Hawai'i Residency Appeals Board 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 (temporary location through Summer 2019: DH-A 108), for details and deadline information.

International Applicants (F1 Student Visas)

International applicants must comply with all regulations of the U.S. Department of Homeland Security as well as the applicable policy of the Board of Regents of the University of Hawai'i and the policies of Leeward Community College. Students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as non-immigrants. Leeward CC is authorized under Federal Law to enroll non-immigrant students. See the Steps to Take for Admission section on International Students for further information.

Early College Programs

Eligible high school students may register for coursework at Leeward CC while completing high school requirements. Hawai'i high school students who demonstrate college readiness may concurrently enroll at Leeward CC while still enrolled in high school.

Eligible high school students may attend college classes during the fall, spring, and summer terms while earning both high school and college credits.

Details and the required forms are available on our website at http://www.leeward.hawaii.edu/early-college-programs.

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. Auditors must abide by the UH Student Conduct Code.

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.

Placement Tests

For entering students, Leeward uses a variety of ways to check your skill levels in English and math, so you'll be placed in the right level of those classes.

If you've graduated high school, you can use any of the placement measures below. Additional placement testing may not be necessary. In other cases, you can take the Accuplacer test at our Test Center.

If one of the measures below leads to placement in a developmental education class, you have the option of taking a placement test if you think it will improve your placement.

High School Placement Measures:

- Smarter Balanced Assessment

- Cumulative High School GPA

- 12th Grade English Grade

- 12th Grade Intro to College Math Grade

- 12th Grade Alg 3, Trig, or Pre Calc Grade

- Algebra II grade

- Algebra I grade

- ACT Writing / Math score

- SAT Writing / Math score

- HiSET Language Arts / Math score

- GED Language Arts / Math score

Please contact a Counselor if there are any questions about our placement measures.

If you live on the Leeward Coast and would like to take your placement test at our Wai'anae location, please call 454-4708 to make an appointment.

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/or place a financial hold on your student account which may deny you any further services such as future registration, request for transcripts, verification of student status request, etc.

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

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

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

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

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

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

Applicants who have been accepted will be notified of acceptance by email. Information about orientation, placement testing (reading/English and mathematics) advising, and registration will be made available through MySuccess communications. 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. Important information from the College will be sent to your hawaii.edu email address. Please check this 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. 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.

Transfer Information

Transferring from Leeward CC to University of Hawai'i Baccalaureate Universities

- University of Hawai'i 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) or the American College Test (ACT) in addition to official transcripts from all post-secondary institutions previously attended.

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.

Automatic Admissions

Students graduating from any of the University of Hawaiʻi's seven community colleges with an AA degree or selected AS degrees will be notified that they may be eligible for automatic admission to UH Mānoa, Hilo, or West Oʻahu.

Under automatic admission, the application fee is waived, priority registration provided and student transcripts analyzed to help identify likely majors. Qualified students will receive an email notice during a predetermined specified two-week period during the semester that they are considered eligible for automatic admissions. Students must respond to this offer in order to take advantage of this opportunity.

Submit Official Transcripts from All Colleges

Any Leeward student transferring to a UH System baccalaureate institution after attending another college or university must submit transcripts from each college.

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, UH Mānoa, Hilo, or West Oʻahu 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 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
- Medicine, Nursing & Dental Hygiene
- Tropical Agriculture and Human Resources
- School of Architecture
- School of Hawaiian Knowledge
- School of Pacific and Asian Studies
- School of Ocean and Earth Science and Technology
- Travel Industry Management

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'elikolani
- Pharmacy
- School of Nursing
- School of Education

Any student wishing to be a candidate for a degree from a UH System baccalaureate institutions must specify the major/college in which she or he wishes to enroll when she or he applies for general admission to the University. Some majors (e.g., UHM business administration, education, and social work) require junior standing as one requirement for admission. Some programs (e.g., UHH Nursing, Pharmacy) require prerequisite courses and separate applications.

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

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

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

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

UHWO Specifics

Contact UHWO 's Student Services Office for any additional information.

Admission Requirements

Students who have graduated with an Associate in Arts (AA) degree from a University of Hawai'i community college with a grade point average of 2.0 or higher are eligible for transfer. Students with an AA degree in liberal arts will be accepted as having completed all general education requirements. However, the number of credits applicable towards the Bachelor of Arts degree will be determined by an evaluation of the courses completed for the AA degree.

Minimum Number of Credits Numbered 300 and Above

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

Choosing and Preparing for a Major

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

Which college or school a student will enroll in is determined by the student's choice of major. Because most students have not chosen a major before entering college, the broad term "liberal arts" is used for most transfer students rather than classifying them as pre-psychology, pre-engineering,

pre-education, etc. However, every student will be required to designate a more specific major during or prior to the junior year.

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

Students are strongly advised to consult with an advisor about the requirements of the campus and the program to which they plan to transfer.

Some of the more popular transfer programs at UH Mānoa:

Business	Nursing
Computer Science	Physical Therapy
Education	Health-Related professions
Engineering	Social Work
Environmental Studies	Psychology
Marine Science	

Some of the more popular transfer programs at UH Hilo:	Some of the more popular transfer programs at UH West O'ahu:
Business Administration	Anthropology
Computer Science	Applied Forensic Anthropology
Environmental Science	Business Administration
Hawaiian Studies	Education
Marine Science	Hawaiian-Pacific Studies
Nursing	Psychology
Psychology	Public Administration
Sociology	Sociology

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

For the most recent information concerning core courses, students should check with their advisors.

Transferring from Leeward CC to Institutions outside the UH System

Students planning to transfer to a college other than UHM, UHH or UHWO are urged to write for the necessary college catalogs and to consult a counselor early in their college career so that a planned program can be arranged to meet the general education and admissions requirements of the college to which they plan to transfer.

It is the student's responsibility to obtain catalogs from any college or university being considered for transfer. These catalogs are essential to proper planning. Most of this information is available on the Internet and accessible through the College's subscription to CollegeSource Online. For access, please visit the Library's website www.leeward.hawaii.edu/lib

Transfer Information for Science, Technology, Engineering & Math (STEM) Students

The following list shows many of the four-year STEM degrees available at UH Mānoa for which Leeward's Associate in Science-Natural Sciences degree will be an appropriate first two years of study.

College of Natural Sciences
Biochemistry
Biology
Botany
Chemistry
Computer Science
Marine Biology
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
Atmospheric Sciences

College of Tropical Agriculture and Human Resources
Animal Sciences
Biological Engineering
Natural Resources and Environmental Management: Development and Policy
Natural Resources and Environmental Management: Management and Conservation
Plant and Environmental 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 Education program has transfer agreements with UH Mānoa, UH West Oʻahu, Chaminade University, and the University of Phoenix. Contact the Education office at 455-0392 more detailed information.

Financial Information

2019-2020 Tuition and Fees Schedule

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

	Resident	Non-Resident	Non-Resident Pacific Island Jurisdiction*
Tuition	$131.00 per credit	$345.00 per credit	$196.50 per credit
Tuition for 300-level courses	$306.00 per credit	$846.00 per credit	$459.00 per credit
Student Activities Fee	$1.25 per credit (up to a maximum of $12.50)	$1.25 per credit (up to a maximum of $12.50)	$1.25 per credit (up to a maximum of $12.50)
Health Center Fee	$15.00	$15.00	$15.00
Board of Student Communication	$5.00	$5.00	$5.00

*Pacific Island Jurisdiction includes American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands, Cook Islands, Futuna, Kiribati, Nauru, New Caledonia, Niue, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, and Wallis.

Payments

All tuition and fees should be paid in full by the appropriate deadlines. Payment can be made online by echeck or debit/credit card (MasterCard, VISA or Discover only) or in person at the Cashier's Office by cash, check, cashiers check, travelers' check, or debit card.

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

Installment Payment Plan (IPP)

Eligible registered students who cannot pay their tuition and fees in full by the published deadline will be able to sign up for an installment payment plan. There is a $30.00 fee each semester to participate in the payment plan. This fee is non-refundable and non-transferable. A missed payment fee will be assessed for late payments and is also non-transferable and non-refundable. Visit MyUH at myuh.hawaii.edu for the most current information regarding the Installment Payment Plan.

Financial Obligations

Students who have not met their financial obligations at any college in the University of Hawaiʻi System (such as nonpayment of tuition and fees, traffic fines, library fines, loans, etc.) to the satisfaction of the University of Hawaiʻi may be denied letters of verification or certification, registration, withdrawal, grades, transcript requests, graduation, diplomas, and other university services.

Enrollment at the University of Hawaiʻi 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 Hawaiʻi all reasonable costs for collection, to include but not limited to collection agency, attorney's and court fees. The University of Hawaiʻi 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)

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 Institutional Exam Fee

Students will be assessed a fee in accordance with the University of Hawaiʻi policy for credits earned by institutional examination.

Portfolio Based Assessment

Students will be assessed additional tuition in accordance with the College's tuition schedule for credits earned.

Transcript Fee

Transcripts of work completed at Leeward CC, 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 Admissions and Records within 3-5 business days. Priority transcript handling may also be requested at $15.00 per copy and will be processed within 1-3 business days. Note: Processing does not include mailing time.

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

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 nonrefundable, nontransferable application fee each time they apply.

Degree/Certificate Fee

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

Students may apply for degrees and certificates throughout the year, however, there is only one Commencement ceremony in May. Check the Student Life website for specific Commencement Ceremony deadlines.

Cap and Gown Fee

Students who participate in the Commencement Ceremony must purchase and wear a cap and gown. The cost will vary. Check the Student Life website for updates: http://studentlife.leeward.hawaii.edu/page/ceremony-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. University departments reserve the right to refuse further check payments for any University receivable where three (3) or more checks have been returned for any reason.

Placement Test: Re-Test Fees

There is a re-test fee of $25 each time you elect to retake the test. All Placement re-tests will cost $25.00 per sitting.

Leeward students may be exempt from the $25 re-test fee if they have not taken a math course in 2 years or their placement scores are more than 2 years old.

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. Some courses are offered with Open Educational Resources (OER) and have no textbook cost. This information is included in the comments for classes during registration.

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 by the Leeward CC Office of Continuing Education and Workforce Development or the English Language Institute.

Payment Procedures

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

The procedures for Payment in Full are outlined below. For details on the UH Installment Payment Plan, please visit MyUH or go to http://myuhinfo.hawaii.edu/object/paymentfaq.html

For Payment in Full: MyUH Online Payments

- Log in to your MyUH account at myuh.hawaii.edu
- Click on "Pay Tuition and Fees" or search for it.
- From here, follow the directions to make a payment.

Tuition and fee payments can be made by:

Online MyUH: Pay by echeck, debit/credit card (MasterCard, VISA, or Discover only).

Mail: Make checks payable to "University of Hawaiʻi" and mail to: Leeward Community College, Cashier's Office, 96-045 AlaʻIke; Pearl City, HI 96782

Mailed 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.

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.), you are required to turn in the appropriate forms to each individual campus for which you are registering. 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 you 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 https://manoa.hawaii.edu/records/tax_info.html or by contacting your tax advisor.

All students, except non-resident aliens, who attended a University of Hawaiʻi campus during the 2019 calendar year and were billed for qualified tuition and related expenses from January 1 to December 31, 2019, will receive a 1098-T tax form electronically. This form will reflect amounts billed (not paid) for qualified tuition and related expenses and amounts paid for scholarship and grants during the 2019 calendar year.

The 1098T form will be available no later than January 31, 2020, as required by the Internal Revenue Service (IRS). This important tax document must have your current Permanent Address. Please update your Permanent Address on file at the Admissions and Records Office by either one of the following methods:

- By mail: Send a letter of the permanent address to Admissions and Records Office, 96-045 AlaʻIke, AD-220, Pearl City, HI 96782
- In person: Request to fill out the "Student Data Change Form."

Note: You must provide your Social Security Number to the University. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers or Individual Taxpayer Identification Numbers (ITINs) to report qualified tuition and related expenses billed to students and scholarship and grant payments made to

students to the IRS each year. All student information is protected under the Family Educational Rights and Privacy Act (FERPA).

Refund Policy

Refunds will be given for withdrawal from a course, change in status, or change from one tuition rate to another tuition rate according to the timelines established below. Students completely withdrawing from their home campus must submit the Complete Withdrawal Form at the Admissions & Records Office. Separate refund schedules have been developed based on the way the course is offered.

Tuition and Fees Refund Regular 16-Week Courses

In the event a student initiates 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. All 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 withdrawal or change in status is made after the first day of instruction to last day of late registration.

Payment of Refund

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

Special Courses Refund

Part-of-Term Courses

Part-of-Term (modular or accelerated courses) are offered for fewer than the regular 16 weeks and begin/end at different times in the semester. For refund information or withdrawal dates of specific part-of-term courses, visit http://www.leeward.hawaii.edu/part-of-term

Summer Session

Refunds for Summer Session courses are determined by the elapsed instructional time as a percentage of the total instructional time for the course. For refund information or withdrawal dates of the respective summer session term, please check the schedule of courses or on the college's website.

Non-Credit Courses or Workshops

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

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

Changes to Schedule of Courses Affecting Student's Schedule:

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

Financial Aid

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

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

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

Applicant must

- be a U.S. citizen or an eligible non-citizen (permanent resident)
- be enrolled in a degree granting program (classified student)

- be making satisfactory academic progress toward a degree
- not be in default on a loan or owe a refund on a federal grant
- have demonstrated financial need
- have obtained a high school diploma or recognized equivalent
- be registered with Selective Service, if required

Specific programs may have additional requirements. Students who have earned a degree or certificate at another institution should check with the Leeward CC Financial Aid Office regarding eligibility.

Limitation

Students will be allowed an equivalent of 150% of the number of credits required for their degree. See the financial aid Satisfactory Academic Policy at http://www.leeward.hawaii.edu/finaid-sap for more information.

Application

By March 1 preceding the academic year for which aid is sought, each applicant must complete and submit the Free Application for Federal Student Aid (FAFSA) to Federal Student Aid Programs. The FAFSA may be obtained from high school counseling offices or the Financial Aid Office on any campus of the University of Hawaiʻi System. Other forms may be required depending on individual circumstances. Submission of applications by March 1 for the fall semester is recommended because funds are limited. Late applicants will be considered only if funds are available, and award notification for these applicants will be delayed.

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

Refunds for Financial Aid Recipients

A detailed refund policy which affects federal Title IV financial aid recipients is available at the Leeward CC Financial Aid Office. Tuition and fee refunds, calculated according to federal regulations, must be returned to federal student aid accounts and in most cases will not be returned to the student. All financial aid programs are subject to change due to legislative action.

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

Get more info on the Financial Aid Satisfactory Academic Policy at www.leeward.hawaii.edu/finaid-sap/

FINANCIAL AID PROGRAMS

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

SCHOLARSHIPS AND GRANTS FAFSA Required

Federal Pell Grant

A federal grant for students pursuing their first bachelor's degree. Students must demonstrate significant financial need based on the information provided on the FAFSA. Beginning Fall 2012, students are now limited to 12 full-time semesters (or 600%) of Pell Grant eligibility during their lifetime. Students may track their Pell Grant lifetime eligibility used at www.nslds.ed.gov

Federal Supplemental Education Opportunity Grant

A federal grant for students with exceptional financial need and is eligible for the Federal Pell Grant; student must not have received a Bachelor's Degree; must file a FAFSA; minimum enrollment is 6 credits. Award is for first degree student only.

Second Century Scholarship

Priority to a bonafide Hawaiʻi 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 Hawaiʻi B Plus Scholarship

For incoming students who graduated from a public Hawaiʻi high school after 2005 must file a FAFSA and demonstrate financial need; must be a bonafide Hawaiʻi resident; minimum enrollment is 6 credits at Leeward CC; must submit copy of high school transcript with a GPA of at least 3.0. Award is for first degree student only.

Leeward CC Opportunity Grant

An institutional scholarship based on financial need; minimum enrollment is 6 credits. Must file a FAFSA and demonstrate financial need. Award is for first degree student only

OTHER SCHOLARSHIPS FAFSA Not Required

Leeward CC Achievement Scholarship

Must be classified; must have a GPA of at least 2.5; must have performed at least 50 hours of school service to Leeward CC; must be recommended by a department; minimum enrollment is 6 credits at Leeward CC. Award is for first degree student only.

Leeward CC Chancellor's High School Scholarship

For students pursuing their first degree. Students must be enrolled for at least six credits, have a high school cumulative GPA of at least 3.0, and be nominated by a High School Counselor.

Leeward CC Chancellor's Merit Scholarship

For continuing Leeward CC students pursuing their first degree. Students must be enrolled for at least six credits and have a cumulative GPA of at least 3.5, however, priority will be given to students with the highest cumulative GPA.

Leeward CC International Student Scholarship

Must be classified; must have a GPA of at least 2.5 at Leeward CC; must be in a non-immigrant status; must be full-time at Leeward CC; must demonstrate international volunteer experience at Leeward CC; award is for first degree students only.

Leeward CC Pacific Islander Scholarship

Must be classified; must have a GPA of at least 2.0; must be citizens of an eligible Pacific Island; minimum enrollment is 6 credits at Leeward CC. Award is for first degree students only.

LOANS FAFSA Required

Federal Direct PLUS Loan

A federal loan for parents of dependent students; repayment begins within 60 days after loan is fully disbursed; minimum enrollment is 6 credits; requires a Federal Direct PLUS Loan Request Form in addition to the FAFSA; parents must also complete a PLUS Loan application and PLUS Master Promissory Note (MPN) at https://studentloans.gov

Federal Direct Subsidized Loan

A federal loan with interest subsidized while the student is in school at least half-time; repayment begins six months after the student ceases to be enrolled for at least 6 credits; requires a Federal Direct Loan Request Form in addition to the FAFSA; student must complete a loan entrance (https://studentloans.gov) every year before the application is processed. Effective for first-time borrowers on or after July 1, 2013, there is a time limit on the maximum period of time a student can receive Federal Direct Subsidized loans. In general, a student may not receive Direct Subsidized Loans for more than 150% of the published length of their program. Please visit https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action for more information.

Federal Direct Unsubsidized Loan

A federal loan that accrues interest that is not subsidized while the student is in school, minimum enrollment is 6 credits; requires a Federal Direct Loan Request Form in addition to the FAFSA; student must complete a loan entrance application (https://studentloans.gov) every year before the application is processed.

EMPLOYMENT FAFSA Required

Federal Work Study

Student receives priority for part-time on-campus employment; student must monitor earnings based on FWS award; minimum enrollment is 6 credits.

Other Leeward Scholarships

Application for other Leeward Scholarships are through https://uhsys.scholarships.ngwebsolutions.com when

available. Awards are determined based on demonstrated financial need and specific scholarship criteria. Awards are for first degree students only who are enrolled for a minimum of at least 6 credits.

Other Resources

Information is available online at http://www.leeward.hawaii.edu/finaid-scholarships. Students can also call the Leeward CC Financial Aid Office for more information: phone 455-0606 or email at lccfao@hawaii.edu.

Course-Load Limitations

No student may register for more than 18 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. If you are also enrolled in courses at other UH campuses, drop those courses using your MyUH account.

Drop deadlines for courses enrolled in from other campuses may differ from Leeward CC deadlines. Students should check with the Admissions and Records Office of the campus offering the course.

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

Erase Period

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

Withdrawal from a Course After the Erase Period

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

Complete Withdrawal from the College

A student must withdraw completely from college via their STAR GPS account. Students who withdraw from college after the erase period will receive the grade of "W" for all classes which have not been completed at the time of withdrawal.

Failure to Withdraw from a Course

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

Student Classification

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

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

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

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

Grades

Letter grades are given in all courses. Grades signify the various levels of achievement in carrying out the performance objectives of the course. Students will be informed of these criteria by the instructor who may use such methods as written papers, participation in class discussion, performance on assigned projects, and mid-term and final examinations. A grade change may be made within two years of the semester the course was completed. No grade changes beyond the two year limit.

Grade	Grade Points	Definition
A	4.0	Excellent achievement
B	3.0	Above-average achievement
C	2.0	Average achievement
D	1.0	Minimal passing achievement
F	0	Less than minimal passing achievement (0 grade points and 0 credits awarded. Course computed in GPA)
CR	0	Credit awarded (No grade points assigned and not computed in GPA)
NC	0	No credit given and no grade points earned and not computed in GPA
CE	0	Credit-by-Institutional Examination. Credit awarded for passing the examination with a "C" grade or higher (No grade points assigned and no credits computed in GPA)
PBA	0	Credit awarded via Portfolio-Based Assessment
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. It is also used to indicate credit for equivalency exams (e.g., AP, CLEP) and non-collegiate sponsored education

"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).

"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.

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 last day to withdraw.

- 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 Natural Science electives taken by a Business Technology 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.

The CR/NC option should not be confused with the CR grade awarded for transfer of equivalency exams, non-collegiate sponsored education credits, and back-language credits. These credits may be applicable to core/program requirements, while the CR/NC option is limited to elective courses only.

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 L 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.

Grade Point Average When Courses Are Repeated

For repeated courses taken during or after Fall 1997, only the grade for the most recent repeat of the course shall be used to determining the Grade Point Average. Only the course grades of A, B, C, D, or F shall be used for this purpose. Courses that may be repeated for credit are not included in this policy.

Students who intend to transfer are reminded that many colleges and universities do not permit the substitution of the most recent grades when computing grade point ratios and will compute the grade point ratio according to their own standards.

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

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

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

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

Grade Reports

Grades are posted in each student's MyUH account at the end of each term. Grades for Summer (both Session I and Session II) are posted at the end of the second Summer session. Students are responsible for reporting errors to the Records Office within seven days.

Developmental Education

Developmental courses help students attain basic and fundamental skills in reading, writing and mathematics, and

related study skills so that they can increase their chances of success in college-level courses. Leeward CC also offers developmental courses in English as a second language (ESL) for academic purposes. Developmental courses do not apply toward an associate degree or technical certificate.

English and mathematics course placement is based on a variety of assessments, such as high school GPA, ACT or SAT scores, Smarter Balance Assessment scores, or alternative placement tests. You may place at the college level in one area(s) and at the developmental level in the other area(s). If your skills are below the levels required for successful performance in a college-credit program, you will be required to enroll in developmental English and/or mathematics courses at the beginning of your enrollment and continue to enroll in them each term until you have completed your required courses. Developmental education counselors are available to assist students who have transferred from another college campus or who have unique placement situations.

Developmental Mathematics

Leeward Community College has streamlined its developmental math sequence to align with the UHCC System Strategic Initiative. The following chart illustrates the sequence tracks of developmental math courses that lead to technical or transfer-level courses that fulfill program or core requirements.

Tiana Loo, Math & Sciences, Dev Ed Counselor
Office MS 204, Phone 455-0430
tiana.loo@hawaii.edu

Diagram of course sequence is online:
http://www.leeward.hawaii.edu/placement-testing

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 75	MATH 22 MATH 24 MATH 75x	MATH 100 (FS, FQ) MATH 100C (FS) MATH 111 MATH 115 (FS, FQ) QM 107C
MATH 82	MATH 25 MATH 26 MATH 82x	MATH 100 (FS, FQ) MATH 100C (FS) MATH 103 (FS, FQ) MATH 111 MATH 115 (FS, FQ) QM 107C

Please note that prerequisite courses and placement test scores for sequential math courses are automatically 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:

Developmental English

Diagram of course sequence is online:
http://www.leeward.hawaii.edu/placement-testing

Accelerated developmental English courses at Leeward Community College gives students the opportunity to learn and gain integrated reading and writing skills necessary for college-level English 100 in one year or less. All developmental English courses are taught in-class and are offered in the day and evening to foster student engagement and academic support.

All new students will be assessed for their readiness for college level English. Students will be placed into one of the following courses: ENG 24, ENG 100/ENG 22 (ALP), or ENG 100.

The accelerated course options include:

1. ENG 24, "Reading, Reasoning, and Writing" After passing ENG 24 with a C or higher, students can advance to ENG 100.

2. ENG 22 and ENG 100 paired. The Accelerated Learning Program (ALP), pairs two writing courses, in which the first class hour focuses on ENG 100, college-level composition, and the second hour practices ENG 22 writing skills.

Nicole Keim-Fortuno. Language Arts, Dev Ed Counselor
Office LA 202, Phone 455-0432
keim@hawaii.edu

Academic Honors

Dean's List

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

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

1. Has a cumulative grade point ratio of 3.8 or higher (on a 4.0 scale) for all coursework numbered 100 or above completed at Leeward CC.

2. Has successfully completed a minimum of 24 credits of coursework for letter grade ("A" - "D" only) at Leeward CC, exclusive of courses numbered below 100 in English, ESL, Mathematics, Reading and Learning Skills, with a cumulative grade point ratio of 3.8 or higher for those 24 credits of coursework. For non-vocational students, below 100 level courses will not count towards the minimum 24 credits.

3. Has been assigned the grade of "W," "N" or "NC" for no more than a total of four courses at Leeward CC, regardless of whether those courses are numbered below or above 100 and regardless of whether any of those courses were repeated.

4. Has successfully completed at least 6 credits numbered 100 or above for letter grade with a current grade point ratio of 3.0 or higher during the semester for which the student qualified to be named to the Dean's List.

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

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

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

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

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

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

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

Honors Program

To graduate with academic honors, students must first apply and be accepted into Leeward's Honors Program. This program is open to all qualified students in all degree and certificate programs at Leeward CC. Students who graduate with academic honors will have this designation inscribed on their diplomas or certificates, as well as in their transcripts. Additionally, Honors students have the right to wear the Honors hood at commencement and are recognized for their accomplishments during the ceremony.

To graduate with academic honors, students must be accepted into the Leeward CC Honors Program, must meet all degree requirements, take one Honors colloquium, and graduate with a 3.5 or higher cumulative grade point average.

Entrance requirements at the time of application are:

- Completed at least 12 college-level credits (i.e., courses numbered 100-level and higher) from Leeward CC
- A 3.5 cumulative GPA or higher at Leeward CC
- A completed Honors Application
- A completed Faculty Recommendation Form from a previous instructor
- A PDF copy of your MyUH transcript emailed to Michael Oishi at mtoishi@hawaii.edu

For more information and to apply online go to: https://goo.gl/jRHtpm

You may also contact the Leeward CC Honors Program Coordinator, Michael Oishi (mtoishi@hawaii.edu; FA-117; 455-0628).

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

Advisor: Doug Choy

Phi Theta Kappa National Honor Society

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

PTK members have opportunities to:

- meet and socialize with interesting people outside of the classroom setting
- be recognized for their academic achievements at various campus activities and functions during the year and at the commencement ceremony
- be automatically entered into the Phi Theta Kappa Transfer Database and invited to submit their names to the National Dean's List and other such directories of the nation's top students
- have points added to scholarships and grant applications just for being a member or officer
- take advantage of the scholarships and tuition waivers designated only for members.

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

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

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

At the beginning of the fall and spring semesters, eligible students are mailed an invitation to join Alpha Lambda

Gamma. Those interested in joining the Society may also contact its Lead Advisor, Michael Bauer, GT 207, telephone 455-0310.

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 1
MUS 104	Beginning Jazz Ensemble
MUS 112	Hawaiian Ensemble 1
MUS 113	Hawaiian Ensemble II
MUS 114	College Chorus
MUS 201	Vocal Ensemble
MUS 203D	Keyboard Ensemble
MUS 203G	Guitar Ensemble II
MUS221C	Intermediate Piano Class 1
MUS 221B	Advanced Voice Class
MUS 221H	Classic Guitar III
MUS 222C	Intermediate Piano Class 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.

Prior Learning Assessment (PLA) Program

Leeward's Prior Learning Assessment (PLA) Program (also known as 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 Prior Learning Assessment (PLA) Program, revised February 2017, 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 demonstrate the learning outcomes and competencies found in traditional classroom course offerings; therefore, the college provides a number of options to earn college credit through previous college and non-college courses, equivalency and standardized exam scores, and skills gained from life experiences. This allows students to spend their time and money on the new subjects they need and want to take.

Credit-by-Institutional 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-institutional exam. Students will be assessed 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. It is highly recommended that you request course descriptions along with the request for your academic transcript.

College Transfer Credit

Courses completed at other accredited colleges and universities with a grade of "D" or better may be transferable toward a Leeward CC degree. Some programs may require a grade of "C" or better.

Equivalency exams, non-collegiate sponsored education credit, and back-language credit with a "CR" grade may be applicable to Leeward degrees or certificates.

Upper division courses (numbered 300 or higher under the UH System's course numbering system) may be applied to not more than 20% of the Leeward CC 's degree or certificate.

The transcript evaluation is applicable only to the designated Leeward 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.

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
3. DSST (formerly DANTES)

Starting with exams taken from July 2001, students no longer need to take the former General Exams prior to completing 24 semester hours of college level work (prior to July 2001, to qualify for credit, the CLEP general examinations had to be taken before the student had completed 24 semester hours of college level coursework in courses numbered 100 or higher under the University of Hawaiʻi System's course numbering system). Credit is not awarded for the General Examination in English Composition with or without essay.

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

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 College's Admissions and Records Office and the Counseling Office.

Portfolio-Based Assessment

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 at college level, and the competency can be documented. The determination will be made by select faculty. A class is required to learn how to provide college-level evidence in a portfolio. There is also a fee, which must be paid at the time of registering for the class, for the portfolio to be assessed by a Review Committee.

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 ("Portfolio-Based Assessment" and "non-collegiate sponsored education credit") can be applied toward a major/core Leeward CC degree or certificate. The maximum of 21 credits does not include credit earned through credit-by-institutional examination or independent study.

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

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

The UH Community Colleges and UH West 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-institutional examination.

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

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

Course Descriptions

Accounting (ACC)

ACC 124: Principles of Accounting I
Introduces basic accounting principles and practices for service and/or merchandising types of businesses. Areas include: accounting as an information system, the accounting cycle, financial statements, internal control, current and/or long-term assets, current liabilities and payroll. Special emphasis will be placed upon the practical application of accounting principles. (45 lecture hours)

Credits: 3
Prerequisites: Placement in ENG 22 or higher
Program: Accounting
Recommended Prep: BUSN 188 or concurrent enrollment

ACC 125: Principles of Accounting II
Continues the study of financial accounting procedures. Areas include: long-term assets, long-term liabilities, accounting for corporations and/or partnerships. The statement of cash flows and financial statement analysis may be covered. (45 lecture hours)

Credits: 3
Prerequisites: ACC 124 with a grade of C or better or equivalent or instructor consent
Program: Accounting

ACC 132: Payroll and Hawai'i General Excise Tax
Introduces principles, manual and computerized procedures, and terminology for business applications of payroll accounting. Includes preparation and filing of federal and Hawai'i state forms for payroll taxes and the Hawai'i General Excise and Use Tax.

Credits: 3
Prerequisites: ACC 120, ACC 124, or ACC 201 with a grade of C or better or equivalent
Program: Accounting
Recommended Prep: ENG 22, ENG 24

ACC 134: Individual Income Tax Preparation
Introduces the preparation of federal and state of Hawai'i individual income tax returns with an emphasis on tax law and regulations and their application to the tax returns. This course is intended for an individual preparing basic tax returns under the supervision of an accounting professional.

Credits: 3
Prerequisites: Placement in ENG 22 or equivalent or instructor consent
Program: Accounting
Recommended Prep: BUS 101, ICS 100, ICS 101

ACC 137: Business Income Tax Preparation
Introduces Federal and Hawai'i tax laws and regulations and basic return preparation for business entities. This course is intended for an individual preparing basic tax returns under the supervision of an accounting professional.

Credits: 3
Prerequisites: ACC 134 with a grade of C or better or equivalent or instructor consent
Program: Accounting
Recommended Prep: BUS 101, ICS 100, ICS 101

ACC 201: Introduction to Financial Accounting
An introduction to accounting principles and practices used to record and communicate financial information. Analyze methods for evaluating assets, liabilities, and equity of an organization. Areas include: Accounting as an information system, the accounting cycle, revenue and expense recognition, accounting for merchandising operations, financial statements including cash flow, internal control, current assets, current and long-term liabilities, payroll, long-term assets, and corporate equity.

Credits: 3
Prerequisites: Placement into ENG 100 or equivalent or instructor consent
Program: Accounting
Recommended Prep: BUSN 188

ACC 202: Introduction to Managerial Accounting
An introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. The course also covers capital budgeting and incremental analysis. Requirement for the Accounting AS program; elective for the Liberal Arts AA program.

Credits: 3
Prerequisites: ACC 201 with a grade of C or better or ACC 124 and ACC 125 with a grade of C or better or equivalent or instructor consent
Program: Accounting

ACC 252: Using Quickbooks® in Accounting
Provides "hands-on" approach to computerized accounting using QuickBooks®. Applies previously acquired accounting skills and knowledge in a computerized environment to set up and maintain accounting records. Emphasis will be placed on the application of QuickBooks® to the accounting cycle. (Formerly ACC 150 at Leeward CC)

Credits: 3
Prerequisites: ACC 124 or ACC 201 with a grade of C or better and BUS 101, ICS 100 or ICS 101 with a grade of C or better or concurrent enrollment or equivalent or instructor consent
Program: Accounting

ACC 255: Using Excel® in Accounting
Provides "hands-on" training in the use of spreadsheets on computers to solve accounting problems. Applies previously acquired accounting skills and knowledge. Emphasizes financial and managerial accounting. (Formerly ACC 155 at Leeward CC)

Credits: 3
Prerequisites: ACC 202 with a grade of C or better or concurrent enrollment and BUS 101, ICS 100 or ICS 101 with a grade of C or better or equivalent or instructor consent
Program: Accounting

Agriculture (AG)

AG 100: Orientation to Hawai'i Agriculture Industry
This course familiarizes students with different agricultural operations/systems in Hawai'i through lectures, research, student presentations, guest speakers and/or field trips. (Formerly PBT 100)

Credits: 1
Program: Plant, Biology, and Tropical Agriculture

AG 104: Food Safety & Post-Harvest Handling
This course examines food safety requirements for farms and explores and evaluates post-harvest handling of products including vegetables, fruits, meats, and flowers. Students will also identify and evaluate standard wholesale and retail packaging for various farm products and review worker protection standards.

Credits: 1
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: BUS 101, ICS 101

AG 112: Introduction to Organic Agriculture
This course is an introduction to natural resource sustainability in agriculture. Basic principles of soil science, plant culture, and pest management are explained and organic farming techniques are practiced. The societal, and environmental, reasons for engaging in organic agriculture are explored. The goal of this course is to increase understanding of organic farming and to introduce sustainable agriculture practices that can be applied in Hawai'i.

Credits: 4
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent and MATH 22 or higher with a grade of CR
Program: Plant, Biology, and Tropical Agriculture

AG 122: Soil Technology
Studies identification, preparation, and fertilization of soils. Discusses soil formation, soil classification, soil reaction, soil and water relationships, soil protection and irrigation practices. Emphasizes sustainable management systems. (Formerly PBT 122)

Credits: 3
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: ENG 24, MATH 82X

AG 141: Integrated Pest Management
This course includes an 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. Integrated Pest Management will be incorporated into the course. (Formerly PBT 141)

Credits: 3
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: CHEM 151, CHEM 151L

AG 170: Introduction to Commercial Aquaponics
Companion course to AG 170L Introduction to Commercial Aquaponics Laboratory. The course will provide students with an understanding of the major biological concepts using an aquaponics system as a model ecosystem. Additionally, the course will provide an overview of standard operating procedures of large scale aquaponics systems in relation to food safety and production. (Formerly AG197)

Credits: 3
Co-Requisites: AG 170L
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: ENG 22, ENG 24, ENG 24C

AG 170L: Introduction to Commercial Aquaponics Laboratory
Companion course to AG 170 Applied Aquaponics. The course will provide students with a hands-on application of the major biological concepts using an aquaponics system as a model ecosystem. Additionally, the course will follow standard operating procedures of large scale aquaponics systems in relation to food safety and production. (Formerly AG197L)

Credits: 1
Co-Requisites: AG 170
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: ENG 22, ENG 24, ENG 24C

AG 200: Principles of Horticulture
Introduces plant anatomy and physiology. Discusses plant nutrients, moisture, environmental requirements and plant propagation. Studies culture and production techniques for selected ornamental crops. (formerly PBT 200)

Credits: 3
Prerequisites: AG 200L with a grade of C or better or concurrent enrollment or instructor consent
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: BIOL 101, BIOL 101L, BOT 101, BOT 101L, BIOL 171, BIOL 171L

AG 200L: Principles of Horticulture Lab
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. (Formerly PBT 200L)

Credits: 1
Prerequisites: AG 200 with a grade of C or better or concurrent enrollment or instructor consent
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: BIOL 101, BIOL 101L, BOT 101, BOT 101L, BIOL 171, BIOL 171L

AG 210: Introduction to Environmental Science
Analysis of the environment with emphasis on understanding relationships and interactions of physical, biological, technological, and political components using scientific methods of inquiry. Food supply and safety, water quality, pollution control, biodiversity, environmental policy. (Formerly PBT 210)

Credits: 3
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: BOT 130, HORT 110

AG 251: Sustainable Crop Production
Introduces production methods for selected crops including propagation planting, fertilization, irrigation, pest control, harvesting, and marketing. Evaluates conventional and alternative methods of production and analyzes effects of these practices. Examines economic and social impacts. (Formerly PBT 251)

Credits: 4
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: AG 200, AG 200L, ENG 24, ENG 100

AG 260: Tropical Landscape
Introduces students to the elements of landscape design, planning, and plan implementation. The areas covered include design principles, functional aesthetics, reading and development of landscape plans, and cost estimates. (Formerly PBT 250)

Credits: 4
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: AG 200, BOT 130, ENG 24

AG 264: 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. (Formerly PBT 264)

Credits: 3
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: CHEM 151, CHEM 151L, AG 200, AG 200L

AG 269: Ornamental Plant Materials
Identify major ornamental plants used in Hawai'i's landscapes, including trees, shrubs, vines, ground covers, flowers, house plants and natives. Properly select ornamental plants for landscape according to their habits and growing requirements. (Formerly PBT 269)

Credits: 3
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: AG 200

AG 271: Introduction to Crop Improvement
This course includes the fundamentals of genetic theory. Biotechnological procedures in insect and plant pathogen control and also plant and animal breeding are used as practical applications. (Formerly PBT 275)

Credits: 3
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: AG 200, AG 200L

AG 293V: Plant Biology & Tropical Agriculture Internship
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 internships may not exceed 4 hours in an agricultural enterprise.

The number of credits earned depends upon the number of hours spent on the job or project during the semester. AG 293V for one credit and requires 60 to 119 hours or work; AG 293V for two credits and requires 120 to 179 hours of work; AG 293V for three credits and requires 180 to 239 hours of work; AG 293V for four credits and requires 240 or more hours of work. Students can take another AG 293V class in a subsequent semester; however, the total number of credits in AG 293V are limited to four credits. (Formerly PBT 290V)

Credits: 1 - 4
Prerequisites: Completed at least 6 credits of 200 level AG courses with a C or better or instructor consent
Program: Plant, Biology, and Tropical Agriculture
Recommended Prep: AG 210, AG 251, AG 260, AG 264, AG 269, AG 271

American Studies (AMST)

AMST 201: American Experience: Institutions and Movements
Interdisciplinary course that examines diversity and changes in American values and institutions -- political, economic, legal, and social.

Credits: 3
Recommended Prep: ENG 22, ENG 24

AMST 202: American Experience: Culture and the Arts
Interdisciplinary course that examines diversity and changes in American values and institutions - literature, film, visual arts, and architecture.

Credits: 3
Recommended Prep: ENG 22, ENG 24

AMST 211: Contemporary American Domestic Issues
Interdisciplinary exploration of such current American domestic issues topics as politics, economics, civil rights, family life, the justice system, and the environment.

Credits: 3
Recommended Prep: ENG 22, ENG 24

AMST 212: Contemporary American Global Issues
Interdisciplinary exploration of such current global issues as international diplomacy, economic development, national security, demographic change, and the environmental protection.

Credits: 3
Recommended Prep: ENG 22, ENG 24

Anthropology (ANTH)

ANTH 150: Human Adaptations
ANTH 150 is a survey course of general anthropology with a focus on biological anthropology 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.

Credits: 3
Prerequisites: ENG 24 with a grade of C or better or equivalent

ANTH 151: Emerging Humanity
Introduction to human biological evolution and the archaeology of culture in the world prior to 1500 CE.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent

ANTH 152: Culture and Humanity
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. e.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent

ANTH 200: Cultural Anthropology
ANTH 200 is 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. ANTH 200 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, and applied anthropology.

Credits: 3
Prerequisites: ENG 24 with a grade of C or better or equivalent

ANTH 215: Biological Anthropology
An introduction to the methodology and principles of biological 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.

Credits: 3
Prerequisites: ENG 24 with a grade of C or better or equivalent or qualified for ENG 100
Co-Requisites: ANTH 215L

ANTH 215L: Biological Anthropology Lab
This lab course is designed to accompany ANTH 215 Biological 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.

Credits: 1
Prerequisites: ENG 24 with a grade of C or better or equivalent or qualified for ENG 100
Co-Requisites: ANTH 215

Art (ART)

ART 101: Introduction to the Visual Arts
This course is a general introduction to the visual arts including media, techniques, and history. It is designed to offer an appreciation of the creative processes involved in the visual arts. This course reviews two- and three-dimensional art forms, methods and media; examines the visual elements and principal of design; and surveys art styles from the prehistoric to the 20th Century. It is oriented to students who have not been exposed to the formal study of these disciplines.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or placement in ENG 100 or higher or equivalent

ART 104: Introduction to Printmaking
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.

Credits: 3

ART 104D: Introduction to Printmaking: Screenprinting
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.

Credits: 3
Recommended Prep: ART 101

ART 105B: Introduction to Ceramics (Handbuilding)
Studio experience in ceramic hand building techniques. Course includes both lectures and projects.

Credits: 3

ART 105C: Introduction to Ceramics (Wheel Throwing)
Studio experience in ceramic wheel throwing techniques. Course includes both lectures and projects.

Credits: 3
Recommended Prep: ART 105B

ART 107D: Introduction to Digital Photography
This course is an introduction to digital photography. Students will learn basic camera techniques and how to process their images in digital format. This course will provide the student with basic aesthetic principles as well as an extensive range of practical photographic techniques needed for entry into the photographic workplace and/or for artistic expression. It provides experience in traditional and contemporary photographic techniques for art, multimedia, and television.

Credits: 3
Prerequisites: Placement in ENG 100 or instructor consent
Recommended Prep: ART 112

ART 112: Intro to Digital Arts
Introduction to digital technology and its applications to the production of visual art. Emphasis is on the relationship between art, design, and technology. Students develop the capacity for critical thinking and problem solving through project based learning.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or instructor consent.
Recommended Prep: ICS 100, BUS 101

ART 113: Introduction to Drawing
This beginning drawing course introduces general drawing and compositional principles. Elements of design will be addressed in depth and a variety of materials and techniques will be used. No prior experience required.

Credits: 3
Recommended Prep: ART 101

ART 113D: Introduction to Digital Drawing
Art 113D is an introductory course for students who are interested in developing communication skills in the area of two-dimensional drawing as it relates to computer based imaging. Fundamental drawing concepts, creative problem solving techniques and basic design principles will be covered. Material covered in this course may be useful to any area of study where visual enhancement may apply. This includes ICS and business.

Credits: 3
Recommended Prep: ART 113, ICS 100

ART 115: Introduction to Design
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.

Credits: 3
Recommended Prep: ART 101

ART 115D: Introduction to 2D Digital Design
A foundation course for students who are interested in developing communication skills in the area of two-dimensional design as it relates to digital imaging. Fundamental design concepts, creative problem solving techniques and design principles and elements will be covered.

Credits: 3
Recommended Prep: ART 112, ART 113D

ART 116: Introduction to Three-Dimensional Composition
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.

Credits: 3

ART 123: Introduction to Painting
Introduction to the theory and practice of painting. Instruction on the use of painting materials and techniques. This course will cover art historical movements and show parallels in contemporary art practices as well. Designed to serve art majors and non-art majors.

Credits: 3
Prerequisites: ART 113 with a grade of C or better or instructor consent
Recommended Prep: ART 101

ART 156: Digital Painting
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.

Credits: 3
Prerequisites: ART 112 with a grade of C or better
Recommended Prep: ART 113, ART 113D, ART 123, ART 214

ART 166: Digital Printmaking
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 outpt involving paper and ink combinations will be covered.

Credits: 3
Prerequisites: ART 112 with a grade of C or better or instructor consent
Recommended Prep: ART 113D

ART 175: Survey of Global Art I
This course is an introduction to the major developments in Global Art from prehistory to 1500.

Credits: 3

ART 176: Survey of Global Art II
This course will examine artistic production of major societies from 1500 to the present.

Credits: 3

ART 202: Digital Imaging
Studio experience in intermediate-level digital imaging concepts and techniques including image capture, manipulation and output using industry standard imaging editing software.

Credits: 3
Prerequisites: ART 112 and ART 107D with a grade of C or better or instructor consent
Recommended Prep: Basic computer, Internet and keyboarding skills.

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.

Credits: 3
Prerequisites: ART 107D with a grade of B or better or equivalent based on portfolio review and interview by the instructor
Recommended Prep: ART 112

ART 213: Intermediate Drawing
A continuation and development of skills and ideas introduced in ART 113. Contemporary concepts and techniques will be explored and applied. Students will engage in art historical disco

Credits: 3
Prerequisites: ART 113 with a grade of C or better or instructor consent
Recommended Prep: ART 101

ART 214: Introduction to Life Drawing
ART 214 is an investigation of the figure concerning anatomical construction, light, space, diagrammatic analysis, and thematic content through the process of drawing.

Credits: 3
Prerequisites: ART 113 or instructor consent
Recommended Prep: ART 101, ART 213

ART 221: Design for Print and Web
Introduction to the development principles related to graphic design terminology, tools and media, and layout design concepts. Emphasis on typesetting and composing for print and web products.

(A student cannot earn credit for both DMED 113 and ART 221.)

Credits: 3
Prerequisites: ART 112 with a grade of C or better or instructor consent
Recommended Prep: ART 113D

ART 223: Intermediate Painting
ART 223 is an extension of the observational foundation established in Art 123 (Introduction to Painting) to address contemporary, conceptual and expressive approaches to painting. Oil painting will be the primary medium used in this course. Students will further develop their knowledge of mediums and substrates.

Credits: 3
Prerequisites: ART 123 with a grade of C or better or instructor consent
Recommended Prep: ART 101

ART 229 : Interface Design I
ART 229 Interface Design I provides a foundation of interface design skills, techniques, and principles necessary to design visually effective, user-friendly web sites. Through lessons, demonstrations, and hands-on projects, this course explores how the fundamental elements and principles of graphic design are applied through the design process for creating interactive interfaces. Students go through the analysis, information architecture, conceptual planning, and visual layout designing stages of the web design process and document their findings through client documentation and presentations.

(A student cannot earn credit for both DMED 121 and ART 229)

Credits: 3
Prerequisites: ART 112 with a grade of C or better or equivalent or instructor consent
Recommended Prep: DMED 120

ART 243: Intermediate Ceramics, Hand Building
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

Credits: 3
Prerequisites: ART 105B or equivalent experience and instructor consent

ART 244: Intermediate Ceramics, Wheel Throwing II
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

Credits: 3
Prerequisites: ART 105C or equivalent and instructor consent

ART 249: Interface Design II
ART 249 integrates the foundation level visual interface design skills introduced in ART 229 with the technical interface programming skills introduced in DMED 120. Students go through the full creative design process for interaction design of analyzing, planning, designing, coding, testing, and launching a custom designed web standard compliant HTML/CSS static web site for a proposed client. Students document their findings through client documentation and defend their design decisions via presentations and critiques.

(A student cannot earn credit for both DMED 220 and ART 249.)

Credits: 3
Prerequisites: DMED 120 and ART 229 with a grade of C or better or instructor consent

ART 277D: Studio Photography
The course is a survey of studio and available light photography. Students will learn professional-level lighting techniques using continuous lights, strobe and flash for studio and available lighting situations. Students will learn lighting methods for various subjects, aesthetic principles concerning light, and technical processes for digital photography.

Credits: 3
Prerequisites: ART 112 and ART 107D with a grade of C or better or instructor consent
Recommended Prep: ART 207D

ART 290: The Arts of Africa, Native Americas, and the Pacific
Art 290 focuses on formal and contextual study of art from selected areas in Africa, the Pacific, and Native Americas.

Credits: 3
Prerequisites: ART 176 with a grade of C or better or equivalent or instructor consent

Asian Studies (ASAN)

ASAN 203: Philippine Culture: a Survey of Philippine Cultural History
A study of the history, politics, society, culture and art forms of the Philippines from pre-history to the present. Selected topics are approached through the integrated use of the art forms, e.g., music, literature, theater arts, etc., as ways of experiencing and under- standing cultural and political issues.

Credits: 3
Prerequisites: ENG 22 or ENG 24 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.
A study of the history of the Filipino as traveller and immigrant; historical and contemporary experiences in the U.S.; ethnic identity as expressed and represented in their cultural practices and art forms.

Credits: 3
Prerequisites: ENG 24 with a grade of C or better or equivalent
Recommended Prep: ENG 22

ASAN 205: Contemporary Philippine Issues
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.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent

Astronomy (ASTR)

ASTR 110: Survey of Astronomy
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.

Credits: 3
Prerequisites: MATH 22 and ENG 22 or ENG 24 with a grade of C or better or equivalent or instructor consent
Recommended Prep: PHYS 100B

Automotive Technology (AMT)

AMT 93D: Cooperative Education
This cooperative training experience will provide students an opportunity to apply their professional and technical skills in dealership service centers. Students will be supervised on the job by a professional Journeyman Technician. Students will complete 225 hours per training experience. This course may be repeated up to four times, for a maximum of 15 credits.

Credits: 3
Prerequisites: AMT 100, AMT 141 and AMT 144 with a grade of C or better
Program: Automotive Technology

AMT 100: Introduction to Automotive Technology
This course will cover policies and procedures of the Automotive Technology (AMT) program, various career opportunities in the automotive field, shop safety, proper use of technical reference manuals, and identifying and proper use of basic hand tools and precision measuring tools. (Formerly AMT 20)

Credits: 2
Prerequisites: MATH 100 or higher or equivalent or QM 107C or higher or equivalent with a grade of C or better or concurrent enrollment
Program: Automotive Technology

AMT 129: Engine Repair
This course will cover shop safety, tools and all components found in the modern internal combustion engine. The course is designed to provide students with an understanding of the fundamental operation and construction of internal combustion engines. Instruction will include theory and laboratory (shop) activities in which students will learn how to inspect, service, maintain, diagnose, and repair automobile engine malfunctions. This course includes live work. (Formerly AMT 30)

Credits: 7
Prerequisites: AMT 100, AMT 141 and AMT 152 with a grade of C or better and ENG 100 or higher or equivalent with a grade of C or better or concurrent enrollment
Program: Automotive Technology

AMT 141: Electrical/Electronic Systems I
This course will provide students with fundamental principles of automotive electricity and electronics. Practical skills to diagnose, test, and service battery, starting, charging and lighting systems are covered. Testing and repair of electrical safety devices, wiring, connectors, and relays are also covered. (Formerly AMT 40)

Credits: 5
Prerequisites: AMT 100 with a grade of C or better or concurrent enrollment and MATH 100 or higher or equivalent or QM 107C or higher or equivalent with a grade of C or better or concurrent enrollment
Program: Automotive Technology

AMT 144: Heating and Air Conditioning
This course provides an understanding of the theory, diagnosis, service, safe handling of refrigerants and repair of automotive heating, ventilation and air conditioning (HVAC) systems. The course presents the operation and function of vacuum, electrical, refrigeration circuits, and computer controls. Training is provided in the use of tools and equipment while performing diagnostics, repairs, and service on HVAC systems. (Formerly AMT 43)

Credits: 4
Prerequisites: AMT 100, AMT 129, AMT 141, AMT 145, AMT 149, AMT 152, AMT 154 and AMT 241 with a grade of C or better and MATH 100 or higher or equivalent or QM 107C or higher or equivalent with a grade of C or better or concurrent enrollment
Program: Automotive Technology

AMT 145: Manual Drive Trains and Axles
This course covers the theory and fundamental operating principles of the modern automotive drive trains and axles. Students learn maintenance and repair of C-V shafts, propeller shafts, clutch systems, standard transmissions, standard transaxles, all-wheel drive, four-wheel drive, and final-drive systems. (Formerly AMT 46)

Credits: 4
Prerequisites: AMT 100, AMT 129, AMT 141, AMT 152 and AMT 154 with a grade of C or better and MATH 100 or higher or equivalent or QM 107C or higher or equivalent with a grade of C or better or concurrent enrollment and Natural Science 100 level with a grade of C or better or concurrent enrollment
Program: Automotive Technology

AMT 149: Automatic Transmissions and Transaxles
This course covers the fundamental principles of automatic transmission design and operation found on Front Wheel Drive (FWD) and Rear Wheel Drive (RWD) automobiles. Service, repair, and overhaul procedures are included for a variety of import and domestic automatic transmissions. (Formerly AMT 50)

Credits: 4
Prerequisites: AMT 100, AMT 129, AMT 141, AMT 152 and AMT 154 with a grade of C or better and MATH 100 or higher or equivalent or QM 107C or higher or equivalent with a grade of C or better or concurrent enrollment and AMT 145 with a grade of C or better or concurrent enrollment
Program: Automotive Technology

AMT 152: Brake Systems
This course covers the principles in the operation of the modern automotive brake systems. Further development in new technology such as computerized ABS (Anti-skid Brake Systems), electronic power brakes, and four-wheel disc brakes will be covered. Repair and service techniques of the complete brake systems will be demonstrated. (Formerly AMT 53)

Credits: 4
Prerequisites: AMT 100 and AMT 141 with a grade of C or better or concurrent enrollment and MATH 100 or higher or equivalent or QM 107C or higher or equivalent with a grade of C or better or concurrent enrollment
Co-Requisites: AMT 162
Program: Automotive Technology

AMT 154: Suspension and Steering Systems
This course presents the theory and practical application of the operation, problem diagnosis, maintenance and repair of the modern suspension and steering systems to include: front wheel drive steering and suspension systems; rear wheel drive steering and suspension systems; four wheel drive steering and suspension systems; and all-wheel drive steering and suspension systems. Wheel alignment and tire servicing for all systems are also covered. (Formerly AMT 55)

Credits: 4
Prerequisites: AMT 100, AMT 141 and AMT 152 with a grade of C or better and AMT 129 with a grade of C or better or concurrent enrollment and ENG 100 or higher or equivalent with a grade of C or better or concurrent enrollment
Co-Requisites: AMT 164
Program: Automotive Technology

AMT 162: Advanced Brake Systems
This course is a continuation of AMT 152 Brake Systems with a more detailed examination of the modern technologies of current production electronic braking systems. Professional level diagnostic procedures and techniques will be emphasized.

Credits: 1
Co-Requisites: AMT 152
Program: Automotive Technology

AMT 164: Advanced Suspension and Steering Systems
This course is a continuation of AMT 154 with a detailed examination of the modern technologies of current production electronic suspension and steering systems. Professional level diagnostic procedures and techniques will be emphasized.

Credits: 1
Co-Requisites: AMT 154
Program: Automotive Technology

AMT 241: Electrical/Electronic Systems II
This course covers essential theories and practical skills in diagnosing electronic control systems, networking, and the repair of automotive accessory circuits such as power windows, power door locks, power antennas, power mirrors, audio systems, anti-theft systems, power seats, horns, blower fan, and wiper/washer. Also covered are conventional instrumentation, digital instrumentation, supplemental inflatable restraint (SRS), and high voltage systems. (Formerly AMT 41)

Credits: 4
Prerequisites: AMT 100, AMT 129, AMT 141, AMT 152 and AMT 154 with a grade of C or better and MATH 100 or higher or equivalent or QM 107C or higher or equivalent with a grade of C or better or concurrent enrollment and AMT 145 and AMT 149 with a grade of C or better or concurrent enrollment
Program: Automotive Technology

AMT 245: Engine Performance Systems
Examines the theory, operation and relationships of engine, ignition, air induction, fuel delivery, emission and computerized control systems. Diagnostic procedures are covered using professional service information and test equipment. These include oscilloscopes, gas analyzers, scan tools, and specialized meters. (Formerly AMT 40D)

Credits: 8
Prerequisites: AMT 100, AMT 129, AMT 141, AMT 241, AMT 145, AMT 149, AMT 152, AMT 154, AMT 162 and AMT 164 with a grade of C or higher and AMT 144 with a grade of C or higher or concurrent enrollment
Program: Automotive Technology

Biochemistry (BIOC)

BIOC 141: Fundamentals of Biochemistry
Biological chemistry focusing on the integration of concepts from general, inorganic, and biochemistry and their application to living systems. Satisfies the one-semester chemistry requirement for pre-nursing and pre-dental hygiene majors.

Credits: 3
Prerequisites: MATH 82X or higher with a grade of CR

BIOC 142: Elements of Biochemistry
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.

Credits: 3
Prerequisites: BIOC 141, CHEM 100, CHEM 151 or CHEM 161 with a grade of C or better

Biology (BIOL)

BIOL 100: Human Biology
Biology 100 is designed for the non-biologist who wishes to learn more about 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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with grade of C or better or equivalent.

BIOL 101: Biology and Society
Companion course to BIOL 101L Biology for Non-Majors Laboratory. The course will 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, it provides non-science majors with an understanding of the scientific approach to problem solving and the increasing role biology has in daily life.

Credits: 3
Prerequisites: ENG 24 with a grade of C or better or equivalent and BIOL 101L with a grade of C or better or concurrent enrollment or equivalent

BIOL 101L: Biology and Society Lab
Companion laboratory to BIOL 101 Biology for Non-Majors. The laboratory and field activities in BIOL 101L 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, it provides non-science majors with an understanding of the scientific approach to problem solving and the increasing role biology has in daily life. Laboratory attendance is required.

Credits: 1
Prerequisites: BIOL 101 with a grade of C or better or concurrent enrollment and Placement in ENG 100

BIOL 124: Environment and Ecology
This 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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent

BIOL 124L: Environment and Ecology Lab
Laboratory to accompany BIOL 124

Credits: 1
Prerequisites: BIOL 124 or concurrent enrollment

BIOL 130: Anatomy and Physiology
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.

Credits: 4
Prerequisites: ENG 24 or equivalent or instructor consent
Recommended Prep: CHEM 100 or higher or biochemistry course; or college level biology or zoology course.

BIOL 130L: Anatomy and Physiology Lab
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.

Credits: 1
Prerequisites: Credit or concurrent enrollment in BIOL 130

BIOL 171: Introduction to Biology I
Introductory biology for all life science majors. Cell structure and chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes.

Credits: 3
Prerequisites: CHEM 151 or 151B (or concurrent); or CHEM 161 or CHEM 161 and CHEM 161L (or concurrent); or equivalent or instructor consent
Co-Requisites: BIOL 171L
Recommended Prep: High school level biology course

BIOL 171L: Introduction to Biology I Lab
Laboratory to accompany BIOL 171

Credits: 1
Prerequisites: CHEM 151 or 151B (or concurrent); or CHEM 161 (or concurrent); or equivalent or instructor consent
Co-Requisites: BIOL 171
Recommended Prep: High school level biology course

BIOL 172: Introduction to Biology II
Continuation of BIOL 171. Anatomy, physiology, and systematics of plants and animals; behavior; ecosystems, populations, and communities.

Credits: 3
Prerequisites: BIOL 171 and BIOL 171L with grade of C or better or equivalent
Co-Requisites: BIOL 172L

BIOL 172L: Introduction to Biology II Lab
Laboratory to accompany BIOL 172

Credits: 1
Prerequisites: BIOL 171 and BIOL 171L with grade of C or better or equivalent.
Co-Requisites: BIOL 172

BIOL 200: Coral Reefs
Companion course to BIOL 200L Coral Reefs Laboratory. The course is an introduction to the biology, ecology and geology of coral reefs. Topics include the physical and chemical properties of coral reef habitats, reef geology, the physiology, anatomy, ecology and evolution of coral reef organisms, and the management of human impacts on coral reefs. Emphasis will be on Hawai'i's coral reefs, but comparisons will be made among reefs from other areas.

Credits: 3
Prerequisites: ENG 24 with a grade of C or better or equivalent or qualified for ENG 100
Co-Requisites: BIOL 200L

BIOL 200L: Coral Reefs Lab
Companion laboratory to BIOL 200 Coral Reefs. The laboratory and field activities in BIOL 200L provide an introduction to the biology, ecology and geology of coral reefs. Topics include the physical and chemical properties of coral reef habitats, reef geology, the physiology, anatomy, ecology and evolution of coral reef organisms, and the management of human impacts on coral reefs. Emphasis will be on Hawai'i's coral reefs, but comparisons will be made among reefs from other areas.

Credits: 1
Prerequisites: BIOL 200 with a grade of C or better or concurrent enrollment and Placement in ENG 100

BIOL 265: Ecology and Evolutionary Biology
Principles of ecology and evolution for the life science majors stressing integrated approach and recent advances.

Credits: 3
Prerequisites: BIOL 171, BIOL 171L, BIOL 172 and BIOL 172L with a grade of C or better
Co-Requisites: BIOL 265L

BIOL 265L: Ecology and Evolutionary Biology Lab
Laboratory to accompany BIOL 265

Credits: 1
Prerequisites: BIOL 171, BIOL 171L, BIOL 172 and BIOL 172L with a grade of C or better
Co-Requisites: BIOL 265

BIOL 275: Cell and Molecular Biology
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 recombinant DNA technology and bioinformatics.

Credits: 3
Prerequisites: BIOL 171, BIOL 171L, CHEM 272 and CHEM 272L or instructor consent

BIOL 275L: Cell and Molecular Biology Lab
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.

Credits: 2
Prerequisites: BIOL 171, BIOL 171L, CHEM 272 and CHEM 272L or instructor consent
Co-Requisites: Credit or concurrent registration in BIOL 275

Botany (BOT)

BOT 101: Botany
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent and completion of BOT 101L or concurrent enrollment

BOT 101L: General Botany Laboratory
Laboratory observations, experiments and field trips illustrating the basic principles of plant biology.

Credits: 1
Prerequisites: BOT 101 with a grade of C or better or concurrent enrollment or equivalent and Placement in ENG 100

BOT 130: Plants in the Hawaiian Environment
Companion course to BOT 130L Plants in the Hawaiian Environment Lab. The course will provide students with an understanding of the major concepts in the following plant biology disciplines: structures, functions and propagation of vascular plants, biotic and abiotic forces that have shaped the Hawaiian Islands and their impact on evolution, distribution and endangerment of Hawaiian flora. Additionally, it provides students with an understanding of Hawaiian flora by origin, development, composition, cultural and economic uses.

Credits: 3
Prerequisites: BOT 130L with a grade of C or better or concurrent enrollment and Placement in ENG 100

BOT 130L: Plants in the Hawaiian Environment Laboratory
Companion laboratory to BOT 130 Plants in the Hawaiian Environment. The laboratory and field activities in BOT 130L provide students with an understanding of the major concepts in structures, functions and propagation of vascular plants, biotic and abiotic forces that have shaped the Hawaiian Islands and their impact on evolution, distribution and endangerment of Hawaiian flora. Additionally, it provides students with an understanding of Hawaiian flora by origin, development, composition, cultural and economic uses.

Credits: 1
Prerequisites: BOT 130 with a grade of C or better or concurrent enrollment and Placement in ENG 100

Business (BUS)

BUS 101: Business Information Systems
An introduction to computers and the components of a business information system, including "hands-on" exposure to office productivity applications, and learning how information technology can be applied to satisfy business needs.

Credits: 3

BUS 120: Principles of Business
BUS 120 surveys the fundamentals of American business enterprise and examines the foundations and responsibilities of accounting, management, finance, marketing, and the business environment.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or placement in ENG 100 or equivalent.

BUS 201: Advanced Business Information Systems
Continuation of business information systems, including advanced word processing applications, advanced spreadsheet applications, advanced database applications, advanced presentation applications, and integration of applications.

Credits: 3
Prerequisites: BUS 101, ICS 100, or ICS 101 with a grade of C or better, or instructor approval.
Recommended Prep: BUSN 121 or equivalent.

BUS 250: Applied Mathematics in Business
BUS 250 provides students with problem-solving and quantitative reasoning skills essential in business. Beginning with a review of relevant concepts from algebra, it covers topics in the mathematics of finance, calculus emphasizing business applications, probability, and introductory statistics. BUS 250 uses a financial calculator and spreadsheets.

Credits: 3
Prerequisites: MATH 103 with a grade of C or better or Placement in MATH 135 or equivalent or instructor consent

Business Law (BLAW)

BLAW 200: Legal Environment of Business
This course introduces the nature and development of law in the United States, with a particular emphasis on how the law applies to businesses and how the law adapts and remains relevant in the face of constantly changing economic, political, social and technological conditions. It includes a study of business documents, how business entities are created and operated, the role of government in regulating businesses, and ethical implications of law.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or placement in ENG 100 or equivalent or higher.

Business Technology (BUSN)

BUSN 121: Introduction to Word Processing
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.

Credits: 3
Program: Business Technology
Recommended Prep: Completion of or concurrent enrollment in ENG 24 or equivalent.

BUSN 123: Word Processing for Business
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.

Credits: 3
Prerequisites: Thirty-five (35) gross words a minute (GWAM); or instructor approval.
Program: Business Technology
Recommended Prep: ENG/ESL 21 and ENG/ESL 22 or ENG 24 or equivalent. C or better in BUSN 121 or equivalent.

BUSN 137: Computerized Databases– MS® Access
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.

Credits: 1
Program: Business Technology
Recommended Prep: Ability to keyboard by touch.

BUSN 158: Social Media and Collaboration Tools for Business
Introduces students to social media, collaboration, and Web tools as they relate to business. Students learn how to effectively create, maintain, and update blogs, social media sites (e.g., Facebook, Twitter, LinkedIn, Pinterest, Google+, YouTube), and internal/external collaboration and communication tools. Organizational management of cloud storage will be covered.

Credits: 3
Program: Business Technology
Recommended Prep: ENG 22, BUS 101, BUSN 123

BUSN 159: Creating and Managing the VIrtual Office
This course will explore concepts and issues involved in establishing a virtual assistant business. Students will use integrated software applications to complete assignments, create projects, conduct research, and identify the components of a business plan.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent each with a grade of C or better or placement in ENG 100 or equivalent and BUS 101 OR ICS 100 and ICS 101 with a grade of C grade or better and BUSN 121 OR BUSN 123 with a grade of C or better and BUSN 164 with a grade of C or better or instructor consent
Program: Business Technology

BUSN 164: Career Success
Presents concepts and theories relating to workplace behavior; managing one's attitude and relationships for workplace effectiveness.

Credits: 3
Prerequisites: Completion or concurrent enrollment in ENG/ESL 21 and ENG/ESL 22 or ENG 24 or equivalent, or instructor approval.
Program: Business Technology
Recommended Prep: Computer experience using a word processing program.

BUSN 166: Professional Employment Preparation
Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, résumés, cover letters, and employment interviews.

Credits: 1
Program: Business Technology
Recommended Prep: Ability to keyboard and knowledge of word processing.

BUSN 170: Records and Information Management
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.

Credits: 3
Program: Business Technology
Recommended Prep: ENG/ESL 21 or ENG/ESL 22 or equivalent.

BUSN 188: Business Calculations
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.

Credits: 3
Program: Business Technology
Recommended Prep: Completion of MATH 75 or higher with a CR grade or higher and completion of or concurrent enrollment in ENG 24 or equivalent.

BUSN 193V: Cooperative Education
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 is utilized for this program. The number of credits earned depends upon the number of hours spent at the job station during the semester. Leeward CC: To receive credit for Cooperative Education, a student must complete a minimum of 60 work hours per credit and attend Cooperative Education required seminars. Work must be supervised by an approved employer in the public or private sector of the community. For example, a student registered in three credit hours will need to work a minimum of 180 hours during the semester and attend all Cooperative Education seminars. It is a minimum course requirement that the required work hours be completed within the semester. May be repeated but cannot exceed nine (9) credits total.

Credits: 1 - 4
Prerequisites: Business major or Department/instructor approval. Completion of ENG 22 or ENG 24 with a grade of C or better or equivalent or placement in ENG 100, 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 Division in order to assess job skills, (2) enrolled in a Business Division 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. Additional requirements by the University of Hawai'i, Leeward Community College Business Division, Hospitality and Tourism Concentration, Management A.S. degree program: Students must complete two (2) credits of BUSN 193V for 120 hours minimum at the worksite. The job must be approved prior to the first day of class by the BUSN 193V instructor and/or Management Program Coordinator. The student must work in a hospitality and/or tourism-related job. It is recommended that students in the Hospitality and Tourism Concentration take BUSN 193V in one of their last semesters before earning their associate degree. If the student is volunteering in an off-campus location, the student must purchase special liability insurance.
Program: Business Technology

BUSN 232: Microsoft Excel for Business
Covers business spreadsheets with special attention to advanced techniques required by experts. Develops critical thinking skills for applying software tools to business problems. Covers financial and logical functions, custom formatting, charts and graphs, multi-sheet and shared workbooks, formula auditing, data importing, web features, one-variable and two-variable data tables, decision-making functions, and application development tools.

Credits: 3
Prerequisites: BUS 101 with a grade of C or better or instructor approval.
Program: Business Technology

BUSN 242: Business Presentations
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.

Credits: 3
Prerequisites: BUSN 121, BUSN 123, or BUS 101 with a grade of C or better or equivalent, or keyboarding or typewriting skills and computer knowledge or instructor's approval.
Program: Business Technology
Recommended Prep: ENG 100 and SP 151 or equivalent. Keyboarding or typewriting skills and computer knowledge.

BUSN 250: Expert Business Computing
Expert use of the Microsoft® Office features and preparation for the Microsoft® Expert-level certification exams.

Credits: 3
Prerequisites: BUS 101 with grade of C or better or instructor approval.
Program: Business Technology
Recommended Prep: BUS 201 or equivalent.

BUSN 269: Supervision
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent with a grade of C or better or instructor's approval.
Program: Business Technology

BUSN 277: International Business Protocol
Presents international business protocol differences among countries and develops the skills to identify and understand these differences in a business environment.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent with a grade of C or better or instructor's approval.
Program: Business Technology

BUSN 279: International Business Analysis
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent with a grade of C or better or instructor's approval.
Program: Business Technology

Chemistry (CHEM)

CHEM 100: Chemistry and Society
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 physical and biochemistry.

Credits: 3
Prerequisites: MATH 82X or higher with a grade of CR or better
Recommended Prep: Concurrent registration in CHEM 100L

CHEM 100L: Chemistry and Society Lab
Introduction to laboratory techniques and experimental methods of chemistry intended for students preparing for careers in non-science fields.

Credits: 1
Prerequisites: CHEM 100 with a grade of C or better or concurrent enrollment.

CHEM 151: Elementary Survey of Chemistry
An introductory course to the fundamental theories and experimental methods of chemistry intended for students preparing for careers in medical technology, nursing, life sciences, and other technical fields. The basic language and quantitative relationships of chemistry are studied, as well as the theories of atomic structure, chemical bonding, structure-property relationships, and chemical reactions.

Credits: 3
Prerequisites: MATH 82X with a grade of CR or Qualification for a STEM track mathematics course
Recommended Prep: Concurrent registration in CHEM 151L

CHEM 151L: Elementary Survey of Chemistry Lab
Introduction to laboratory techniques and experimental methods of chemistry intended for students preparing for careers in medical technology, nursing, life sciences, and other technical fields.

Credits: 1
Prerequisites: CHEM 151 with a grade of C or better or concurrent enrollment.

CHEM 161: General Chemistry I
Basic principles of inorganic chemistry. The 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.

Credits: 3
Prerequisites: MATH 103 with grade of C or better.
Recommended Prep: CHEM 151 or High School Chemistry.

CHEM 161L: General Chemistry I Lab
CHEM 161L is a laboratory course which accompanies CHEM 161, the first course of a two-course sequence designed to meet the one-year requirement of general college chemistry. Experiments are performed which relate to the lecture material in CHEM 161. The student will develop practical laboratory skills to competently and safely use laboratory equipment.

Credits: 1
Prerequisites: MATH 103 with a grade of C or better.
Co-Requisites: Credit or concurrent registration in CHEM 161
Recommended Prep: CHEM 151 or High School Chemistry.

CHEM 162: General Chemistry II
The second course of a two-course sequence designed to meet the one-year requirement of general college chemistry. Concepts and topics include, thermochemistry, kinetics, acid-base equilibrium, solubility equilibrium and electrochemistry with an emphasis on problem solving.

Credits: 3
Prerequisites: CHEM 161 with a grade of C or better and MATH 135 or higher with a grade of C or better

CHEM 162L: General Chemistry II Lab
CHEM 162L is a laboratory course which accompanies CHEM 162, the second course of a two-course sequence designed to meet the one-year requirement of general college chemistry. Experiments are performed which relate to the lecture material in CHEM 162. The student will develop competency in using laboratory equipment and laboratory report writing skills.

Credits: 1
Prerequisites: CHEM 161, 161L and MATH 135 with a grade of C or better.
Co-Requisites: Credit or concurrent registration in CHEM 162.

CHEM 272: Organic Chemistry I
CHEM 272 is the first semester of a comprehensive study of organic chemistry including: molecular structure, nomenclature, stereochemistry, spectroscopy, reactions, reaction mechanisms, and synthesis of organic compounds. (Formerly lecture part of CHEM 272B.)

Credits: 3
Prerequisites: CHEM 162 or CHEM 162B with grade of C or better or equivalent.

CHEM 272L: Organic Chemistry I Lab
The first semester laboratory course in organic chemistry covering: molecular structure, stereochemistry, spectroscopy, mechanisms, reactions, and synthesis of organic compounds. (Formerly lab part of CHEM 272B.)

Credits: 2
Prerequisites: CHEM 162L with a grade of C or better and CHEM 272 with a grade of C or better or concurrent registration.

CHEM 273: Organic Chemistry II
CHEM 273 is the second semester of a comprehensive study of organic chemistry including: molecular structure, nomenclature, stereochemistry, spectroscopy, reactions, reaction mechanisms, and synthesis of organic compounds. (Formerly lecture part of CHEM 273B.)

Credits: 3
Prerequisites: CHEM 272 or CHEM 272B with grade of C or better or equivalent.

CHEM 273L: Organic Chemistry II Lab
The second semester lab course in organic chemistry covering: molecular structure, stereochemistry, spectroscopy, mechanisms, reactions, and synthesis of organic compounds. (Formerly lab part of CHEM 273B.)

Credits: 2
Prerequisites: CHEM 272L with a grade of C or better and CHEM 273 with a grade of C or better or concurrent registration.

Chinese (CHN)

CHN 101: Elementary Chinese I
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.

Credits: 4
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

CHN 102: Elementary Chinese II
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.

Credits: 4
Prerequisites: CHN 101 with a grade of C or better.
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

CHN 201: Intermediate Chinese I
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.

Credits: 4
Prerequisites: Chinese 102 with a grade of C or better, or Chinese 102 equivalent by placement test or consent of instructor.
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

CHN 202: Intermediate Chinese II
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.

Credits: 4
Prerequisites: Chinese 201 with a grade of C or better, or Chinese 201 equivalent by placement test or consent of instructor.
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

Civil Engineering (CE)

CE 270: Applied Mechanics I
The study and analysis of forces, resultants, equilibrium, trusses, frames, machines, centroids, moments of inertia, and friction.

Credits: 3
Prerequisites: PHYS 170 with a grade of C or better and MATH 243 with a grade of C or better or concurrent registration.

CE 271: Applied Mechanics II
The study of dynamics of particles and rigid bodies. Topics include force, acceleration, the impulse-momentum theorem, and the work-energy theorem.

Credits: 3
Prerequisites: CE 270 with a grade of C or better and MATH 244 with a grade of C or better or concurrent registration.

Communication (COM)

COM 145: Interpersonal Communication
Introduction to communication strategies and outcomes through participation in interpersonal communication activities.

Credits: 3
Recommended Prep: ENG 22 or ENG 24 with a grade of C or equivalent.

COM 210H: Intercultural Communication: Honors Course
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.

Credits: 3
Prerequisites: ENG 100 or equivalent with a C or better.

Culinary (CULN)

CULN 111: Introduction to the Culinary Industry
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.

Credits: 2
Program: Culinary Arts

CULN 112: Sanitation and Safety
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 Hazard Analysis Critical Control Point (HACCP) and other sanitation and safety programs will also be presented. Safety issues, ServSafe certification or equivalent, and Occupational Safety and Health Administration (OSHA) guidelines and standards will be covered as they apply to the hospitality industry.

Credits: 2
Program: Culinary Arts

CULN 115: Menu Merchandising
A study of the factors involved in planning effective menus for a variety of food service operations. The course includes the design, format, selection, costing, pricing, and a balance of menu items based on an understanding of the needs of various target markets.

Credits: 2
Program: Culinary Arts

CULN 120: Fundamentals of Cookery
This course is an introduction to the fundamental concepts, skills, and techniques of food preparation. Course coverage includes the use of standardized recipes, basic cooking methods for meats, stocks, soups, sauces, seafood, vegetables, and starches. Students will learn to identify, use, and maintain all equipment, tools, and utensils in a safe and sanitary manner.

Credits: 5
Prerequisites: CULN 112 with a grade of C or better or instructor consent
Program: Culinary Arts

CULN 125: Fundamentals of Cookery II
This course focuses on the fundamental concepts, skills and techniques of basic garde manger, breakfast and short-order cookery skills. Content includes basic salads and salad dressings, the handling, storage and preparation of fruits and vegetables including decorative garnishes, cold food presentation using plates, platters and trays, basic egg and breakfast items including quick breads, and short order line cookery.

Credits: 5
Prerequisites: CULN 120 with a grade of C or better and CULN 112 with a grade of C or better or concurrent enrollment
Program: Culinary Arts

CULN 150: Fundamentals of Baking
Introduction to the fundamental concepts, skills, and techniques of basic baking. Special emphasis is placed on the study of ingredient functions, product identification, weights, measures, and proper use and maintenance of bakeshop tools and equipment. Students identify the basic baking concepts and techniques in preparing items such as quick breads, yeast breads, pies, cakes, cookies, dessert sauces, custards, and creams.

Credits: 5
Prerequisites: CULN 112 with a grade of C or better or concurrent enrollment or instructor consent
Program: Culinary Arts

CULN 160: Dining Room Operations
The study and application of the variety of service styles and techniques practiced by industry with special emphasis on the importance of the relationship coordination between the front and the back of the house. It includes the study of the principles, practices, responsibilities, and liabilities associated with alcohol service.

Credits: 5
Prerequisites: CULN 112 and CULN 223 with a grade of C or better or concurrent enrollment
Program: Culinary Arts

CULN 223: Contemporary Cuisines
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.

Credits: 5
Prerequisites: CULN 120 and CULN 125 or CULN 224 with a grade of C or better or instructor consent
Co-Requisites: CULN 160
Program: Culinary Arts

CULN 224: Asian/Continental Cuisine
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.

Credits: 5
Prerequisites: CULN 120 with a grade of C or better or instructor consent
Program: Culinary Arts

CULN 241: Garde Manger II
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 buffets.(Formerly CULN 240)

Credits: 3
Prerequisites: CULN 120 and CULN 125 with a grade of C or better or instructor consent
Program: Culinary Arts

CULN 269: Culinary Special Events
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 a special culinary-themed event in the College's "The Pearl" restaurant.

Credits: 3
Prerequisites: CULN 120, CULN 125, CULN 150, CULN 160, CULN 223, CULN 224, CULN 241 and CULN 273 with a grade of C or better or instructor consent
Program: Culinary Arts

CULN 273: Culinary Purchasing and Cost Management
This course is a study of the overall concept of purchasing and receiving practices and cost control systems associated with commercial restaurants, hotels and institutional settings. Content includes the flow of foods in a food service operation, purchasing methods, (purchasing, receiving, storing, issuing) legal and ethical considerations of purchasing, and controlling inventory and costs. (Formerly CULN 271)

Credits: 3
Prerequisites: CULN 111 with a grade of C or better and MATH 100 or higher with a grade of C or better or instructor consent
Program: Culinary Arts
Recommended Prep: CULN 112

CULN 276: Human Resources Management and Supervision in the Hospitality Industry
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 food service operations, and employee benefits. (Formerly CULN 275)

Credits: 2
Prerequisites: CULN 160 with a grade of C or better or instructor consent
Program: Culinary Arts
Recommended Prep: ENG 100

CULN 293E: Culinary Externship
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.

Credits: 2
Prerequisites: CULN 150, CULN 160, CULN 223, CULN 224, and CULN 271 with a grade of C or better or instructor consent
Program: Culinary Arts

Dance (DNCE)

DNCE 108: Hatha Yoga: Beginning
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. May be repeated once for additional credit.

Credits: 3

DNCE 131: Modern Dance I
An introduction to modern dance technical skills and creative processes for the beginner. No dance experience is necessary. Students learn body alignment, physical conditioning, dance 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.

Credits: 3

DNCE 132: Modern Dance II
Continuation of the study of Modern Dance I. Technical skills and processes, with an emphasis on developing personal responsibility and discipline. Students further develop body alignment, physical conditioning, 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.

Credits: 3
Prerequisites: DNCE 131 with a grade of C or better or equivalent or the consent of instructor or prior dance training in any technical dance form.

DNCE 180: Dance Production
The creation of a dance, choreographed by faculty and rehearsed and performed by the students at the Leeward Dance Festival Concert on mainstage in the Leeward Theatre. This concert brings together dancers and choreographers from various Dance Programs in high schools, UH Mānoa and independent dance companies.

Credits: 3
Prerequisites: Consent of instructor.
Co-Requisites: Depending on the instructor's evaluation of the student's technical skills, the student may be required to concurrently enroll in DNCE 131.
Recommended Prep: Previous dance experience preferred.

Digital Media (DMED)

DMED 120: Netprep Web Development
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.

Credits: 3
Prerequisites: Completion of ENG 22 or ENG 24, with a grade of C or better, or equivalent, or consent of instructor.
Program: Digital Media
Recommended Prep: ICS 100.

DMED 121: Netprep Website Design
Netprep Website Design

Credits: 3
Program: Digital Media

DMED 122: Web Animation
This course introduces the basic principles of interactive animation in web design. Students will develop an interactive HTML 5 Canvas animated web scene using Adobe Animate.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or placement in ENG 100 and ART 113D with a grade of C or better.
Program: Digital Media
Recommended Prep: ART 229.

DMED 130: Pre-production: Digital VIdeo
This course covers pre-production processes for film and video. Students learn to plan media productions and craft scripts for various media. Emphasis on writing, designing and presenting a storyboard and story reel using digital tools.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better, or equivalent, or consent of instructor.
Program: Digital Media
Recommended Prep: Art 113D.

DMED 131: Introduction to Digital VIdeo
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent, with a grade of C or better, or consent of instructor.
Program: Digital Media
Recommended Prep: DMED 130.

DMED 132: Principles of VIdeo Editing
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent, with a grade of C or better, or consent of instructor.
Program: Digital Media
Recommended Prep: DMED 130.

DMED 133: Sound Design for Digital Media
Utilization of audio within the context of digital media production. Elements of sound design, production and implementation will be covered. A survey of acquisition and post-production technology and techniques used in media production will be included within the course.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent, with a grade of C or better, or consent of instructor.
Program: Digital Media
Recommended Prep: DMED 130

DMED 140: Principles of Animation
This course focuses on the principles and history of animation. Students will review live action and animated examples, learning the mysteries of making an animated character come to life. Topics include animation history, animation principles and how the timeline in a graphics software program can give movement to individual frames. Students will focus on traditional animation principles and how they are effectively applied in digital animation environments. Additional topics include key-framing strategies, timing and visual rhythm.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent, with a grade of C or better, or consent of instructor.
Program: Digital Media

DMED 141: Introduction to 3D Animation
DMED 141 is a course in the design and production of 3D animation and visual effects for film, television and multimedia applications. Topics include 3D rendering, the relationship between 2D and 3D animation, and multimedia concepts and production procedures.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or equivalent or consent of instructor.
Program: Digital Media

DMED 150: Film Analysis & Storytelling
Students will discover the techniques of effective storytelling in film and video through analysis of film transitions, shot types and angles, montage, mise-en-scène, blocking, and camera movement. Story structure, character construction and development, will be examined. A history of film will also be explored.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent, with a grade of C or better, or equivalent or consent of instructor.
Program: Digital Media

DMED 160: Media Literacy and Ethics
This course explores media literacy, ethics, and law. Ethical principles and standards are explored in relation to digital media and Internet content. Course topics include: media and democracy, deconstructing media messages, copyright and intellectual property, digital media distribution, global perspectives on media, and the social responsibility of media makers. The course explores the advertising, journalism, television, film, and gaming industries.

Credits: 3
Prerequisites: Completion of ENG 22 or ENG 24, with a grade of C or better, or equivalent, or consent of instructor.
Program: Digital Media

DMED 200: Electronic Portfolio
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.

Credits: 3
Prerequisites: ART 112 with a grade of C or better, or instructor approval.
Program: Digital Media
Recommended Prep: DMED 130.

DMED 235: Digital Video Pre-production for the Web
Students build on skills learned in DMED 131 Introduction to Digital Video, and /or DMED 132 Principles of Video Editing, DMED 133 Sound Design for Digital Media. This course reinforces the skills necessary for preplanning of effective video production for distribution over the Internet. Topics include brainstorming ideas, writing of treatments, script writing and storyboarding.

Credits: 3
Prerequisites: DMED 131 or 132, and DMED 133 with a grade of C or better or consent of instructor. ENG 22 or ENG 24 or equivalent, all with a grade of C or better, or consent of instructor.
Co-Requisites: DMED 236
Program: Digital Media
Recommended Prep: DMED 130 and DMED 150

DMED 236: Advanced Digital VIdeo for the Web
Students build on skills learned in DMED 131 Introduction to Digital Video, and /or DMED 132 Principles of Video Editing, and DMED 133 Sound Design for Digital Media. This course reinforces the skills necessary that utilize audio, video, graphics, and motion to communicate effectively. Students will create productions that emphasize the aesthetic and technical capabilities of the medium for distribution over the Internet.

Credits: 3
Prerequisites: DMED 131 or 132, and DMED 133 with a grade of C or better or consent of instructor. ENG 22 or ENG 24 or equivalent, all with a grade of C or better, or consent of instructor.
Co-Requisites: Concurrent registration with DMED 235.
Program: Digital Media
Recommended Prep: DMED 130 and DMED 150

DMED 240: Animation & Special Effects
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.

Credits: 3
Prerequisites: DMED 140 with a grade of C or better, or consent of instructor.
Program: Digital Media
Recommended Prep: DMED 130.

DMED 241: 3D Motion Graphics
This course trains students to create broadcast-quality motion graphics for TV and web. Building on skills learned in DMED141, students will conceive and develop 3D motion graphic projects such as station idents, show titles, corporate logo animations, and the like. Students will learn to use 3D software in conjunction with digital compositing software to create an industry-standard motion graphics showreel. Topics include storyboarding, modeling, typography, animation, and compositing.

Credits: 3
Prerequisites: DMED 141 with grade of C or better, or consent of instructor.
Program: Digital Media
Recommended Prep: DMED 140 and DMED 240

DMED 242: Character Animation
This course moves deeper into the heart of animation studying techniques in character design and animation. The focus is on storytelling, filmmaking, performance and actually making a movie. Students will begin developing stories and characters. Dialogue, lip sync and character interaction will be explored in detail.

Credits: 3
Prerequisites: DMED 141 with a grade of C or better, or consent of instructor.
Program: Digital Media

DMED 243: 3D Modeling and Animation
This course covers the concepts of 3D modeling and animation. Students will establish a foundation of 3D computer animation theory and concepts along with an introduction to curves, surfaces, nurbs, polygons, textures, modeling, animation, lighting and rendering.

Credits: 3
Prerequisites: DMED 141 with a grade of C or better, or consent of instructor.
Program: Digital Media

DMED 251: Media Entrepreneurship
This course introduces students to entrepreneurship in the media industries. Course content includes: principles of entrepreneurship, media economics, and evolving business models for the media industries. Students will identify, develop, and pitch ideas for media businesses, while learning to fund, operate, and manage media companies. State-specific business and legal concerns are covered.

Credits: 3
Prerequisites: ART 112 with a grade of C or better, or instructor consent.
Program: Digital Media
Recommended Prep: DMED 261.

DMED 261: Digital Media Marketing and Online Distribution
This course provides an overview of best practices for leveraging video sharing platforms, social networks, websites, search engines and other online tools. Learn to integrate and utilize these tools to distribute, market, and monetize media content online.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent, or qualified for ENG 100, or consent of instructor.
Program: Digital Media
Recommended Prep: DMED 131.

E-Commerce (ECOM)

ECOM 100: Introduction to E-commerce
This course provides an introduction to the technology and history of the internet and its use as an electronic commerce medium from informational websites to full online retail systems. Included in this introductory survey course will be an analysis and evaluation of retail and business-to-business internet-based systems. Coursework includes an analysis of e-commerce websites and internet and email marketing techniques.

Credits: 3
Recommended Prep: Working knowledge of personal computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

Economics (ECON)

ECON 120: Introduction to Economics
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. This course contains three parts. First part will begin with an overview of how economists model reality, outline the concepts of supply and demand, and assess efforts made by the government to influence the operation of the market – such efforts include price controls, taxes, externalities, and public goods. Second part will focus on microeconomics topics such as business costs, various market structures, and how firms make decisions. Third part will examine macroeconomics topics such as production, unemployment, inflation, fiscal policy, banking, and monetary policy.

Credits: 3

ECON 130: Principles of Microeconomics
This course examines the decision-making process of households and firms. This course analyzes the functioning of market systems, using supply and demand models. This analysis includes both input and output markets including perfect competition, monopolistic competition, oligopoly, and monopoly. Additional topics include game theory, market failure, income inequality, and the role of government in a market system, and the effects of competitive strategy on the economy.

Credits: 3

ECON 131: Principles of Macroeconomics
This course examines the economy at the aggregate level. The focus is on modern theory of income determination, production, employment and price levels fluctuate; the structure of the financial markets; and current domestic and global macroeconomics issues and challenges that are facing American economy.

Credits: 3

Education (ED)

ED 100: Introduction to Education and Teaching
ED 100 is an introductory course where students will learn about the teaching profession, the professional teacher, and the learner. The roles and responsibilities of the educator and the educational system in Hawai'i will be examined. Students will also learn about diverse learners and learning styles and theories. Creating a positive learning environment, managing classrooms effectively, and developing and conducting standards-based lesson plans will be covered. Students will also explore various careers in education.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or Placement in ENG 100 or Equivalent or instructor consent
Program: Education

ED 143: Registered Behavior Technician Training Credential
This training program is based on the Registered Behavior Technician (RBT) Task List which is part of an internationally recognized 40-hour RBT training that equips professionals with the highest level of Applied Behavior Analytic training.

The program is offered independent of the Behavior Analyst Certification Board (BACB). As the number of children diagnosed with Autism Spectrum Disorder (ASD) continues to increase so does the need for specially trained and credentialed (certified) professionals and caregivers in the area of Applied Behavior Analysis (ABA). The training covers measurement, assessment, skill acquisition, behavior reduction, documentation and reporting, and professional conduct and scope of practice. In addition to the 40-hour training, students will complete a competency assessment administered by a Board Certified Behavior Analyst (BCBA) which involves an interview and direct-observation of competencies based on the RBT Task List. Upon completion of this course, students will be eligible to apply for the RBT Examination for their RBT Credential. (Formerly ED 298B)

Credits: 1
Program: Education

ED 237: Indigenous Perspectives in Teaching
Indigenous Perspectives in Teaching will analyze a broad range of instructional strategies, approaches, technologies and worldviews that are practiced among native populations throughout Hawai'i, Polynesia and the North American continent. This course examines indigenous teaching models from perspectives of Native Hawaiian, Native American, Native Alaskan, Maori and other pacific island peoples. Students will be able to identify and apply pedagogy from various educational traditions to specifically address Native Hawaiian student learning, and generally support teaching and learning for all students of diverse populations.

Credits: 3
Prerequisites: Placement in ENG 100
Program: Education

ED 277: Introduction to Multicultural Education
Building connections and creating a caring culture within the classroom is essential for today's teachers. ED 277 will equip students with the knowledge, skills and methods to build inclusion within the classroom and advocate for diversity. The course delves into issues of race, ethnicity, socioeconomic status, gender, sexual identity, language, and conflicting values between cultures. Students will acquire strategies to develop and deliver culturally responsive teaching and instruction. They will learn how to develop an awareness of and sensitivity to the challenging issues facing K-12 teachers and students in diverse settings. (Formerly ED 294)

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or equivalent or Placement in ENG 100 or equivalent or Instructor consent
Program: Education

ED 279: Educational Media and Technology
Introduction to theories, application of principles, acquisition of practical skills of educational media relevant to teaching/learning situations, in classroom as well as non-school settings.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or Placement of ENG 100 or equivalent or Instructor consent
Program: Education

ED 282: Collaboration: Roles and Responsibilities As a Member of the Multi-disciplinary Team
This course is designed to provide teachers with knowledge of collaborative and co-teaching models of instruction and to prepare them to implement these models in their schools and classrooms. While co-teaching can be a rewarding experience for students and professionals, understanding its elements and foundations is critical in creating a positive learning environment for students. Co-teaching requires not only pedagogical skill on the part of the participating teachers, but also a willingness to share and collaborate in the teaching of all students in special education and inclusion classrooms. This course is consistent with state and local educational goals including the focus on activities that participants will apply to real-world settings.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or Placement in ENG 100 or Instructor consent
Program: Education
Recommended Prep: Interest in the field of teaching and experience working with children.

ED 282C: Collaboration and Teaming Practicum
Collaboration and Teaming is designed to provide students with knowledge of collaborative and co-teaching models of instruction and to prepare them to implement these models in their schools and classrooms. (Formerly ED 298L, ED 282L)

Credits: 1
Prerequisites: ED 282 with a grade of C or better or concurrent enrollment and ENG 22 or ENG 24 with a grade of CR or Placement in ENG 100 or Instructor consent
Program: Education

ED 283: Partnerships with Culturally and Linguistically Diverse Families
Partnership with Culturally and Linguistically Diverse Families focuses on the skills necessary for working effectively with families of diverse students including those with disabilities. Instruction will include family system theory; characteristics/functions of families; relevant law and policy such as the Individuals with Disabilities in Education Act (IDEA) and requirements for family participation; strategies for communication and collaboration with diverse families.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or Placement in ENG 100 or Instructor consent
Program: Education
Recommended Prep: Interest in the field of teacher education and experience with children.

ED 284: Foundations of Inclusion in Teaching
Foundations of Inclusion in Teaching (Formerly ED 297S) explores historical and contemporary educational contexts, laws, policies and practices that support special student populations. Curriculum is focused on the demonstration and application of supportive and age-appropriate instructional goals, experiences and assessments. Special populations in need of an inclusive setting include all students, but this course is specifically focused on Native Hawaiians, students from poverty, and low-income communities, and all students with Individualized Education Programs and special needs.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a C or better or equivalent or Placement in ENG 100 or Instructor consent
Program: Education
Recommended Prep: Students should be prepared to travel off campus for field visits and interviews.

ED 285: Classroom Management Within the Instructional Process
An introductory course which offers the student exposure to the various issues of classroom management. The professional role of the teacher, development of positive and inclusive classroom culture, planning for effective instruction, and proactive approaches to supporting student behaviors and community relationships will be addressed. Learning will focus on the development of values oriented and organized learning environments. Students will learn how to develop classroom discipline and individualized behavior plans. Behavioral assessment, strategies and interventions will be introduced. Learning styles, theory, instructional assessment, planning and delivery will be explored. 10 hours of field experience is required which will lead to the development of a case study.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or Placement in ENG 100 or Instructor consent
Program: Education

ED 289: Educational Psychology
This course introduces students to major concepts and principles in the field of Educational Psychology that form the foundations of learning and instruction. Students will examine various development domains and learning theories and translate this knowledge into effective teaching practices for motivating learners with diverse needs. While traditionally educational psychology focuses on the teaching profession, this course is open for all students interested in developing a deeper understanding on how humans learn. (Formerly ED 298)

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or equivalent or Placement in ENG 100 or equivalent
Program: Education

ED 290: Foundations of Education
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or placement in ENG 100 or equivalent.
Program: Education

ED 291: Developing Language & Literacy I
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. Students will complete 10 hours of field experience which will lead to the final project of a case study.

Credits: 3
Prerequisites: ENG 22, ESL 22 or ENG 24 or placement in ENG 100, ENG 100E or consent of instructor.
Program: Education

ED 295: Field Experience in Education
Field Experience in Education is a culmination of the knowledge, skills, and dispositions learned in the Associate in Arts in Teaching (AAT) program. Students will engage in observations of, and personal reflection on, effective teaching practices and successful student interactions. They will also engage in seminar discussions with their peers about their experiences and observations in the classroom. Students will have the opportunity to work with classroom teachers at the elementary, middle, and/or high school levels to give them a range of exposure to the K-12 educational experience. 45 hours of field experience is required (students can apply 10 hours of field experience from ED 291 and 10 hours of field experience from ED 285 toward the total of 45 hours). This course is a hybrid with four (4) mandatory in-class sessions. Accommodations for class attendance will be made for off-island students.

Credits: 1
Prerequisites: ED 285, ED 290, ED 291, and ED 294, or consent of instructor.
Program: Education

ED 296: Introduction to Art, Music and Creative Movement in the Classroom
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.

Credits: 3
Prerequisites: ENG 22, ENG 24, or ESL 22, with a grade of C or better OR placement in ENG 100 or equivalent or consent of the instructor.
Program: Education

ED 310A: Classroom Management Within the Instructional Process for Cte Teacher Candidates
An introductory course for CTE Teacher Candidates which offers the student exposure to the various issues of classroom management. The professional role of the teacher, development of positive and inclusive classroom culture, planning for effective instruction, and proactive approaches to supporting student behaviors and community relationships will be addressed. Learning will focus on the development of value-oriented and organized learning environments. Students will learn how to develop classroom discipline and individualized behavior plans. Behavioral assessment, strategies and interventions will be introduced. Learning styles, theory, instructional assessment, planning and delivery will be explored. (Formerly ED 285A)

Credits: 3
Prerequisites: ENG 100 with a C or equivalent; or consent of instructor. Acceptance into the Alternative Certification for CTE Teacher Licensure program.
Program: Education

ED 311A: Foundations of Inclusion in Teaching for CTE Teacher Candidates
Foundations of Inclusion in Teaching for Career and Technical Education Teacher Candidates explores historical and contemporary educational contexts, laws, policies and practices that support special student populations. Curriculum is focused on the demonstration and application of supportive and age-appropriate instructional goals, experiences and assessments. Special populations in need of an inclusive setting include all students, but this course is specifically focused on Native Hawaiians, students from poverty and low-income communities, and all students with Individualized Education Programs and special needs. (Formerly ED 284A)

Credits: 3
Prerequisites: ENG 100 with a C or better or equivalent; or consent of instructor. Acceptance into the Alternative Certification for CTE Teacher Licensure program.
Program: Education

ED 312A: Educational Psychology for CTE Teacher Candidates
This course introduces CTE Teacher Candidates to major concepts and principles in the field of educational psychology that form the foundations of learning and instruction. Candidates will examine various development domains and learning theories and translate this knowledge into effective teaching practices for motivating learners with diverse needs. (Formerly ED 289A)

Credits: 3
Prerequisites: PSY 100 with a grade of C or better and ENG 100 with a grade of C or better or equivalent. Acceptance into the Alternative Certification for CTE Teacher Licensure Program.
Program: Education

ED 330: SPED Law and IEP Development
This course will give students the opportunity to review special education law, with an emphasis upon Hawai'i Administrative Rules, Chapter 60 and the 2004 Reauthorization of IDEA. Heavy emphasis will be on Individual Education Program development through examination of required elements of IEPs and simulated IEP team scenarios. Students will be introduced to state and federal special education rules and regulations, practical application of the law, ethical codes and related professional standards. Students will review curriculum standards and mock student records, participate in mock IEP/Placement meetings, develop mock IEPs and develop methods for monitoring progress. The course will also discuss Section 504 of the Rehabilitation Act of 1973, The No Child Left Behind Act of 2001 and the impact of key laws upon students with disabilities. (Formerly ED 297D).

Credits: 3
Prerequisites: Complete 2 years of any associate level degree or higher.
Program: Education

ED 331: Special Education Assessment
This course focuses on assessing the exceptional child, including an examination of evaluation procedures, from pre-referral intervention, eligibility/placement/ program decision-making to progress monitoring of scientifically-based instructional interventions based on Response to Intervention (RTI). Emphasis will be on using assessment information to determine strengths and needs to design instruction related to Individualized Education Program (IEP) goals and state standards, and to evaluate the effectiveness of that instruction using progress-monitoring techniques. This course will introduce students to commonly used tests and evaluation systems used in public school special education programs. (Formerly ED 297F).

Credits: 3
Prerequisites: Complete 2 years of any associate level degree or higher
Program: Education

ED 332: English Language Arts Instruction and Interventions
This course introduces the developmental continuum for literacy. Students will be prepared to assess learners' abilities; select appropriate instructional strategies; design effective instructional programs, leading to increased listening, speaking, reading and writing competencies for all children; and establish assessment strategies to evaluate student progress.

Credits: 3
Prerequisites: Complete 2 years of any associate level degree or higher
Program: Education

ED 334: Participating in a Professional Community
This course explores the organizational, personal, and interpersonal aspects of working as a teacher in schools. Course content will prepare students for membership and leadership in a professional learning community and for continuing professional growth.

Credits: 3
Prerequisites: Complete 2 years of any associate level degree or higher
Program: Education

ED 335: Educational Technology for the Inclusive Classroom
This course presents an overview of the variety of instructional technology options and considers how these are effective across the curriculum. Educational technology includes the many tools and methods in which technology is used within an educational setting. Students will learn about current trends in education that are directly related to technology. Emphasis is placed on reaching different types of learners, considerations of integration, and assessing effectiveness of technology use for students with special needs in the inclusive classroom.

Credits: 3
Prerequisites: Complete 2 years of any associate level degree or higher.
Program: Education

ED 336: Student Teaching Portfolio
This course guides students through the process of providing documented evidence of teaching proficiencies aligned with initial preparation standards from Hawai'i Teachers Standards Board, the Council for Exceptional Children, and the Interstate Teacher Assessment and Support Consortium (InTASC). The portfolio will be assessed as part of recommendation for licensure in SPED PK-12 in the state of Hawai'i.

Credits: 3
Prerequisites: ED 330 and ED 331 with a grade of C or better and complete 4 years of a bachelor's degree.
Program: Education
Recommended Prep: ED 332, ED 334 and ED 335.

ED 393P: Practicum I: Alternative Certification for CTE Teacher Licensure

The Alternative Certification for Career and Technical Education (CTE) teacher licensure program will prepare candidates who have content knowledge with the pedagogy necessary to become effective practitioners in CTE classrooms at the secondary level. A critical component of the program is the supervised practicum where knowledge of content and strategies for best teaching practice will be integrated and polished. Through extensive mentoring and performance evaluations completed by program faculty. CTE teacher candidates will be well prepared to meet the high standards for licensure and practice. Practicum I will provide mentoring for the CTE candidate as they intern in their own CTE high school classroom. (Formerly ED 295, ED 295A, ED 313A)

Credits: 1
Prerequisites: Acceptance into the Alternative Certification for CTE Teacher Licensure program. Requirements for admission: Praxis I with a passing score, minimum of an Associate Degree, and minimum of 3 years industry experience. Candidates entering with a Bachelor's degree or higher are not required to take the Praxis I exam.
Program: Education

ED 393S: Practicum II

Practicum II is the supervised practicum where knowledge of content and strategies for best teaching practices will be integrated and polished. Through extensive mentoring and performance evaluations completed by program faculty, teacher candidates will be well prepared to meet the high standards for licensure and practice. Practicum II will provide formal supervision for the teacher candidate as they intern in a classroom. Formal observations will be completed by an Education faculty member. (Formerly ED 295B, ED 314B)

Credits: 1
Prerequisites: Acceptance into the Alternative Certification for CTE Teacher Licensure program or the Advanced Professional Certificate in Special Education
Program: Education

Electrical Engineering (EE)

EE 160: Programming for Engineers
Introductory course on computer programming and modern computing environments in C with an emphasis on algorithm and program design, implementation, and debugging. Includes a hands-on laboratory to develop and practice programming skills.

Credits: 4
Prerequisites: MATH 241 with a grade of C or better or concurrent enrollment.

EE 211: Basic Circuit Analysis I
Linear passive circuits, time domain analysis, transient and steady-state responses, phasors, impedance and admittance, power and energy, frequency responses, resonance.

Credits: 4
Prerequisites: PHYS 272 with a grade of C or better or concurrent registration and MATH 243 with a grade of C or better or concurrent registration.

EE 213: Basic Circuit Analysis II
Laplace transforms and their application to circuits, Fourier transforms and their applications to circuits, frequency selective circuits, introduction to and design of active filters, convolution, and state space analysis of circuits.

Credits: 4
Prerequisites: EE 211 with a grade of C or better and MATH 244 with a grade of C or better or concurrent registration.

EE 260: Introduction to Digital Design
Introduction to the design of digital systems with an emphasis on design methods and the implementation and use of fundamental digital components.

Credits: 4
Prerequisites: EE 160 or ICS 111 with a grade of C or better

EE 296: Sophomore Project
Sophomore level individual or team project under Electrical Engineering or Computer Engineering faculty direction and guidance. The project provides design experience and develops practical skills.

Credits: 1
Prerequisites: EE 211 with a grade of C or better.

English (ENG)

ENG 22: Introduction to Composition
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.

Credits: 3
Prerequisites: Placement in ENG 22 or approval from the Language Arts Division.
Co-Requisites: ENG 100.
Recommended Prep: Experience in using computers for writing.

ENG 24: Reading, Reasoning and Writing
An introduction to the reading, reasoning, and writing skills essential to succeed in ENG 100. This six-credit course, through practice in analytical reading, extended discussion, summarizing of concepts, and incorporating ideas into writing, will familiarize new and returning students with the components of college-level critical thinking and composition. (ENG 24 is an accelerated course that can be taken in place of these four courses: ENG 18, 19, 21, and 22. Students cannot take ENG 24 concurrently with any of these courses: ENG 18, 19, 21, and 22.)

Credits: 6
Prerequisites: ENG 18/19 COMPASS placement or completion of ENG 8 with a C or better.

ENG 24C: Reading, Reasoning, and Writing
For Career and Technical Education (CTE) students only. An introduction to the reading, reasoning, and writing skills essential to succeed in ENG 100. This six-credit course, through practice in analytical reading, extended discussion, summarizing of concepts, and incorporating ideas into writing, will familiarize new and returning students with the components of college-level critical thinking and composition. (ENG 24C is an accelerated course that replaces these four courses: ENG 18, 19, 21, and 22. Students cannot take ENG 24C concurrently with any of these courses: ENG 18, 19, 21, and 22.)

Credits: 6
Prerequisites: ENG 18 and 19 COMPASS placement or completion of ENG 8 with a C or better.

ENG 100: Composition I
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.

Credits: 3
Prerequisites: Placement in ENG 100 or ENG 22, ENG 24 or ENG 24C with a grade of CR or approval from the Language Arts Division.

ENG 100E: Composition I
For non-native speakers of English only. 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.

Credits: 3
Prerequisites: Placement into ENG 100E or ESL 21 and ESL 22 with a grade of CR or Approval from the Language Arts Division Chair
Recommended Prep: Experience in using computers for writing

ENG 102: College Reading
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.

Credits: 3
Prerequisites: Appropriate reading placement test score, or ENG 22 or ENG 24 with a grade of C or better, or approval from Language Arts Division.

ENG 200: Composition II
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.

Credits: 3
Prerequisites: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.
Recommended Prep: Experience in using computers for writing.

ENG 204: Introduction to Creative Writing
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.

Credits: 3
Prerequisites: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.
Recommended Prep: Experience in using computers for writing.

ENG 207: Fiction Workshop
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. This course may be repeated once for credit.

Credits: 3
Prerequisites: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.
Recommended Prep: ENG 204; experience using computers for writing.

ENG 208: Poetry Workshop
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. This course may be repeated once for credit.

Credits: 3
Prerequisites: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.
Recommended Prep: ENG 204; experience in using computers for writing.

ENG 209: Business Writing
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.

Credits: 3
Prerequisites: ENG 100 with a C grade or higher, or approval from the Language Arts Division.
Recommended Prep: Experience in using computers for writing.

ENG 211: Autobiographical Writing
Writing clear, effective prose based on the writer's own experience and ideas.

Credits: 3
Prerequisites: ENG 100 or equivalent with a C grade or higher, or approval from the Language Arts Division.
Recommended Prep: Ability to use computer for word processing and research.

ENG 212: Screenwriting Workshop
ENG 212 introduces students to the narrative and technical aspects of screenwriting. Through the creation of adapted and original screenplays as well as the analysis of screenplays, films, student drafts and other supporting material, students will gain knowledge and experience as well as develop creativity within the screenwriting genre. (This course may be repeated once for credit.)

Credits: 3
Prerequisites: ENG 100 or equivalent with a grade of C or higher; or approval from the Language Arts Division.
Recommended Prep: ENG 204 with a C or higher; experience using computers for writing.

ENG 225: Technical Writing
Provides practice in creating, designing, and transmitting technical information so that specialists and laypersons can understand it easily.

Credits: 3
Prerequisites: ENG 100 with a C grade or higher, or approval from the Language Arts Division.
Recommended Prep: Experience in using computers for writing.

ENG 270: Introduction to Literature: Literary History
Study of significant works of selected historical periods.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or Instructor consent
Recommended Prep: Experience in using computers for writing.

ENG 271: Introduction to Literature: Genre
Study of significant works of selected genres.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or
Instructor consent
Recommended Prep: Experience in using computers for
writing.

ENG 272: Introduction to Literature: Culture and Literature
Study of significant works of selected cultures and cultural
formations.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or
Instructor consent
Recommended Prep: Experience in using computers for
writing.

**ENG 272H: Introduction to Literature: Culture and
Literature**
Study of significant works of selected cultures and cultural
formations. Fulfills the colloquium requirement for the
Leeward CC Honors Program.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or
Instructor consent
Recommended Prep: Experience in using computers for
writing. Acceptance into the Leeward CC Honors Program.

English as a Second Language (ESL)

ESL 1A: Beginning Speaking and Listening for Speakers of Other Languages
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. (Formerly ESL 97A. Cross-listed as ELI 10A.)

Credits: 6
Prerequisites: This is a beginning level course with placement into ESL 1A by exam.

ESL 2A: Beginning Reading for Speakers of Other Languages
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.

Credits: 3
Prerequisites: Placement into ESL 2A; or approval from the Language Arts Division.
Co-Requisites: ESL 3A.

ESL 3A: Beginning Writing for Speakers of Other Languages
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.

Credits: 3
Prerequisites: Placement into ESL 3A; or approval from the Language Arts Division.
Co-Requisites: ESL 2A.

ESL 4A: Beginning English Grammar
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. (Formerly ESL 97C. Cross-listed as ELI 10C.)

Credits: 3
Prerequisites: This is a beginning level course with placement by ESL exam.

ESL 7B: High Intermediate Listening and Speaking for Speakers of Other Languages
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. (Formerly ESL 98A. Cross-listed as ELI 30A.)

Credits: 6
Prerequisites: ESL 1A with a C or better, placement through testing, or approval of the Language Arts Division.

ESL 8B: Intermediate Reading for Speakers of Other Languages
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.

Credits: 3
Prerequisites: 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.
Co-Requisites: ESL 9B.

ESL 9B: Intermediate Writing for Speakers of Other Languages
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.

Credits: 3
Prerequisites: 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.
Co-Requisites: ESL 8B.

ESL 10B: High Intermediate Grammar
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. This is a high intermediate grammar course and emphasizes usage of formal English grammar in written work and in speech. (Formerly ESL 98C. Cross-listed as ELI 30C.)

Credits: 3
Prerequisites: Completion of ESL 4A with a grade of C or better, placement through testing, or approval of the Language Arts Division.

ESL 18: High Intermediate Reading for Speakers of Other Languages
This course is designed to improve the academic reading skills of intermediate-level non-native speakers of English. The focus is on developing reading comprehension, expanding vocabulary, increasing reading rate, and honing study skills. Students who register for ESL 18 must also register for ESL 19.

Credits: 3
Prerequisites: ESL 8B and ESL 9B with a grade of CR or Placement in ESL 18 and ESL 19 or Approval from the Language Arts Division Chair
Co-Requisites: ESL 19

ESL 19: Intermediate Writing for Speakers of Other Languages
This course is designed to improve the academic writing skills of 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. Students who register for ESL 19 must also register for ESL 18.

Credits: 3
Prerequisites: ESL 8B and ESL 9B with a grade of CR or Placement in ESL 18 and ESL 19 or Approval from the Language Arts Division Chair
Co-Requisites: ESL 18

ESL 21: Introduction to College Reading for Speakers of Other Languages
This course is designed to prepare second language learners for reading at the college level. The focus is on developing reading comprehension, expanding vocabulary, increasing reading fluency, and honing study skills at the advanced level. Open only to non-native speakers of English. Together with ESL 22, this course serves as a bridge to ENG 100E. Students who register for ESL 21 must also register for ESL 22.

Credits: 3
Prerequisites: ESL 18 and ESL 19 with a grade of CR or Placement in ESL 21 or Approval from the Language Arts Division Chair
Co-Requisites: ESL 22

ESL 22: Introduction to Composition for Speakers of Other Languages
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. Open only to non-native speakers of English and may be repeated. Together with ESL 21, this course serves as a bridge to ENG 100E. Students who register for ESL 22 must also register for ESL 21.

Credits: 3
Prerequisites: ESL 18 and ESL 19 with a grade of CR or Placement in ESL 22 or Approval from the Language Arts Division Chair
Co-Requisites: ESL 21

English Language Institute (ELI)

ELI 10A: Beginning Speaking and Listening
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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: Placement in ELI 10A, ELI 10B, ELI 10C and ELI 10D
Co-Requisites: ELI 10B, ELI 10C, ELI 10D

ELI 10B: Beginning Reading and Writing
This course is designed to build the beginning reading and writing skills of non-native speakers of English in order to prepare for academic work in English. In reading, the focus is on comprehension, vocabulary development, reading rate and study skills. In writing, the course emphasizes sentence structure, paragraphs organization, and usage of formal English grammar. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: Placement in ELI 10A, ELI 10B, ELI 10C and ELI 10D
Co-Requisites: ELI 10A, ELI 10C, ELI 10D

ELI 10C: Beginning Grammar
This course is designed to build the beginning English grammar skills of non-native speakers 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: Placement in ELI 10A, ELI 10B, ELI 10C and ELI 10D
Co-Requisites: ELI 10A, ELI 10B, ELI 10D

ELI 10D: Pronunciation 1
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 North American English (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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: Placement in ELI 10A, ELI 10B, ELI 10C and ELI 10D
Co-Requisites: ELI 10A, ELI 10B, ELI 10C

ELI 20A: Low Intermediate Speaking and Listening
This course is designed to build the oral English skills of non-native speakers 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 10A, ELI 10B, ELI 10C and ELI 10D with a grade of P (Pass) or Placement in ELI 20A, ELI 20B, ELI 20C and ELI 20D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 20B, ELI 20C, ELI 20D

ELI 20B: Low Intermediate Reading and Writing
This course is designed to build the reading and writing skills of non-native speakers in order to prepare for academic work in English. This is a low intermediate reading and writing course and includes practice in the following skills: In reading, the focus is on more lower intermediate level of 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 10A, ELI 10B, ELI 10C and ELI 10D with a grade of P (Pass) or Placement in ELI 20A, ELI 20B, ELI 20C and ELI 20D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 20A, ELI 20C, ELI 20D

ELI 20C: Low Intermediate Grammar
This course is designed to build the English Grammar skills of non-native speakers 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 10A, ELI 10B, ELI 10C and ELI 10D with a grade of P (Pass) or Placement in ELI 20A, ELI 20B, ELI 20C and ELI 20D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 20A, ELI 20B, ELI 20D

ELI 20D: Pronunciation 2
This course is designed to build the English pronunciation skills of non-native speakers in order to prepare for academic work in English. This is a low intermediate level of 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.This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 10A, ELI 10B, ELI 10C and ELI 10D with a grade of P (Pass) or Placement in ELI 20A, ELI 20B, ELI 20C and ELI 20D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 20A, ELI 20B, ELI 20C

ELI 30A: High Intermediate Listening and Speaking
This course is designed to build the oral English skills of non-native speakers 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 20A, ELI 20B, ELI 20C and ELI 20D with a grade of P (Pass) or Placement in ELI 30A, ELI 30B, ELI 30C and ELI 30D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 30B, ELI 30C, ELI 30D

ELI 30B: High Intermediate Reading and Writing
This course is designed to build the reading and writing skills of non-native speakers 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 higher level of comprehension, vocabulary development, reading rate and study skills. In writing, it emphasizes paragraph development and essay organization and construction. Enrollment preference is given to international students wishing to prepare for academic work in English. This is part of a noncredit program offered through the English Language Institute. lish.

Prerequisites: ELI 20A, ELI 20B, ELI 20C and ELI 20D with a grade of P (Pass) or Placement in ELI 30A, ELI 30B, ELI 30C and ELI 30D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 30A, ELI 30C, ELI 30D

ELI 30C: High Intermediate Grammar
This course is designed to build the English skills of non-native speakers 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 20A, ELI 20B, ELI 20C and ELI 20D with a grade of P (Pass) or Placement in ELI 30A, ELI 30B, ELI 30C and ELI 30D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 30A, ELI 30B, ELI 30D

ELI 30D: American Culture 1
This course is designed to build the English and cross-cultural skills of non-native speakers 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 20A, ELI 20B, ELI 20C and ELI 20D with a grade of P (Pass) or Placement in ELI 30A, ELI 30B, ELI 30C and ELI 30D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 30A, ELI 30B, ELI 30C

ELI 40A: Advanced Speaking and Listening
This course is designed to build the oral English skills of non-native speakers 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 30A, ELI 30B, ELI 30C and ELI 30D with a grade of P (Pass) or Placement in ELI 40A, ELI 40B, ELI 40C and ELI 40D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 40B, ELI 40C, ELI 40D

ELI 40B: Advanced Reading and Writing
This course is designed to build the reading and writing English skills of non-native speakers 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, improving 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. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 30A, ELI 30B, ELI 30C and ELI 30D with a grade of P (Pass) or Placement in ELI 40A, ELI 40B, ELI 40C and ELI 40D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 40A, ELI 40C, ELI 40D

ELI 40C: Advanced Grammar
This course is designed to build the English skills of non-native speakers in order to prepare for academic work in English. This is an advanced grammar course and emphasizes usage or formal English grammar in written work and in speech. Enrollment preference is given to international students wishing to prepare for academic work in English. This is part of a noncredit program offered through the English Language Institute.

Prerequisites: ELI 30A, ELI 30B, ELI 30C and ELI 30D with a grade of P (Pass) or Placement in ELI 40A, ELI 40B, ELI 40C and ELI 40D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 40A, ELI 40B, ELI 40D

ELI 40D: American Culture 2
This course is designed to build the English and cross-cultural skills of non-native speakers in order to prepare for academic work in English. This is 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.

Prerequisites: ELI 30A, ELI 30B, ELI 30C and ELI 30D with a grade of P (Pass) or Placement in ELI 40A, ELI 40B, ELI 40C and ELI 40D or Approval of the Language Arts Division and ELI Coordinator
Co-Requisites: ELI 40A, ELI 40B, ELI 40C

Entrepreneurship (ENT)

ENT 120: Introduction to Entrepreneurship
This course introduces basic entrepreneurial business concepts and how these concepts are interconnected in determining the initial feasibility of an undeveloped original business idea. It illustrates the search for the unknowns that most new business ventures face. This course is intended as an introduction to the study of fundamental business factors and practices essential to the construction of a simple business model. This simplified business model may serve in the future as the foundation from which a more rigorous comprehensive and intricate formal business plan is written. This introductory course is intended for both business and non-business students seeking to learn about the rudiments of the formation of a business.

Credits: 3
Prerequisites: Placement in ENG 100 or Instructor consent

ENT 125: Starting a New Business
ENT 125 surveys the business environment, establishing a business entity, decision-making processes, marketing assessments, financing, operations considerations, and government regulations as they relate to the development of a formal business plan. It is designed for those who wish to start or are currently operating their own business. (Formerly MGT 125)

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or equivalent or concurrent enrollment or Instructor consent
Recommended Prep: BUS 120, MKT 120

Filipino (FIL)

FIL 101: Elementary Filipino I
Basic structures of Filipino with emphasis on listening comprehension, speaking, reading, and writing. Through directed drill and practice in class, the student learns to communicate in idiomatic Filipino.

Credits: 4
Recommended Prep: ENG 22 or ENG 24 with grade of C or better or equivalent

FIL 102: Elementary Filipino II
Basic structures of Filipino with emphasis on listening comprehension, speaking reading and writing. Through directed drill and practice in class and in the Learning Resource Center, the student learns to communicate in correct Filipino.

Credits: 4
Prerequisites: FIL 101 with C or better, equivalent placement test, or instructor's approval.
Recommended Prep: ENG 22 or 24 with a grade of C or better or equivalent.

FIL 201: Intermediate Filipino I
Emphasizes a variety of sentence constructions in Filipino: non-verbal sentences, exclamatory sentences, primary active and passive affixes, secondary active and passive affixes, causation, and formal and informal ways of communicating with people daily. Emphasizes reading and translating simple dialogues in various situations, both formal and informal. Emphasizes speaking and listening and includes reading and writing.

Credits: 4
Prerequisites: FIL 102 with a grade of C or better, or instructor's approval.

FIL 202: Intermediate Filipino II
Emphasizes a variety of sentence constructions in Filipino: nonverbal 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.

Credits: 4
Prerequisites: FIL 201 with a grade of C or better, or permission of instructor.

Finance (FIN)

FIN 150: Personal Finance
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or placement in ENG 100 or equivalent.

Food Science & Human Nutrition (FSHN)

FSHN 100: Concepts in Nutritional Science
Students will learn about the relationship of food and nutrition to health. Students will study the characteristics, physiological functions, and food sources of the six categories of nutrients, as well as other nutrition-related topics. Special emphasis is placed on understanding the nutrients in relationship with the needs of the human body. This course is required for the Associate in Science Degree in Culinary Arts.

Credits: 3
Recommended Prep: Basic computer, Internet, and keyboarding skills

FSHN 185: The Science of Human Nutrition
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.

Credits: 3
Prerequisites: Placement in ENG 100

French (FR)

FR 101: Elementary French I
Basic structure of the French language emphasizing listening and reading comprehension and spoken and written expression. Through practice in and outside of class, students learn to use the basic structures of French.

Credits: 4
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent

FR 102: Elementary French II
Continuation of FR 101. Basic structure of the French language with continued emphasis on listening and reading comprehension and spoken and written expression. Through practice in and outside of class, students learn to use the basic structures of French.

Credits: 4
Prerequisites: FR 101 with a grade of C or better or equivalent, or consent of instructor
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent, or consent of instructor

FR 201: Intermediate French I
Continuation of FR 102. Students will hone basic language skills acquired in FR 101-102 through reading, conversation, oral presentations, writing, listening, watching movie excerpts and making their own short videos. Through these activities, students will gradually develop confidence and fluency in written and oral expression. Cultural presentations will enhance knowledge and appreciation of the French language and the Francophone world. To this end special attention will be given to French Speaking Oceania, in particular Tahiti and New Caledonia.

Credits: 3
Prerequisites: FR 102 with a grade of C or better or equivalent, or consent of instructor
Recommended Prep: ENG 22 with a grade of C or better or equivalent

FR 202: Intermediate French II
Continuation of FR 201. Students will hone basic language skills acquired previously through reading, conversation, oral presentations, writing, listening, watching movie excerpts and making their own short videos. Through these activities, students will gradually develop confidence and fluency in written and oral expression. Cultural presentations will enhance knowledge and appreciation of the French language and the Francophone world. To this end special attention will be given to French Speaking Oceania, in particular Tahiti and New Caledonia.

Credits: 3
Prerequisites: FR 201 with a grade of C or better or equivalent, or consent of instructor
Recommended Prep: ENG 22 with a grade of C or better or equivalent, or consent of instructor

Geography (GEOG)

GEOG 101: The Natural Environment
GEOG 101 surveys Earth's natural systems including the atmosphere, lithosphere, biosphere, and hydrosphere. Basic elements of the natural environment are examined, especially climate, soils, landforms, water and natural vegetation.

Credits: 3
Recommended Prep: ENG 22, ENG 24, MATH 82.

GEOG 101L: The Natural Environment Lab
GEOG 101L is laboratory course that examines Earth's natural systems including the atmosphere, lithosphere, biosphere, and hydrosphere. The course includes lab work, field data collection, analysis, and reporting.

Credits: 1
Prerequisites: GEOG 101 with a grade of C or better or concurrent registration.
Recommended Prep: ENG 22, ENG 24, MATH 82.

GEOG 102: World Regional Geography
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.

Credits: 3
Recommended Prep: ENG 22 with a grade of C or better or equivalent.

GEOG 122: Geography of Hawaiʻi
This course examines the physical, biotic, cultural, and socio-economic elements of Hawaiʻi. These include the study of volcanism, climatic diversity, water features, vegetation, population and land use patterns, and cultural expression, with a focus on understanding the interrelation and inseparability of physical processes and human activities.

Credits: 3
Recommended Prep: ENG 22, ENG 24

GEOG 151: Geography and Contemporary Society
GEOG 151 is an introductory survey course on human society and culture. It examines patterns of population and migration, cultural diffusion and change, globalization, economic development, political systems, agriculture and urbanization.

Credits: 3
Recommended Prep: ENG 22 with a grade of C or better or equivalent.

Geology & Geophysics (GG)

GG 101: Introduction to Geology
Lecture course in the fundamentals of physical geology covering rocks and minerals, volcanoes, earthquakes, external processes of weathering, mass wasting, erosion, the internal processes of magma movement and the dynamics of plate tectonics. Field trips to nearby sites to study local geology are optional. An optional lab course, GG 101L, is offered and students could register concurrently in the lab course.

Credits: 3
Recommended Prep: Completion of MATH 22 with a grade of C or better or equivalent.

GG 101L: Introductory Geology Lab
Laboratory course offered as an optional part of the introductory geology lecture course. The class will study structure and properties of the earth, rocks and minerals, make topographic maps, interpret geologic maps, interpret seismic data, groundwater properties, and geological time scale. On campus field trips conducted to learn about surface phenomena are optional. Class meets for 3 hours of lab per week.

Credits: 1
Prerequisites: Completion of GG 101 with a grade of C or better or concurrent registration in GG 101.
Recommended Prep: Completion of MATH 22 with a grade of C or better or equivalent.

GG 103: Geology of the Hawaiian Islands
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.

Credits: 3
Prerequisites: ENG 24 with a grade of C or better or equivalent, and MATH 18 with a grade of C or better or equivalent.
Recommended Prep: Completion of or concurrent enrollment in ENG 100, and completion of or concurrent enrollment in MATH 82.

Hawaiian (HAW)

HAW 101: Elementary Hawaiian I
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.

Credits: 4
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

HAW 102: Elementary Hawaiian II
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.

Credits: 4
Prerequisites: HAW 101 with a grade of C or better or equivalent.

HAW 201: Intermediate Hawaiian I
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.

Credits: 4
Prerequisites: HAW 102 with a grade of C or better or equivalent.

HAW 202: Intermediate Hawaiian II
HAW 202 is a continuation of HAW 201 focusing on further development and refinement of communication skills. Students will become more proficient in Hawaiian while gaining knowledge of more complex structures.

Credits: 4
Prerequisites: HAW 201 with a grade of C or better or equivalent.

Hawaiian Studies (HWST)

HWST 105: Mea Kanu Hawai'i: Hawaiian Ethnobotany
This class is an introductory survey course of Hawaiian ethnobotany. Students will learn about basic plant classification, cultivation/gathering, preparation and use in food, medicine, ritual/ceremonies, cosmetics, dyeing, construction, tools, clothing, social-life and/or health care.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or placement in ENG 100 or instructor consent.
Program: Hawaiian Studies

HWST 105L: Mea Kanu Hawai'i: Hawaiian Ethnobotany Laboratory
Companion laboratory to HWST 105 Mea Kanu Hawai'i: Hawaiian Ethnobotany. The laboratory and field activities in HWST 105L provide students with an understanding of ethnobotany through plant classification, cultivation/gathering, preparation and use in food, medicine, ritual/ceremonies, cosmetics, dyeing, construction, tools, clothing, social life and/or health care.

Credits: 1
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or placement in ENG 100 or HWST 105 with a grade of C or better or concurrent or instructor approval
Program: Hawaiian Studies

HWST 107: Hawai'i: Center of the Pacific
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or placement in ENG 100 or instructor consent.
Program: Hawaiian Studies

HWST 110: Huaka'i Wa'a: Introduction to Hawaiian Voyaging
Introduces students to modern Hawaiian canoe voyaging through an examination of the science and narratives of ancient voyaging, the history of the modern revival of voyaging, and the Hawaiian navigator's toolkit.

Credits: 3
Prerequisites: Placement in ENG 100 or Instructor consent
Program: Hawaiian Studies
Recommended Prep: Familiarity with Hawaiian language and culture.

HWST 128: Introduction to Hula Kahiko
An introduction to hula and oli (chant) covering the fundamentals of traditional dance and practices, language, and regional traditions.

Credits: 3
Prerequisites: Placement in ENG 100 or Instructor consent
Program: Hawaiian Studies

HWST 129: Introduction to Hula 'Auana
An introduction to hula 'auana covering the fundamentals of contemporary Hawaiian dance, music, practices, language, poetry, and regional traditions.

Credits: 3
Prerequisites: Placement in ENG 100 or Instructor consent
Program: Hawaiian Studies

HWST 207: Hawaiian Perspectives in Ahupua'a Resource Management
HWST 207 examines the Hawaiian ahupua'a as an integral component of the Hawaiian resource management system, and its relevance today. Using both primary and secondary written and oral sources, students will study Hawaiian perspectives on resource management and their relationship with land. This course emphasizes land-based learning.

Credits: 3
Prerequisites: HWST 107 with a grade of C or better or Instructor consent
Program: Hawaiian Studies
Recommended Prep: Transportation may be required for off-campus visits to different ahupuaa (sub-districts) or wahi pana (historical places).

HWST 245: Living with Kuleana: An Introduction to Hawaiian Systems of Governance
This course will examine the Native Hawaiian systems of governance prior to 1840, through close examination of Hawaiian mo'olelo, missionary accounts, and other historical records. The course is an introduction to the Native Hawaiians' two-tier system of governance, its relevant philosophies, social structures, values, and functions. At the heart of this Hawaiian system of governance is the Hawaiian concept of kuleana. It is the concept of kuleana that provides the foundation for the teaching and practice of the behavior of living with aloha. (Formerly HWST 298)

Credits: 3
Prerequisites: HWST 107 with a grade of C or better or Instructor consent
Program: Hawaiian Studies

HWST 270: Hawaiian Mythology
An introduction to Hawaiian mythology and moʻolelo as a basis of understanding (or a reflection) of Hawaiian culture, values, metaphor and Worldviews. This course will investigate and analyze oral and written Hawaiian literary sources and the roles of akua, ʻaumakua, kupua and kānaka.

Credits: 3
Prerequisites: HWST 107 with a grade of C or better.
Program: Hawaiian Studies

HWST 276: Introduction to Hawaiian Literature in English
A survey of Hawaiian literature in English translation is studied in the context of the Hawaiian culture. Its characteristics, forms, relation to other Hawaiian arts, history and society are examined. Hawaiian literature can include but is not limited to prose narration, poetry, and orature. (Formerly HWST 261)

Credits: 3
Prerequisites: ENG 100 with a grade of C or better
Program: Hawaiian Studies
Recommended Prep: HWST 107

HWST 281: Hoʻokele I: Hawaiian Astronomy and Weather
Introduction to the basic principles and techniques of contemporary Pacific voyaging and their basis in astronomical, atmospheric, and other natural phenomena. May be repeated once for additional credit.

Credits: 3
Prerequisites: HWST 107 with a grade of C or better
Program: Hawaiian Studies
Recommended Prep: HAW 101

HWST 281L: Hoʻokele I: Hawaiian Astronomy and Weather Lab
Companion laboratory to HWST 281 (Hoʻokele I: Hawaiian Astronomy & Weather). The laboratory and field activities in HWST 281L provide students with an introduction and opportunity to apply the basic principles, techniques, and experimental methods of contemporary Pacific wayfinding learned in HWST 281. May be repeated twice for additional credit.

Credits: 1
Prerequisites: HWST 281 with a grade of C or better or concurrent registration
Program: Hawaiian Studies

HWST 291: Contemporary Hawaiian Issues
This course is a critical study and interdisciplinary introduction to contemporary, domestic and international Hawaiian issues within their historical, social, cultural and political contexts.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent and HWST 107 with a grade of C or better.
Program: Hawaiian Studies

HWST 292: Kūkulu Manaʻo: Hawaiian Studies Capstone Project
This is the capstone course for the AA in Hawaiian Studies Program. It requires students to integrate knowledge gained in the Associate in Arts in Hawaiian Studies program. Students will collaborate with faculty to design and complete a project which demonstrates that students can describe aboriginal Hawaiian linguistic, cultural, historical and political concepts, apply those concepts in other areas, and analyze topics relevant to the aboriginal Hawaiian community.

Credits: 1
Prerequisites: HWST 107, HWST 270, HAW 101 and HAW 102 with a grade of C or better.
Program: Hawaiian Studies

Health (HLTH)

HLTH 110: Medical Terminology
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.

Credits: 2
Prerequisites: Placement in ENG 100
Recommended Prep: BIOL 130

HLTH 120: Introduction to the Health Professions
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.

Credits: 1
Prerequisites: ENG 24 with a grade of C or better or equivalent

HLTH 125: Survey of Medical Terminology
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.

Credits: 1
Prerequisites: Placement in ENG 100 or equivalent

Health Information Techonolgy (HIT)

HIT 101: Healthcare Delivery Systems
Students learn about the current structure, organizations, activities, and future direction of hospitals, mental health and ambulatory care facilities and hospices in the United States. Students will also explore government regulations, medical ethics, healthcare financing, and the responsibilities of healthcare professionals.

Credits: 3
Program: Health Information Technology
Recommended Prep: ENG 22 or ENG 24, with a grade of C or better, or equivalent.

HIT 102: Health Data, Records, and Documentation
Give students the opportunity to design, develop, and process health information data. Students learn how health information is stored, retained, and retrieved in accordance with ethical, legal and voluntary rules, regulations and standards. Primary and secondary record systems will be covered, including numbering and filing systems, documentation and form requirements, screen designs and content, and usage and structure of health data sets. In addition, students learn about ambulatory care facilities, nursing homes, hospices, and home care offered in the United States. Students also explore the electronic health record, human resource supervision and resource management and the responsibilities of healthcare professionals.

Credits: 3
Prerequisites: ENG 22 or ENG 24, with a grade of C or better, or equivalent
Program: Health Information Technology

HIT 106: Introduction to Medical Coding
This course introduces the classification systems employed to organize medical information for future retrieval. The Current Procedural Terminology - 4 (CPT-4) coding system is emphasized including the impact to physician office coding and reimbursement. Course work focuses on understanding the coding procedures as well as the impact that coding has on the healthcare delivery system (in reimbursements, as well as gathering data for statistics and research). Professional certification in Medical Coding may require work experience and a more advanced course.

Credits: 3
Prerequisites: HLTH 110, or equivalent or the consent of the instructor.
Program: Health Information Technology

HIT 108: Introduction to Diagnosis Coding
Introduces students to diagnostic coding related to ICD-10-CM and ICD-10-PCS and Diagnosis Related Groups (DRGs). Students learn the rules, methodology, sequencing, data sets, documentation requirements, ethics, and basic reimbursement technologies related to diagnostic coding in the medical field.

Credits: 3
Prerequisites: HLTH 110, BIOL 130, BIOL 130L, or equivalent each with a grade of C or better or instructor's consent.Concurrent or prior credit in HIT 200, or instructor approval.
Program: Health Information Technology

HIT 109: Introduction to Procedure Coding
Introduces students to basic procedural coding, which includes Current Procedural Terminology (CPT) and Ambulatory Patient Classifications (APCs). Issues of fraud and abuse, coding compliance, and compliance programs are emphasized.

Credits: 3
Prerequisites: HLTH 110, BIOL 130, BIOL 130L or ZOOL 240 or ZOOL 241, or equivalent each with a grade of C or better or equivalent or instructor's consent.
Program: Health Information Technology
Recommended Prep: BUS 101.

HIT 115: Reimbursement Methodologies
Students become familiar with health insurance terminology and the health insurance claims processing cycle. The billing systems are introduced for various healthcare organizations including federal, Veterans Affairs, state, private, and managed care health insurance plans. Legal issues and regulations related to reimbursement are covered.

Credits: 3
Prerequisites: HIT 108 and HIT 109 with a grade of C or better or instructor approval.
Program: Health Information Technology
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better, or equivalent; BUS 101 or equivalent.

HIT 171: Health Data, Information, Law, and Ethics
Introductory course into medical records which integrates all phases of the records management cycle while complying with state and federal regulations and laws. Topics include: privacy and access laws, release of medical information , e-discovery, privacy and security audits; Health Insurance Portability and Accountability Act (HIPAA); American Recovery and Reinvestment Act (ARRA); and The Patient Protection and Affordable Care Act (PPACA) and the impact on health information.

Credits: 3
Program: Health Information Technology

HIT 176: Statistics with Healthcare Science Applications
HIT 176 covers principles of statistics with applications to healthcare science. Statistical methods include collection, maintenance, organization, presentation, interpretation, and quantitative analysis of data from primary and secondary sources. Terminology, examples and assignments from healthcare science are incorporated throughout the course.

Credits: 3
Prerequisites: HIT 102 and BUS 101 with a grade of C or better or instructor consent.
Program: Health Information Technology
Recommended Prep: ENG 22 or ENG 24, Mathematical skills and practices at the Common Core level.

HIT 192: Professional Practice Experience and Registered Health Information Technologist Exam Prep
This course aids the student in making the transition from student to employee by practicing and testing professional competencies needed for employment in the Health Information Management (HIM) career field. Student will perform advanced functions of the HIM department in a controlled virtual environment with the guidance of the instructor. The activities will represent application of all health information technology (HIT) coursework. The student will also be placed in a HIM facility for the purpose of assimilating theory with practice for the Professional Practice Experience (PPE) portion. The student will also experience the structure and format of the American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) credential exam. By completing practice exams the student will acquire testing skills and knowledge to be prepared to take the RHIT credential exam. Student is required to register and attempt the AHIMA RHIT credential exam as a requirement of this course. (Replacing BUSN 192V in program).

Credits: 3
Prerequisites: BUS 101, HIT 102, HIT 108, HIT 109 and HIT 115 with a grade of C or better and HIT 176, 208 and 209 with a grade of C or better or concurrent or instructor approval.
Program: Health Information Technology
Recommended Prep: ENG 22 or ENG 24. Course should be taken in the student's final semester as the work completed in the prior 3 semesters build on the skills needed to complete this course.

HIT 200: Disease Pathology and Pharmacology
Students learn the definition, cause, diagnosis, and symptoms of specific diseases. Therapy with medications (pharmacology) and the effects of drugs on the human body, in terms of absorption, distribution, metabolism, and excretion, are explored.

Credits: 3
Prerequisites: C or better in BIOL 130, BIOL 130L, and HLTH 110 or the approval of the instructor.
Program: Health Information Technology
Recommended Prep: Completion of ENG 22 or ENG 24, BUS 101 with a grade of "C" or better or equivalent.

HIT 208: Advanced Coding I
Students build on skills learned in HIT 108, Introduction to Diagnostic Coding, and HIT 109, Introduction to Procedure Coding. Students apply diagnostic and procedure coding to advanced scenarios and complex patient records. Computerized coding systems and coding conventions will be covered. Students also analyze the impact of coding complications on healthcare reimbursements. This course may be taken concurrently with HIT 209.

Credits: 3
Prerequisites: HIT 108 and HIT 109 with a grade of C or better or instructor approval.
Program: Health Information Technology

HIT 209: Advanced Coding II
Students build on skills learned in HIT 108, Introduction to Diagnostic Coding, and HIT 109, Introduction to Procedure Coding. Students apply diagnostic and procedure coding to advanced scenarios and complex patient records. Computerized coding systems and coding conventions will be covered. Students also analyze the impact of coding complications on healthcare reimbursements. This course may be taken concurrently with HIT 208.

Credits: 3
Prerequisites: HIT 108 and HIT 109 with a grade of C or better or instructor approval.
Program: Health Information Technology
Recommended Prep: ENG 22 or ENG 24, with a grade of C or better, or equivalent.

HIT 215: Quality Management
The course presents a comprehensive introduction to the theory, practice, and management of performance and quality improvement processes in healthcare organizations. The course prepares students with an understanding of the functions performed by HIM professionals in quality-related roles and given quality related responsibilities, performing Quality Management (QM), tasks in their jobs.

Credits: 3
Prerequisites: HLTH 110, HIT 108, HIT 109, HIT 200, BIOL 130 and BIOL 130L or instructor approval.
Program: Health Information Technology
Recommended Prep: HIT 101, HIT 102, HIT 208, HIT 209, BUSN 101 and ENG 22 or ENG 24.

HIT 220: Healthcare Computing and Electronic Health Records (EHR)
Students learn how computers and technology are used in various healthcare settings, and about software applications that are specific to health information technology. Security, privacy, electronic healthcare records, electronic records, and technology implementation issues are also covered.

Credits: 3
Prerequisites: HIT 101 and HIT 102, with a grade of C or better or instructor approval
Program: Health Information Technology
Recommended Prep: ENG 22, or ENG 24 with a grade of C or better, or equivalent.

HIT 225: Health Information Management (HIM) Supervisory Management
Students will learn management principles used in healthcare organizations (specifically HIM departments and functions), including supervision, budgeting, and policies and procedures. Emphasis is also on communication within the organization and problem solving.

Credits: 3
Prerequisites: HIT 101 and HIT 102, with a grade of C or better or instructor approval.
Program: Health Information Technology
Recommended Prep: ENG 22 or ENG 24, with a grade of C or better, or equivalent.

History (HIST)

HIST 151: World History to 1500
A global and historical survey focusing on human societies and cross-cultural interactions to 1500 CE. Emphasis is given to broad relationships and trends within the historical process and to political, religious, economic, and social changes.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent, or consent of instructor.

HIST 152: World History Since 1500
A global and historical survey focusing on human societies and cross-cultural interactions since 1500 CE. Emphasis is given to broad relationships and trends and to the political, religious, economic and social changes most relevant to contemporary society.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent, or consent of instructor.

HIST 231: Modern European Civilizations I
Political evolution and major economic, social, and cultural development of European states, 1500-1800.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better, or its equivalent.
Recommended Prep: HIST 152.

HIST 232: Modern European Civilizations II
A survey of the political evolution, and major economic, social, and cultural development of European states, 1500-1800.

Credits: 3
Prerequisites: ENG 22, ESL 22, or ENG 24 with a grade of C or better, or its equivalent; or consent of instructor.
Recommended Prep: HIST 152.

HIST 241: Asian Civilizations I
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.
Recommended Prep: HIST 151 is helpful but not necessary.

HIST 242: Civilizations of Asia II
A continuation of HIST 241. Survey of East, South and Southeast Asian civilizations from 1500 CE to the present.

Credits: 3
Prerequisites: ENG 22, ESL 22, or ENG 24 with a grade of C or better or equivalent, or consent of the instructor.
Recommended Prep: HIST 152.

HIST 244: Introduction to Japanese History
Introductory course emphasizing the institutional history of Japan, organized along chronological and topical lines.

Credits: 3
Prerequisites: ENG 22, ESL 22, or ENG 24 with grade of C or above, or equivalent, or consent of instructor
Recommended Prep: HIST 151 and/or HIST 152

HIST 251: Islamic Civilization
History 251 focuses on the history and culture of the Muslim World from the rise of Islam in the seventh century to about 1500.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent or instructor approval.
Recommended Prep: HIST 151 or REL 151.

HIST 260: Twentieth Century World History
This course covers the major individuals and political, economic, social, and cultural 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.

Credits: 3
Prerequisites: ENG 22, ESL 22 or ENG 24 with a grade of CR or higher or consent of instructor.
Recommended Prep: HIST 152

HIST 281: Introduction to American History I
A survey of the development of the American continent beginning with the arrival of Europeans and proceeding through the periods of exploration, colonization, revolution and expansion up to the Civil War and Reconstruction. Emphasis is placed on the social and political evolution of the United States.

Credits: 3
Prerequisites: ENG 24 with a grade of CR or better or equivalent or consent of the instructor.
Recommended Prep: HIST 152.

HIST 282: Introduction to American History II
A survey of the continuing development of the United States from the end of Reconstruction to the present time. Emphasizes the social and political structure and analyzes the major historical forces, movements and cultural developments which have brought the United States to its present position.

Credits: 3
Prerequisites: ENG 24 with a grade of CR or better or equivalent or consent of the instructor.
Recommended Prep: HIST 152.

HIST 284: History of the Hawaiian Islands
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.

Credits: 3
Prerequisites: ENG 100 or equivalent with a grade of C or better.

HIST 288: History of the Pacific Islands
HIST 288 is an introduction to the history of Oceania from early settlement of the region to modern times.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent, or consent of instructor.
Recommended Prep: HIST 151, HIST 152, or PACS 108

Horticulture (HORT)

HORT 110: Hawaii Horticulture and Nutrition
The course provides opportunities for hands-on learning on campus using the shade house and gardens for plant maintenance and propagation. It explores uses of native, introduced and other culturally important plants found in Hawaii. Botanical concepts of plant structure and function are examined in light of horticultural application. Proper nutritional principles are applied to plant uses including food preparation. Field trips and student projects provide additional active learning opportunities.

Credits: 3
Prerequisites: HORT 110L with a grade of C or better or concurrent enrollment and Placement in ENG 100

HORT 110L: Hawaii Horticulture and Nutrition Lab
Companion course to HORT 110 Hawaii Horticulture and Nutrition. This course will provide opportunities for hands-on learning on campus using the shade house and gardens for plant maintenance and propagation. It explores uses of native, introduced and other culturally important plants found in Hawaii. Botanical concepts of plant structure and function are examined in light of horticultural application. Proper nutritional principles are applied to plant uses including food preparation. Field trips and student projects provide additional active learning opportunities.

Credits: 1
Prerequisites: HORT 110 with a grade of C or better or concurrent enrollment and Placement in ENG 100

Hospitality and Tourism (HOST)

HOST 101: Introduction to Hospitality and Tourism
HOST 101 provides an overview of the travel industry and related major business components. Students will analyze the links between travel, lodging, food, recreation, and other tourism- related industries. (Formerly TIM 101)

Credits: 3
Program: Management

HOST 152: Front Office Operations
Studies the philosophy, theory, equipment, and current operating procedures of a hotel front office. Concentrates on the human relation skills necessary for effective guest and employee relations and the technical skills necessary to operate a manual, mechanical, or computerized front office operation.

Credits: 3
Program: Management
Recommended Prep: HOST 101.

HOST 154: Food and Beverage Operations
HOST 154 introduces the basic principles of marketing, menu planning, service styles, nutrition, sanitation and safety, purchasing and control systems as they apply to food and beverage management in an operational setting. The class provides practical applications for effectively managing resources for food and beverage industry operations.

Credits: 3
Program: Management
Recommended Prep: HOST 101.

Human Development & Family Studies (HDFS)

HDFS 230: Human Development
This course is a survey of human development from birth to death with emphasis on biological, cognitive and psychosocial development.

Credits: 3
Prerequisites: MATH 22 with a grade of CR or higher or equivalent

Human Services (HSER)

HSER 100: Self Exploration

This group process course provides an opportunity for learner exploration of personal values, attitudes, and the development of goals to support greater insight and understanding of self and others. The learners are encouraged to identify and assess personal characteristics that are hampering growth and to apply methods of change-action plans. Critical self-reflection and analysis within a life span/stage model of human development is the foundation of the course content. The course specifically supports the development of knowledge and skills for people interested in entering any of the human service and helping professions, education, health sciences, justice, etc. and for those who desire developing healthy relationships with others.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or consent of instructor.
Program: Human Services

HSER 140: Individual Counseling

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. Learners will practice interviewing and attending skills through role-plays and be exposed to various theories of counseling, assessment and treatment practices, as well as ethical guidelines for work in the field of human service and helping professions.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent and HSER 100 with a grade of C or better, or consent of instructor.
Program: Human Services

HSER 160: Effective Parenting

The course explores various approaches and styles of successful parenting. It exposes learners to important developmental issues surrounding children and families and reviews functional and dysfunctional communication and parenting styles. Research on healthy parenting attitudes and behaviors are introduced within the framework of a family systems model. The course intends to upgrade the attitudes and skills of individual parents, those who may become parents, as well as service providers who work with children and families. Another goal is to instill the importance of a child's need to receive respect and love.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or consent of instructor.
Program: Human Services
Recommended Prep: HSER 100.

HSER 245: Group Counseling

This course provides theoretical and experiential training in facilitating self-exploration and growth groups. It is designed to encourage knowledge and skill development in selecting group members, establishing group norms and goals, attending to ethical codes of conduct, setting group climate, developing group activities, promoting group and individual growth, and making appropriate group interventions. Learners will be members of an in-class group and also be responsible for facilitating a group. Theories of group counseling will be explored. This course supports the development of learners who are either currently working in the field, or who wish to enter human service or one of the helping professions.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent and HSER 100 with C or better, or consent of instructor.
Program: Human Services

HSER 248: Case Management

The Case Management course enlists a systems, strength-based and client-centered approach for successful work in this field. Over the course of the semester learners examine the multiple roles required of a case manager and the various fields and functions, which they may engage. While employing a culturally sensitive approach, examination of client needs is undertaken that is based upon an assessment and research of available resources. Adoption of a code of ethics and an attitude of client empowerment is encouraged. Attention is given to the development of microskills and to the explication of the legislative process. Exploration of how legislative decisions influence policies and available resources for the case manager. Additional focus is given to the importance of comprehensive documentation throughout the case management process. (Previously offered as experimental courses HSER 297L.)

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better, or equivalent, or consent of instructor.
Program: Human Services
Recommended Prep: HSER 100

HSER 256: Dynamics of Family Violence and Sexual Assault
This course is designed to encourage the development of knowledge, skills, and the sensitivity necessary for engaging individuals and families affected by sexual assault, intimate partner violence, and non-familial violence. Course content focuses on the victimization of children, adults, the elderly, and other vulnerable populations. The course examines various influences that may encourage perpetrators and socio-cultural beliefs and behaviors that propagate sexual and physical violence, the historical responses, as well as a review of relevant state and federal laws. Victim, survivor, and perpetrator dynamics, current trends, intervention strategies, and community resources are identified. Learners have an opportunity to explore their own values and feelings in relation to a difficult subject matter.

Credits: 3
Prerequisites: Placement in ENG 100 or equivalent
Program: Human Services
Recommended Prep: HSER 100, WS 151, Basic internet, computer knowledge and navigation ability

HSER 268: Survey of Substance Use and Addiction
This course explores the effects of substance use across the continuum from use to addiction. Examination of the impact of substances on the individual, the family, and society is undertaken. Historical and societal perceptions toward substances and patterns of substance use and addiction, current trends, legal responses, and the effectiveness of various treatment interventions, are investigated.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or equivalent or placement in ENG 100 or instructor consent.
Program: Human Services
Recommended Prep: HSER 100 and knowledge of computers and the internet.

HSER 270: Substance Abuse Counseling
This course is designed for people interested in pursuing work as a substance abuse counselor. The course material covers aspects of the counseling process and specifically, the 12 Core Functions engaged by the substance abuse counselor. It also attends to the treatment process, which includes the continuum of care: prevention, intervention, and aftercare practices. Ethical and legal issues affecting substance abuse counselors are also identified.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent and HSER 268 with grade of C or better, or consent of instructor.
Program: Human Services
Recommended Prep: HSER 140

HSER 294: Seminar & Fieldwork I
The HSER 294 Seminar and Fieldwork I course is the first of two required courses, which offers the intern enrolled in the Certificate of Competence in Substance Abuse Counseling Program a graduated internship experience in which s/he is able to complete 200 hours of onsite fieldwork in an approved addiction treatment facility. In the weekly seminar, the learner examines in depth the 12 Core Functions of the substance abuse counselor and the ethical and legal mandates under which s/he must practice. Individual strengths and challenges are identified in relationship to the onsite experiences and the learner begins to develop a professional identity as a substance abuse counselor by applying the knowledge, skills, and values that s/he has learned in the previous program courses. Attention also is given to how to attend to one's self-care while working within a stressful and demanding field.

Credits: 3
Prerequisites: Acceptance into the Certificate of Competence in Substance Abuse Counseling Program and HSER 100, HSER 140, HSER 245, HSER 268, HSER 270 with a grade of C or better or permission of instructor.
Program: Human Services

HSER 295: Seminar & Fieldwork II
The HSER 295 Seminar and Fieldwork course is the second of two required courses, which offers the intern enrolled in the Certificate of Competence in Substance Abuse Counseling Program a graduated internship experience in which s/he is able to complete 200 hours of onsite fieldwork in an approved addiction treatment facility. In the weekly seminar, the learner examines in depth the 12 Core Functions of the substance abuse counselor and the ethical and legal mandates under which s/he must practice. Individual strengths and challenges are identified in relationship to the onsite experiences and the learner begins to develop a professional identity as a substance abuse counselor by applying the knowledge, skills, and values that s/he has learned in the previous program courses. Attention also is given to how to attend to one's self-care while working within a stressful and demanding field.

Credits: 3
Prerequisites: Acceptance into the Certificate of Competence in Substance Abuse Counseling Program and HSER 294 with a grade of C or better or permission of instructor.
Program: Human Services

Information & Computer Science (ICS)

ICS 100: Computing Literacy and Applications
An introductory survey of computers and their role in the information world emphasizing computer terminology, hardware, and software. Opportunities for "hands-on" experience using applications software may include spreadsheets, word processing, presentations, and communications.

Credits: 3
Program: Information & Computer Science

ICS 101: Digital Tools for the Information World
Fundamental information technology concepts and computing terminology, productivity software for problem solving, computer technology trends and impact on individuals and society. Emphasizes the utilization of operating systems and the production of professional documents, spreadsheets, presentations, databases, and web pages.

Credits: 3
Program: Information & Computer Science

ICS 110M: Introduction to Programming
This course promotes a gentle introduction to coding for anyone. Students use design strategies to create programs. Promotes an understanding of basic programming constructs, including control structure and object-oriented programming. The alpha suffix indicates technology such as: M - Mobile and P - Python. Students are able to receive credit for completing the course if the alpha differs. (Formerly ICS 110)

Credits: 3
Program: Information & Computer Science
Recommended Prep: ICS 100, ICS 101

ICS 110P: Introduction to Programming
A gentle introduction to coding for anyone. Students use design strategies to create programs. Promotes an understanding of basic programming constructs, including control structure and object-oriented programming. The alpha suffix indicates technology such as: P - Python, C - C/C++, D - Animation/Java, M - Mobile, R - Robotics, G - Games, S - C#. Students are able to receive credit for completing the course if the alpha differs.

Credits: 3
Program: Information & Computer Science
Recommended Prep: ICS 100, ICS 101

ICS 111: Introduction to Computer Science I
An overview of the fundamentals of computer science emphasizing problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language is covered.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or equivalent with a grade of C or better and MATH 82 with a grade of CR or better or consent of instructor.
Program: Information & Computer Science

ICS 125: Personal Computer Maintenance and Repair
Introduction to the hardware components of microcomputer systems. The specification, selection, installation, and configuration of PC hardware components including motherboards, RAM, video, sound, network cards, storage devices, monitors, and printers are covered. Advantages and disadvantages of hardware components, and compatibility issues are discussed. Opportunities for "hands-on" activities include the installation and configuration of said components and system software.

Credits: 3
Prerequisites: ENG 22 or ENG 24, and MATH 82 or their equivalents with grades of C or better; consent of instructor.
Program: Information & Computer Science
Recommended Prep: ICS 100 or ICS 101.

ICS 129: Introduction to Databases
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 also presents 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. (Formerly ICS 106, ICS 113).

Credits: 3
Program: Information & Computer Science

ICS 141: Discrete Mathematics for Computer Science I
This course includes logic, sets, functions, matrices, algorithmic concepts, mathematical reasoning, recursion, counting techniques, and probability theory.

Credits: 3
Prerequisites: Placement in MATH 135 or instructor consent.
Program: Information & Computer Science

ICS 170: Ethics for the Digital World

An overview of ethical issues and regulations in the digital world related to networked communications, intellectual property, privacy, computer and network security, computer reliability, and workplace issues.

Credits: 3
Program: Information & Computer Science

ICS 171: Introduction to Computer Security

Examines the essentials of computer security, including risk management, the use of encryption, activity monitoring, intrusion detection; and the creation and implementation of security policies and procedures to aid in security administration.

Credits: 3
Prerequisites: ICS 184 with a grade of C or better or concurrent registration or consent of the instructor.
Program: Information & Computer Science
Recommended Prep: ICS 170

ICS 184: Introduction to Networking

This course provides the student with the knowledge and skills to manage, maintain, troubleshoot, install, operate and configure basic network infrastructure, as well as to describe networking technologies, basic design principles, and adhere to wiring standards and use testing tools.

Credits: 3
Program: Information & Computer Science

ICS 211: Introduction to Computer Science II

Reinforce and strengthen problem-solving skills using abstract data types and introduce software development practices. Emphasize the use of searching and sorting algorithms and their complexity, recursion, object-oriented programming, and data structures.

Credits: 3
Prerequisites: ICS 111 with a grade of "B" or higher, or instructor consent.
Program: Information & Computer Science

ICS 212: Program Structure

Program organization paradigms, programming environments, implementation of a module from specifications, the C and C++ programming languages.

Credits: 3
Prerequisites: ICS 211 with a grade of "B" or better, or instructor consent.
Program: Information & Computer Science

ICS 215: Introduction to Scripting

Introduction to scripting languages for the integration of applications and systems. Scripting in operating systems, web pages, server-side application integration, regular expressions, event handling, input validation, selection, repetition, and parameter passing for languages such as Perl, JavaScript, PHP, Python, and/or shell scripting.

Credits: 3
Prerequisites: ICS 111 with a "B" or higher or consent of instructor.
Program: Information & Computer Science

ICS 240: Operating Systems

This course will introduce students to various aspects of operating systems. This course will examine and explore the structure, basic functionality, user administration, troubleshooting, system and application software installation of operating systems. Advanced topics of shell scripting, system security, maintenance and essential services will be covered.

Credits: 3
Prerequisites: ICS 111 with a grade of C or better, or concurrent enrollment, or instructor consent.
Program: Information & Computer Science

ICS 241: Discrete Mathematics for Computer Science II

Includes program correctness, recurrence relations and their solutions, divide and conquer relations, graph theory, trees and their applications, Boolean algebra, introduction to formal languages and automata theory.

Credits: 3
Prerequisites: ICS 141 with a grade of "C" or higher, or instructor consent.
Program: Information & Computer Science

ICS 270: Systems Analysis

Use of tools to analyze, design, develop, test, document and implement a system.

Credits: 3
Prerequisites: ICS 111 and ICS 129 with a grade of C or better or Instructor consent
Program: Information & Computer Science

ICS 273: Network Design and Administration

This course covers the network design fundamentals including basic switching and routing, layer 2 and 3 protocols, wired and wireless networking and wide area networking. Fundamental network administration techniques will also be covered as the complement to network design. (Formerly ICS 172)

Credits: 3
Prerequisites: ICS 184 with a grade of C or better or Instructor consent
Program: Information & Computer Science

ICS 274: Advanced Network Routing and Optimization
This course covers the advanced network design
components including advanced Internet Protocol Version 4
(IPv4) and Internet Protocol Version 6 (IPv6) routing, route
optimization, utilities to maintain the network and three of
the most widely used routing protocols. (Formerly ICS 283)

Credits: 3
Prerequisites: ICS 273 with a grade of C or better or
concurrent enrollment or Instructor consent
Program: Information & Computer Science

ICS 281: Ethical Hacking
This course covers basic ethical hacking techniques also
known as white hat hacking. It stresses the moral and legal
issues about hacking and how these techniques can be used
to defend against attacks as well as to perform authorized
system security evaluation testing.

Credits: 3
Prerequisites: ICS 170 and ICS 171 with a grade of C or
better or consent of instructor.
Program: Information & Computer Science
Recommended Prep: ICS 184 and ICS 240 and be able to use
the Linux operating system.

ICS 282: Computer Forensics
This course covers basic computer forensics including
operating system diagnostics, the use of forensic toolkits to
examine and validate computer activity and techniques for
the proper collection, examination and preservation of
forensic evidence.

Credits: 3
Prerequisites: ICS 170 and ICS 171 with a grade of C or
better or consent of instructor.
Program: Information & Computer Science
Recommended Prep: ICS 184 and ICS 240 and be able to use
the Linux operating system.

ICS 293D: Cooperative Education
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.

Credits: 3
Prerequisites: completion of 12 or more credits in ICS
courses and declared AS-ICS program and cumulative GPA
of 2.0 and if the student obtains a paid coop, the student
must be eligible for employment.
Program: Information & Computer Science

Integrated Industrial Technologies (IIT)

IIT 101: Industrial Safety Health & Environment
The Safety Health and Environment course emphasizes the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits for industrial work environments. Coursework, demonstrations and exercises highlight the importance of regulatory compliance issues to be addressed in the performance of all job tasks. Course topics will be reinforced through scenarios performed at the campus as well as industrial sites as available.

Credits: 3
Program: Integrated Industrial Technology

IIT 121: Electro Hydraulics and Pneumatics (fluid Power Systems)
This course covers the fundamentals of fluid power and fluid power systems. Students will learn the operating principles and components of hydraulic and pneumatic systems including pumps, compressors and actuating devices. Students will learn to design, configure and troubleshoot hydraulic and pneumatic systems for industrial automation and process control, incorporating automated actuator control and fail-safe interlocks into the design process. Facilitated learning and practical exercises reinforce the learning.

Credits: 3
Program: Integrated Industrial Technology

IIT 131: Mechanical Drive Systems
This course is an introduction to mechanical drive systems that are typical to automated manufacturing and process systems. The course provides students with an understanding of mechanical energy transmission concepts. Students will apply these concepts to design, configure and conduct performance analysis on mechanical transmission systems.

Credits: 3
Program: Integrated Industrial Technology

IIT 151: Rapid Prototyping
This course introduces the student to 3d modeling using the CAD/CAM mechanical design automation software. Students will build parametric models of parts and assemblies, and make drawings of those parts and assemblies. The student will study CAD/CAM software configurations, and translate parametric models to produce prototypes using both additive and subtractive manufacturing methods. The course will cover g-code and basic machine safety.

Credits: 3
Program: Integrated Industrial Technology

IIT 171: Principles of Process Quality
Principles of Process Quality introduces the student to quality concepts, including operating consistency, continuous improvement, plant economics and statistical process control (SPC).

Credits: 3
Program: Integrated Industrial Technology

IIT 201: Ac/Dc Circuits
The Fundamentals of DC and AC Circuits introduces the student to direct current and alternating current theory and the laws that represent electrical concepts. The course includes circuit configurations, source and load types, as well as the wiring configurations of common DC and AC electrical devices. Practical exercises reinforce theory, incorporate experiential learning, and emphasize basic circuit analysis and troubleshooting. The course contextualizes the proper use of electrical tools and test equipment.

Credits: 4
Prerequisites: ICS 141 with a grade of C or better and MATH 103 or higher in STEM track with a grade of C or better.
Program: Integrated Industrial Technology

IIT 205: Digital and Analog Circuits
Digital and Analog Circuits introduces the student to the characteristics and applications of semiconductor devices and circuits as well as digital logic functions, combinational, flip flop, and register memory logic circuits. Practical exercises reinforce theory, incorporate experiential learning, and emphasize basic circuit analysis and troubleshooting. The course contextualizes the proper use of electrical tools and test equipment.

Credits: 4
Prerequisites: ICS 141 and IIT 201 with a grade of C or better.
Program: Integrated Industrial Technology

IIT 221: Programmable Logic Control
This course covers the fundamentals of programmable logic controller (PLC) hardware, programming and integration with mechatronic automation systems. Students will integrate PLC functions by writing logic programs and testing these programs on a functioning system. Students will identify malfunctioning PLC programming and apply troubleshooting strategies to identify and localize problems caused by PLC hardware.

Credits: 4
Prerequisites: ICS 141 with a grade of C or better.
Program: Integrated Industrial Technology
Recommended Prep: Must be able to use a desktop and/or laptop computer with a high degree of proficiency.

IIT 231: Process Control and Instrumentation
This course is a study of the instruments and instrument control systems used in a variety of processing industries, including instrumentation unique to manufacturing and automated production and processing systems. Topics include terminology, process variables, symbology, control loops, and basic troubleshooting, as well as temperature, pressure and flow formulas used in the process and industrial automation industries.

Credits: 4
Prerequisites: ICS 141 with a grade of C or better and MATH 103 or higher in STEM track with a grade of C or better.
Program: Integrated Industrial Technology

IIT 251: Motor and Motion Control
The Fundamentals of Motors and Motion Control Systems is an introductory course to AC & DC motors of various types and the integrated control systems used to control the power and function of electric motors. It is designed to give the student an overview of, and introduction to the basic principles of the components and circuitry logic programs that integrate motors to systems. Course work emphasizes an overall understanding of the systems, engineering, equipment, and operations of a typical motor system.

Credits: 4
Prerequisites: ICS 141 with a grade of C or better.
Program: Integrated Industrial Technology

IIT 271: Distributed Control Systems
This course introduces the student to logical process automation systems such as Distributed Control Systems (DCS) and Programmable Automation Controllers (PAC).

Credits: 3
Prerequisites: ICS 141 and IIT 221 with a grade of C or better.
Program: Integrated Industrial Technology

IIT 281: Supervisory Control and Data Acquisition (scada) Systems
This course introduces students to Supervisory Control and Data Acquisition (SCADA) Systems concepts, including basic architecture and technology. This course includes how SCADA software is configured, programmed and networked. Students will program SCADA software, integrate input/output devices, networking, and communication configurations.

Credits: 4
Prerequisites: IIT 221 with a grade of C or better.
Program: Integrated Industrial Technology

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 10: College Success Seminar
(NC)The College Success Seminar supports first time college students in making important transitions to college and building connections on campus that contribute towards a successful college experience. (Formerly IS 197F)

IS 100A: Jump Start Your College Success
IS 100A is a modular one-credit course providing students fundamental college success skills, i.e. using college resources, life management, goal setting, life planning, As a modular one-credit course it may be offered several times through the semester to accommodate instructors' and students' needs. (Students cannot take both IS 100A and IS 100 for credit.)

Credits: 1

IS 103: Introduction to College
This course will introduce students to college life and focus on essential transitional elements that promote academic success and personal goals. Students will have an opportunity to become familiar with college and community resources, acquire skills which support academic achievement and provide opportunities to develop personal goals, self-confidence and personal responsibility for lifelong learning. (Formerly IS 100 Freshman Year Seminar)

Credits: 3

IS 104: Career/Life Exploration and Planning
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.

Credits: 1

IS 105: Career/Life Exploration and Planning
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.

Credits: 3

IS 106: Career Shadowing
An exploratory opportunity to get a first-hand look at the work world in occupational areas related to the student's chosen career interest. Students will be placed at work sites with employers who will provide them an opportunity to observe the work environment and learn from professionals in the field. Through this experience, the student will have a chance to learn about various occupations and the skills needed to be successful on the job.

Credits: 1
Recommended Prep: ENG 18 with a grade of C or better or equivalent and ENG 19 with a grade of C or better or equivalent

IS 107V: Student Leadership Concepts
This course is designed to expose students to the basic skills essential for effective student leadership through hands-on learning exercises and student leadership theory development. This course facilitates a shared learning experience, allowing for networking with other students. Students may register for two credits (lecture only) or three credits (lecture and project assignment). Credit choice must be made at the time of registration.

Credits: 3
Recommended Prep: ENG 18 or ENG 19 with a C or better.

IS 250H: Leadership Development
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.

Credits: 3
Prerequisites: Acceptance in the Honors Program.Prerequisite: ENG 100 or equivalent with a grade of C or better.

Japanese (JPN)

JPN 51: Japanese for 1st-time Learners
A course designed to introduce the fundamentals of Japanese language and develop the skills in conversational Japanese for first-time learners. First-time learners who are planning to take JPN 101 are encouraged to take this course. (Formerly JPNS 97).

Credits: 3
Recommended Prep: Basic computer skills. Ability to use the Internet.

JPN 101: Elementary Japanese I
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.

Credits: 4

JPN 102: Elementary Japanese II
Continuation of JPN 101. Continued emphasis is placed on listening and speaking skills, while an increased concentration is placed on reading and writing skills with introduction of kanji.

Credits: 4
Prerequisites: JPN 101 with a grade of C or better or instructor consent

JPN 141: Japanese for Customer Service
A course designed to develop basic oral communication skills in Japanese used in the customer service industry such as hotels, restaurants, or retail stores.

Credits: 3
Recommended Prep: ENG 22 with a grade of C or better or equivalent

JPN 151: Conversational Japanese
A course designed to further develop the skills in beginning-level conversational Japanese. While emphasis is placed on the conversation skills, class time is also spent on establishing students' abilities to read words and phrases related to consumer products and public signs commonly encountered in Japan.

Credits: 3
Prerequisites: JPN 51 or higher with a grade of CR or C or better or Instructor consent

JPN 201: Intermediate Japanese I
This course is a continuation of JPN 102. Emphasis on listening and speaking skills continues while development of reading and writing skills are increased. Additional kanji characters are introduced in the course. Students are expected to use more complex and compound sentences.

Credits: 4
Prerequisites: JPN 102 with a grade of C or better or Instructor consent

JPN 202: Intermediate Japanese II
This course is a continuation of JPN 201. Emphasis on listening and speaking skills continues while development of reading and writing skills are increased. Additional kanji are introduced in the course. Students are expected to use more complex and compound sentences.

Credits: 4
Prerequisites: JPN 201 with a grade of C or better or Approval from the Language Arts Division

Journalism (JOUR)

JOUR 205: Newswriting
Practice and instruction in reporting, interviewing and news writing and feature writing techniques.

Credits: 3
Prerequisites: ENG 100 with a grade of C or higher or equivalent or approval of Language Arts Division
Recommended Prep: Keyboarding experience.

Korean (KOR)

KOR 101: Elementary Korean I
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.

Credits: 4
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

KOR 102: Elementary Korean II
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.

Credits: 4
Prerequisites: KOR 101 with a grade of C or better or equivalent.
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

KOR 201: Intermediate Korean I
KOR 201 is the first half of an intermediate course in Korean. Four language skills, speaking, listening, reading and writing introduced in the elementary-level course will be reinforced. This intermediate course deals with one-page long conversations and paragraph-level narrative text. Students in this course learn Korean expressions necessary for everyday situations and develop oral and written language skills at the low-intermediate level.

Credits: 4
Prerequisites: Korean 102 with a grade of C or better, or Korean 102 equivalent by placement test or consent of instructor.
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

KOR 202: Intermediate Korean II
KOR 202 is a continuation of the Intermediate Korean I (KOR 201). Previous Korean learning experience (KOR 201) is required to register for this course. This course covers all four language skills at the high-intermediate level in Korean: listening, speaking, reading, and writing. Vocabulary and grammar are also emphasized. By the end of the semester, students will be able to apply the language skills in Korean in the following situations: party invitation, beauty salons, hobbies, holidays, hospitals, marriage, etc. Also, students will learn about Korean culture, history and daily life.

Credits: 4
Prerequisites: Korean 201 with a grade of C or better, or Korean 201 equivalent by placement test or consent of instructor.
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent.

Learning Skills (LSK)

LSK 110: College Success Strategies
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 independent project and group projects

4. examine their career and education options

5. learn to understand their own cultural and personal learning styles and blend those with learning techniques expected of college students.

Credits: 3
Recommended Prep: MATH 75, ENG 24

Linguistics (LING)

LING 102: Introduction to the Study of Language
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better, or consent of the Language Arts Division.

Management (MGT)

MGT 120: Principles of Management
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)

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.
Program: Management
Recommended Prep: BUS 120.

MGT 121: Service Excellence
This course 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 will develop strategies to create positive customer relationships encountered in various situations on the job.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or equivalent.
Program: Management

MGT 122: Human Relations in Management
Introduction to the basic concepts of individual, group, and organizational human behavior as they affect human relations, performance, and productivity within the workplace.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.
Program: Management
Recommended Prep: BUS 120.

MGT 124: Human Resource Management
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)

Credits: 3
Prerequisites: ENG 22 or ENG 24, with a grade of C or better or equivalent.
Program: Management

MGT 200: Integrated Topics in Management
Analysis of comprehensive business problems and problem-solving utilizing the application of appropriate contemporary management and business principles and practices.

Credits: 3
Prerequisites: BUS 120, MGT 120, MGT 122, MGT 124, ENG 209, and SP 151 all with a C grade or better.
Program: Management
Recommended Prep: ACC 124 or ACC 201, MKT 120.

Marketing (MKT)

MKT 120: Marketing in a Global Economy
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.
Recommended Prep: BUS 120.

MKT 130: Principles of Retailing
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or consent of instructor.Recommended Preparation BUS 120 and MKT 120.

Mathematics (MATH)

MATH 75: Introduction to Mathematical Reasoning
MATH 75 prepares students for MATH 100, MATH 100C, MATH 111, and MATH 115. Course topics include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas with special emphasis on pattern recognition and problem solving.

Credits: 3
Recommended Prep: English and math skills at the High School Common Core Level.

MATH 78: College Math Companion
MATH 78 provides students concurrently enrolled in MATH 100 or MATH 115 with Just-In-Time support with special emphasis on pattern recognition and problem solving. Course topics are tailored to the concurrent course and may include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas.

Credits: 1
Prerequisites: Appropriate MATH placement

MATH 78B: College Math Companion B
MATH 78B provides students concurrently enrolled in MATH 100, MATH 111, or MATH 115 with Just-In-Time support with special emphasis on pattern recognition and problem solving. Course topics are tailored to the concurrent course and may include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas.

Credits: 3

MATH 82X: Expanded Algebraic Foundations
MATH 82X covers elementary algebra topics. Topics include linear equations and inequalities, graphing, linear systems, properties of exponents, operations on polynomials, factoring, rational and radical expressions and equations, quadratic equations, and applications. Additional topics may include graphing by transformation, introduction to logarithms and functions, and dimensional analysis. Formerly numbered MATH 82.

Credits: 5
Prerequisites: Appropriate MATH placement
Recommended Prep: English and math skills at the High School Common Core Level.

MATH 88: College Algebra Companion
MATH 88 provides students with supplemental algebra instruction that directly supports the topics covered in MATH 103 (College Algebra). Course topics are tailored to MATH 103 and may include linear equations and inequalities, graphing, linear systems, properties of exponents, operations on polynomials, factoring, rational and radical expressions and equations, quadratic equations, and applications.

Credits: 2
Prerequisites: Appropriate MATH placement
Co-Requisites: MATH 103

MATH 100: Survey of Mathematics
MATH 100 includes a variety of selected mathematical topics designed to acquaint students with examples of mathematical and quantitative reasoning that demonstrate the beauty, power, clarity, and precision of mathematics. The core course content includes deductive, numeric, symbolic, graphical and statistical algorithms and reasoning. MATH 100 is not intended as, and does not qualify as, a prerequisite for advanced mathematics courses.

Credits: 3
Prerequisites: MATH 75 or MATH 82X with a grade of CR or Concurrent enrollment in MATH 78 or MATH 78B or Appropriate MATH placement
Recommended Prep: English and math skills at High School Common Core levels.

MATH 103: College Algebra
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. Quantitative interpretation and practical application of functions and graphs are included throughout the course.

Credits: 3
Prerequisites: MATH 82X with a grade of CR or Concurrent enrollment in MATH 88 or Appropriate MATH placement

MATH 111: Math for Elementary Teachers I
MATH 111 is the first in a two-course sequence (MATH 111 - MATH 112) designed to give elementary education students the depth of understanding necessary to teach mathematics at that level. The emphasis will be on understanding, representing and communicating mathematical ideas; solving problems; and reasoning mathematically. Topics covered over the two-course sequence include pattern analysis; logic and set theory; numeration and number systems; probability and statistics; and measurement and geometry. It is recommended that students needing both MATH 111 and MATH 112 take the courses sequentially and from the same institution.

Credits: 3
Prerequisites: Placement in ENG 100 and MATH 75 or MATH 82X with a grade of CR or Concurrent enrollment in MATH 78B or Appropriate MATH placement

MATH 112: Math for Elementary Teachers II
MATH 112 is the second in a two-course sequence (MATH 111 - MATH 112) designed to give elementary education students the depth of understanding necessary to teach mathematics at that level. The emphasis will be on understanding, representing and communicating mathematical ideas; solving problems; and reasoning mathematically. Topics covered over the two-course sequence include pattern analysis; logic and set theory; numeration and number systems; probability and statistics; and measurement and geometry. It is recommended that students needing both MATH 111 and MATH 112 take the courses sequentially and from the same institution.

Credits: 3
Prerequisites: MATH 111 with a grade of C or better

MATH 115: Introduction to Statistics and Probability
MATH 115 utilizes basic statistical topics including measures of central tendency and dispersion, classification of variables, sampling techniques, elementary probability, normal and binomial probability distributions, tests of hypothesis, linear regression and correlation in order to solve problems.

Credits: 3
Prerequisites: MATH 75 or MATH 82X with a grade of CR or Concurrent enrollment in MATH 78 or MATH 78B or Appropriate MATH placement
Recommended Prep: English skills at the high school Common Core level.

MATH 135: Pre-calculus: Elementary Functions
MATH 135 investigates linear, quadratic, polynomial, rational, exponential, logarithmic functions, and related topics. Quantitative interpretation and practical application of functions and graphs are included throughout the course. The course is the first part of the precalculus sequence.

Credits: 3
Prerequisites: MATH 103 with a C or higher or appropriate placement test score.

MATH 140: Pre-calculus: Trigonometry and Analytic Geometry
MATH 140 studies trigonometric functions, analytic geometry, polar coordinates, vectors, and related topics. This course is the second part of the pre-calculus sequence.

Credits: 3
Prerequisites: MATH 135 with a C or higher OR qualified placement test score.

MATH 140X: Accelerated Pre-calculus: Elementary Functions, Trigonometry, & Analytic Geometry
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.

Prerequisites: Any one of the following, or an articulated equivalent, within the past two years: A grade of A in MATH 103 OR C in MATH 135 OR qualified placement test score OR "well prepared" designation in the Algebra II End-Of-Course exam OR instructor consent.

MATH 203: Calculus for Business and Social Sciences
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.

Credits: 4
Prerequisites: Any one of the following, or articulated equivalent, within the past two years: C or better in MATH 135, OR C or better in MATH 140, OR C or better in MATH 140X, OR qualifying placement test score

MATH 241: Calculus I
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. (Formerly MATH 205)

Credits: 4
Prerequisites: MATH 140 or MATH140X with a grade of C or better

MATH 242: Calculus II
The second course in the standard four-course 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. (Formerly MATH 206)

Credits: 4
Prerequisites: MATH 241 with a grade of C or better

MATH 243: Calculus III
The third course in the standard four-course calculus sequence. Vector algebra, vector-valued functions, differentiation of functions of several variables, and optimization. (Formerly MATH 231)

Credits: 3
Prerequisites: MATH 242 with a grade of C or better

MATH 244: Calculus IV
The final course in the standard four-course calculus sequence. Topics include multiple integrals, line integrals, Green's Theorem, surface integrals, Stokes' Theorem, and Gauss's Theorem. (Formerly MATH 232)

Credits: 3
Prerequisites: MATH 243 with a grade of C or better

Mechanical Engineering (ME)

ME 213: Introduction to Engineering Design
Introductory experience in communication, presentation, professional ethics, social responsibility, engineering economics, quality control, and computer-aided drafting.

Credits: 3
Prerequisites: PHYS 170 with a grade of C or better

Microbiology (MICR)

MICR 130: General Microbiology
This course covers the fundamentals of microbiology and the role of microorganisms in the environment and in human affairs. Bacteria, viruses, fungi, algae, and protozoa are described and their importance is discussed. Other topics include cell structure and metabolism; microbial genetics; pathology and epidemiology; principles of immunology. Emphasis is given to medical aspects of bacterial and viral diseases, immunology and chemotherapy.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent

MICR 140L: General Microbiology Lab
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.

Credits: 2
Prerequisites: MICR 130 with a grade of C or better or concurrent enrollment

Music (MUS)

MUS 103: Guitar Ensemble 1
This course offers an opportunity to study and play guitar ensemble literature from the Renaissance to the present: duets, trios, quartets and larger groups. May be repeated for additional credits. (45 lecture/lab hours)

Credits: 2
Recommended Prep: MUS 121D

MUS 104: Jazz Ensemble I
Performance of music for large Jazz Ensemble. Jazz Ensemble 1 offers students an opportunity to study and play both standard and experimental selections from the genre. Emphasis is placed on originality with regard to compositions and arrangements. Students are expected to be proficient performers on their instrument. Students should have some reading skills. Acceptance into the ensemble is by audition. May be repeated for additional credit. (45 lecture/lab hours)

Credits: 2
Prerequisites: Acceptance into the ensemble is by audition or consent of the instructor.

MUS 106: Introduction to Music Literature
Covers the history and development of classical music. Emphasis is on music of the western hemisphere from the listener's point of view. (45 lecture hours)

Credits: 3

MUS 107: Music in World Cultures
Folk, popular, and art music from major regions of the world, with emphasis upon Asia and the Pacific; representative styles and regional characteristics.

Credits: 3

MUS 108: Music Fundamentals
Covers basic concepts of reading, notating and aurally recognizing music in Western culture. Notation of rhythms, pitch, diatonic scales, key and time signatures, the recognition of intervals and use of chords shall be presented. Emphasis will be on music reading, notation, and aural dictation. (45 lecture hours)

Credits: 3

MUS 112: Hawaiian Ensemble 1
Hawaiian Ensemble 1 focuses on basic vocal and instrumental collaboration, offering students an opportunity to study a wide range of Hawaiian repertoire. The group focus is on creating vocal and instrumental arrangements from both contemporary and traditional Hawaiian folk literature, with an emphasis on originality with regard to arranging. May be repeated for additional credits. (45 lecture/lab hours)

Credits: 2
Recommended Prep: MUS 108, MUS 121B, MUS 121D, MUS 121Z

MUS 113: Hawaiian Ensemble 2
Hawaiian Ensemble 2 offers students an opportunity to study and play increasingly difficult Hawaiian repertoire. The group focuses on creating vocal and instrumental arrangements from both contemporary and traditional Hawaiian literature, with an emphasis on originality with regard to compositions and arrangements. May be repeated for additional credits. (45 lecture/lab hours)

Credits: 2
Prerequisites: MUS 112 with a grade of C or better or consent of instructor.

MUS 114: College Chorus
Students will cultivate ensemble singing skills by learning and singing choral works. May be repeated for additional credit(s). Concurrent enrollment in Music 121B, 122B or 221B is strongly recommended.

Credits: 2
Recommended Prep: MUS 108, MUS 121B

MUS 121B: Voice 1
MUS 121B is the first of a three-semester sequence in learning solo singing skills. This course will provide the student with the opportunity to explore their natural singing voice and find their vocal identity. Concepts and skills introduced in the class include basic techniques in vocal production: alignment, breathing, vowels, resonance, and energy. Concurrent enrollment in MUS 108 is strongly recommended.

Credits: 2

MUS 121C: Piano 1
An introduction to keyboard skills to include exploring and developing finger technique and elementary note reading skills as it relates to the piano keyboard. May be repeated for additional credits. (45 lecture/lab hours)

Credits: 2

MUS 121D: Guitar 1
Introductory classroom instruction in the art of classic guitar playing: solos and ensembles, technique, music reading, interpretation, stage deportment and music literature. (45 lecture/lab hours)

Credits: 2

MUS 121E: Pop/Folk Guitar 1
Introductory classroom instruction in folk and popular styles of guitar playing: technique, music reading, chord symbols, song accompaniment patterns, stage deportment, and ensemble arranging. (45 lecture/lab hours)

Credits: 2

MUS 121F: Slack Key Guitar 1
This course is intended for students with little or no background in slack key guitar and provides a basic introduction to Hawaiian style slack key guitar playing. Taro Patch (open G) and C tunings are introduced, with an emphasis on slack key technique, standard reading of tablature and an understanding of basic rhythm structure. Ability to read music is not required. May be repeated for additional credits. (45 lecture/lab hours)

Credits: 2

MUS 121Z: ʻUkulele 1
Introductory classroom instruction in Hawaiian ʻukulele playing: technique, music reading, chord symbols, song accompaniment, stage deportment and ensembles. (45 lecture/lab hours)

Credits: 2

MUS 122B: Voice 2
Continuation of MUS 121B 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. Concurrent enrollment in MUS 108 is strongly recommended.

Credits: 2
Prerequisites: MUS 121B with a grade of C or better or consent of instructor.

MUS 122C: Piano 2
MUS 122C is a continuation of MUS 121C. This course emphasizes the art of piano playing in a solo and an ensemble setting, technique and music literature for piano. May be repeated for additional credits. (45 lecture/lab hours)

Credits: 2
Prerequisites: MUS 121C with a grade of C or better or consent of instructor.

MUS 122D: Guitar 2
A continuation of the skills and concepts in MUS 121D, Guitar 1: solo and ensembles, technique, interpretation, stage deportment and music literature for guitar. (45 lecture/lab hours)

Credits: 2
Prerequisites: MUS 121D with a grade of C or better or consent of instructor.

MUS 122Z: ʻUkulele 2
A continuation of MUS 121Z, ʻUkulele 1, with classroom instruction in Hawaiian and popular styles of ʻukulele playing: technique, music reading, chord symbols, song accompaniment patterns, improvisation, stage deportment and ensembles. (45 lecture/lab hours)

Credits: 2
Prerequisites: MUS 121Z with a grade of C or better or consent of instructor.

MUS 140: Introduction to Audio Production
Introduction to the process of audio engineering for live concerts or recorded sound. Students learn the proper usage of audio production tools through lecture and hands-on studio projects. (45 lecture hours)

Credits: 3

MUS 201: Vocal Ensemble
This course offers an opportunity to study and sing advanced choir literature from the Renaissance to the present. Audition or consent of instructor required. May be repeated for additional credit(s). See the section on repetition of courses in the course catalog in order to determine the number of repeats allowed. (45 lecture/lab hours)

Credits: 2
Prerequisites: Audition or consent of instructor required. Recommended Prep: Previous choral experience and MUS 121B.

MUS 203G: Guitar Ensemble 2
This course offers an opportunity to study and play advanced guitar ensemble literature from the Renaissance to the present: duets, trios, quartets and larger groups. May be repeated for additional credits. See the section on repetition of courses in the course catalog in order to determine the number of repeats allowed. (45 lecture/lab hours)

Credits: 2
Prerequisites: MUS 103 with a grade of C or better.

MUS 221B: Voice 3
Advanced voice class is a continuation of MUS 122B. This course is designed for experienced voice students. Class work includes master-class and lectures 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 developing as an effective artist. May be repeated for additional credit. See the section on repetition of courses in the course catalog in order to determine the number of repeats allowed. (45 lecture/lab hours)

Credits: 2
Prerequisites: MUS 122B with a grade of C or better
Recommended Prep: MUS 108

MUS 221H: Guitar 3
A continuation of MUS 122D, Guitar 2. Intermediate and advanced skills and concepts involving solo and ensemble literature, technique, interpretation and stage deportment are addressed. May be repeated for additional credits. See the section on repetition of courses in the course catalog in order to determine the number of repeats allowed. (45 lecture/lab hours)

Credits: 2
Prerequisites: MUS 122D with a grade of C or better or consent of instructor.

MUS 232B: Applied Music: Voice
Private instruction in the art of singing for intended music majors. May be repeated for additional credits. See section on Repetition of courses in order to determine number of repeat allowed. (7.5 lecture hours; 15 thirty minute lessons).

Credits: 1
Prerequisites: Instructor's approval via audition.
Co-Requisites: MUS 114
Recommended Prep: MUS 121B

MUS 232G: Applied Music: Classic Gui
Private instruction in the art of classical guitar playing for intended music majors. May be repeated for additional credits. See the catalog section on repetition of courses in order to determine number of repeat allowed. (7.5 lecture hours: fifteen 30-minute lessons)

Prerequisites: Audition and instructor approval
Co-Requisites: MUS 203G
Recommended Prep: MUS 122D

MUS 232R: Applied Music: Trumpet
Credits: 1

MUS 253: Elementary Music in Action
This course examines the fundamental 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 uses of musical elements as a means of understanding music is an integral component of this course. (Required of UH Mānoa elementary education majors.)

Credits: 3

MUS 281: Music Theory I
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)

Credits: 3
Prerequisites: MUS 108 with a grade of C or better or consent of instructor
Co-Requisites: MUS 283.

MUS 282: Music Theory II
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)

Credits: 3
Prerequisites: MUS 281 with C or better or consent of instructor
Co-Requisites: MUS 284.

MUS 283: Aural Training 1
A course in the development of aural perception through the techniques of music dictation, sight singing, and rhythm exercises. (45 lecture/lab hours)

Credits: 1
Prerequisites: MUS 108 with a grade of C or better or consent of instructor.

MUS 284: Aural Training 2
A continuation of MUS 283. A course in the development of aural perception through the techniques of music dictation, sight singing, and rhythm exercises. (45 lecture/lab hours)

Credits: 1
Prerequisites: MUS 283 with a grade of C or better or consent of instructor.

Oceanography (OCN)

OCN 101: Marine Option Program Seminar
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.

Credits: 1
Recommended Prep: A grade of C or higher in ENG 18 or 19, 21 or 22.

OCN 201: Science of the Sea
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.

Credits: 3
Recommended Prep: Completion of MATH 22 with a grade of C or better or equivalent.

OCN 201L: Science of the Sea Laboratory
Experiments, exercises, and field trips demonstrating the geological, physical, chemical and biological principles of earth and ocean sciences.

Credits: 1
Prerequisites: Credit or concurrent registration in OCN 201.
Recommended Prep: Completion of MATH 22 with a grade of C or better or equivalent.

Pacific Studies (PACS)

PACS 108: Pacific Worlds: an Introduction to Pacific Islands Studies

Introduces students to the geography, societies, histories, cultures, contemporary issues, and arts of Oceania, including Hawaiʻi. Combines lecture and discussion that emphasize Pacific Islander perspectives and experiences.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or placement in ENG 100 or consent of instructor.

Pharmacology (PHRM)

PHRM 203: General Pharmacology
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. Intended for undergraduates in the health sciences and related fields.

Credits: 3
Prerequisites: PHYL 142 with a grade of C or better or Instructor consent
Recommended Prep: BIOC 142

Philosophy (PHIL)

PHIL 100: Introduction to Philosophy
An investigation of major problems and concepts of philosophy including, the relationships between appearance and reality, mind and body, matter and mind, the conflict between freedom and determinism, the nature, sources and conditions of knowledge, the nature of morality and the existence of God.

Credits: 3

PHIL 101: Introduction to Philosophy: Morals and Society
Philosophical attempts to evaluate conduct, character, and social practices. This course examines ethical views and practice through the lens of reason. Philosophy has a long history of proposing, examining, discussing and criticizing moral action on both the individual and social level. This course will also explore what pathways have been explicated and explored to guide us in the endeavor to live good lives. The course looks at the ethical theories and ethical frameworks that have been proposed by some of the greatest thinkers and founders of religions to answer our basic moral questions. The breadth of moral theory over time and culture and geography is enormous. Many of the topics are controversial, ongoing and unresolved. This makes the course current and challenging.

Credits: 3

PHIL 102: Introduction to Philosophy: Asian Traditions
Problems, methods and concepts of Asian philosophical traditions including Hinduism, Buddhism, Taoism, Confucianism and Zen.

Credits: 3

PHIL 110: Introduction to Deductive Logic
PHIL 110 is an introductory course in logic focusing on the methods and principles of deductive reasoning. Integral to this study will be the presentation of methods for representing logical form and the development of a system of inference rules and strategies that allow for the analysis and evaluation of deductive arguments.

Credits: 3

PHIL 111: Intro to Inductive Logic
promote drawing logical inferences when evidence leaves them unsure as to what is actually true. Application to the media's use of probabilities and statistics, and the way many academic disciplines use these strategies to analyze and present data will provide concrete contexts for applying inductive principles and reasoning strategies.

Credits: 3
Recommended Prep: MATH 75, PHIL 110

PHIL 130: Introduction to World Philosophy I
Introduction to philosophy as it has manifested itself differently across cultures throughout the world before 1500.

Credits: 3

PHIL 211: Ancient Philosophy
An introduction to the history of philosophy based on translations of texts originally written in classical Greek or Latin. The ancient philosophers embraced rational discourse over religious and political authority as the correct method to freedom, happiness, knowledge and justice. Their early endeavor continues to light the way for those more interested in truth than money or fame.

Credits: 3
Prerequisites: ENG 100 or equivalent with a grade of C or better.
Recommended Prep: PHIL 100 or PHIL 101 or any other 100-level philosophy course.

Physics (PHYS)

PHYS 100: Survey of Physics
This is an introductory course in Physics with topics chosen from, but not limited to, mechanics, thermodynamics, electricity and magnetism, wave theory, optics, atomic and/or nuclear physics. Emphasis will be placed on understanding basic principles and concepts with application to "Real-Life" connections.

Credits: 3
Prerequisites: MATH 82X with a grade of CR or Qualification for a STEM track mathematics course
Recommended Prep: Concurrent enrollment in PHYS 100L

PHYS 100L: Survey of Physics Laboratory
Introduction to laboratory techniques and experimental methods of physics with emphasis on linking the understanding of physics concepts with "Real-Life" situations.

Credits: 1
Prerequisites: C or better for or concurrent registration in PHYS 100.

PHYS 151: College Physics I
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. Offered fall semester only.

Credits: 3
Prerequisites: C or better in MATH 140 or MATH 140X or by consent of instructor

PHYS 151L: College Physics I Lab
PHYS 151L is a non-calculus-based physics laboratory course designed to provide the students a hands-on experience in experimental analysis, physical observation, and measurements. Topics include the kinematics and dynamics of motion, heat, and thermodynamics. Offered fall semester only.

Credits: 1
Prerequisites: PHYS 151 with a grade of C or better or concurrent enrollment.

PHYS 152: College Physics II
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. Offered spring semester only.

Credits: 3
Prerequisites: PHYS 151.

PHYS 152L: College Physics II Lab
PHYS 152L is a non-calculus-based physics laboratory course designed to provide the students a hands-on experience in experimental analysis, physical observation, and measurements. Topics include electricity, magnetism, and geometric optics. Offered in the spring semester only.

Credits: 1
Prerequisites: PHYS 152 with a grade of C or better or concurrent enrollment.

PHYS 170: General Physics I
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.

Credits: 4
Prerequisites: MATH 242 with a grade of C or better or concurrent registration.
Recommended Prep: PHYS 100

PHYS 170L: General Physics I Lab
Experimental analysis in mechanics emphasizing error analysis, measurement techniques, and report writing.

Credits: 1
Prerequisites: PHYS 170 with a grade of C or better or concurrent enrollment.

PHYS 272: General Physics II
Electricity, magnetism, and geometric optics.

Credits: 3
Prerequisites: PHYS 170 and MATH 242 with a grade of C or better.

PHYS 272L: General Physics II Lab
Experimental analysis in electricity, magnetism and optics.

Credits: 1
Prerequisites: PHYS 272 with a grade of C or better or concurrent enrollment.

PHYS 274: General Physics III
Relativity, introduction to quantum mechanics, atomic and nuclear physics, and physical optics.

Credits: 3
Prerequisites: PHYS 152 or PHYS 272 with a grade of C or better and MATH 243 with a grade of C or better or concurrent registration in MATH 243.

Physiology (PHYL)

PHYL 141: Human Anatomy and Physiology I
PHYL 141 is the first semester of a comprehensive two-semester course which provides a thorough introduction to the structure and function of the human body. PHYL 141 covers the gross anatomy, histology, and physiology of the integumentary, skeletal, muscular, and nervous systems. 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. The covered topics include body orientation, chemical level, cellular level, tissue level, integumentary system, bone tissue, skeletal system, joints, muscular tissue, muscular system, nervous tissue, spinal cord and spinal nerves, brain and cranial nerves, autonomic nervous system, and special senses.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent and CHEM 151, CHEM 161 or BIOC 141 with a grade of C or better or 1 yr high school college-prep chemistry with a grade of B or better within the last 5 years and HLTH 125 with a grade of C or better or concurrent enrollment and PHYL 141L with a grade of C or better or concurrent enrollment
Recommended Prep: Strongly recommended, MICR 130, or BIOL 101 with a grade of B or better

PHYL 141L: Human Anatomy and Physiology I Lab
PHYL 141L is the laboratory course of Human Anatomy and Physiology I and it provides a thorough introduction to the structure and function of the human body. PHYL 141L covers the gross anatomy, histology, and physiology of the integumentary, skeletal, muscular, and nervous systems. Students will be expected to learn details of anatomy and physiology through models, dissections, and physiological experimentations. Students will also apply those details in the broader context of whole body function and homeostasis. The covered topics include body orientation, chemical level, cellular level, tissue level, integumentary system, bone tissue, skeletal system, joints, muscular tissue, muscular system, nervous tissue, spinal cord and spinal nerves, brain and cranial nerves, autonomic nervous system, and special senses.

Credits: 1
Prerequisites: ENG 100 with a grade of C or better or equivalent and CHEM 151, CHEM 161 or BIOC 141 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 and HLTH 125 with a grade of C or better or concurrent enrollment and PHYL 141 with a grade of C or better or concurrent enrollment.
Recommended Prep: MICR 130, BIOL 101

PHYL 142: Human Anatomy and Physiology II
PHYL 142 is the second semester of a comprehensive two-semester course which provides a thorough introduction to the structure and function of the human body. PHYL 142 covers the gross anatomy, histology, and physiology of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, reproduction 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. This course is the companion course to PHYL 142L.

Credits: 3
Prerequisites: PHYL 141 and PHYL 141L with a grade of C or better or equivalent and PHYL 142L with a grade of C or better or concurrent enrollment
Recommended Prep: MICR 130, BIOL 101

PHYL 142L: Human Anatomy and Physiology II Lab
PHYL 142L is the laboratory course of PHYL 142 (Human Anatomy and Physiology II) and it provides a thorough introduction to the structure and function of the human body. PHYL 142L covers the gross anatomy, histology, and 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 through models, dissections, and physiological experimentations. Students will also apply those details in the broader context of whole body function and homeostasis.

Credits: 1
Prerequisites: PHYL 141 and PHYL 141L with a grade of C or better or equivalent and PHYL 142L with a grade of C or better or concurrent enrollment
Recommended Prep: MICR 130, BIOL 101

Political Science (POLS)

POLS 110: Introduction to Political Science
This course is an introduction to the discussion of politics as an activity and of political problems, systems, ideologies, and processes.

Credits: 3
Recommended Prep: ENG 22, ENG 24

POLS 150: Introduction to Global Politics
Foundations in global politics from political, historical, and multicultural perspectives.

Credits: 3
Recommended Prep: ENG 22, ENG 24

POLS 180: Introduction to Politics in Hawai'i
A study of Hawai'i political history, institutions, processes, and issues; Hawai'i's place in the national and international political arenas; and the future of politics in Hawai'i.

Credits: 3
Recommended Prep: ENG 22, ENG 24

Psychology (PSY)

PSY 100: Survey of Psychology
The basic principles of human behavior, motivation, learning, perception, and emotion, as they relate to the individual.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.

PSY 202: Psychology of Gender
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).

Credits: 3
Prerequisites: PSY 100 or WS 151 with a grade of C or better.

PSY 212: Survey of Research Methods
Survey of standard methods and related conceptual issues employed in psychological research. Both experimental and non-experimental methods will be reviewed.

Credits: 3
Prerequisites: PSY 100 with a grade of C or better.

PSY 240: Developmental Psychology
Emotional, mental, physical, social development from infancy to adulthood; interest and abilities at different age levels.

Credits: 3
Prerequisites: PSY 100 with a grade of C or better, or consent of instructor.

PSY 260: Psychology of Personality
Scientific study of personality, its theories, assessment, development and relationships to cultural-social determinants.

Credits: 3
Prerequisites: PSY 100 with a grade of C or better or consent of instructor.

Quantitative Methods (QM)

QM 75: Introduction to Quantitative Methods
QM 75 is intended for Career Technical Education students. It can be used to fulfill some certificate requirements, and also can be used as a preparation for select transfer-level MATH or QM courses needed for an associate degree, in AMT or CULN. Course topics include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas with special emphasis on pattern recognition and problem solving. Cross-listed as MATH 75. A student may not earn credit for both QM 75 and MATH 75.

Credits: 3
Recommended Prep: English and math skills at the High School Common Core Level.

QM 78: Quantitative Methods Companion
QM 78 provides students concurrently enrolled in QM 107C with Just-In-Time support with special emphasis on pattern recognition and problem solving. Course topics are tailored to the QM 107C topics and may include ratio and percent, unit conversion, graphs, data interpretation, basic algebra, solving linear equations, and working with formulas.

Credits: 1
Co-Requisites: QM 107C
Recommended Prep: English and math skills at the high school Common Core level.

QM 107C: Quantitative Methods in Automotive Tech
QM 107C covers the quantitative methods, reasoning, and applications necessary to perform tasks and solve problems encountered by automotive technologists. The quantitative methods covered include computational operations; geometry and measurement; ratio, proportion, and percent; statistics and probability; and trigonometry. Applications include major automotive systems such as engines, drive train, chassis, and suspension. QM 107C is designed for Automotive Technology degrees and certificates but does not satisfy the Foundation Symbolic Reasoning (FS) core requirement of an Associate in Arts degree.

Credits: 3
Prerequisites: Any one of the following within the past two years: C or better (or CR) in MATH 22, OR C or better (or CR) in MATH 75, OR appropriate placement, OR concurrent enrollment in QM 78, OR consent of instructor.
Recommended Prep: English and math skills at the high school Common Core level.

Religion (REL)

REL 150: Introduction to the World's Major Religions
A survey of the origins, teachings, practices, and present-day situation of the world's major religions: Buddhism, Christianity, Confucianism, Hinduism, Islam, Judaism, Shinto, Taoism, and indigenous traditions.

Credits: 3

REL 151: Religion & the Meaning of Existence
An investigation of basic concepts running through the world's major religious traditions that bear on the issue of what constitutes and enhances the meaningfulness of human existence.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent or consent of instructor.

REL 200: Understanding the Old Testament
Examination of the Old Testament (Hebrew Bible) as an expression of the religious life, history, and thought of ancient Israel and as a sacred text within later Judaism and Christianity.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or consent of the instructor.

REL 201: Understanding the New Testament
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or the consent of instructor.

REL 202: Understanding Indian Religions
Teachings and practices of major religious traditions of India, to include Hindu traditions, Buddhism, Jainism, and Sikhism. Some attention will be given to the influences of Islam and Christianity on these traditions.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.
Recommended Prep: REL 150.

REL 204: Understanding Japanese Religions
Broad survey, with primary focus on Shinto, Buddhist and modern sectarian movements, analyzed in relation to social and cultural themes of major historical periods.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent or consent of instructor.

REL 205: Understanding Hawaiian Religion
A general introductory survey of Hawaiian religious teaching and practice from ancient times to the present.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or consent of instructor.

REL 207: Understanding Buddhism
An investigation of the major forms, practices and concepts of the Buddhist tradition.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent or consent of instructor.

REL 209: Understanding Islam
REL 209 focuses on the history, scriptures, beliefs, practices, law, and philosophy of Islam.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent.

REL 210: Understanding Christianity
History of ideas concentrating on events, persons, and issues with the greatest impact on the development of Christianity.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent or the consent of instructor.
Recommended Prep: REL 150.

Science (SCI)

SCI 295EN: Stem Research Experience in Engineering
SCI 295EN offers research experience in science, technology, engineering and/or mathematics, emphasizing the application of the engineering design process to a specific project.

Credits: 1 - 3
Prerequisites: Instructor Approval.
Recommended Prep: PHYS 170 and PHYS 170L.

Social Science (SSCI)

SSCI 101: Self-development
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.

Credits: 3
Recommended Prep: ENG 18 and 19 or equivalent

Social Work (SW)

SW 200: The Field of Social Work
This SW 200 course offers the learner an orientation to the profession of social work in the context of existing within a multicultural society. This course examines the nature and scope of social work practice, its historical origins, and development. It also surveys foundational values of the field, the philosophy of the profession, codes of ethics, methods of practice, and a range of interventions.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better, or equivalent, or consent of instructor.
Recommended Prep: HSER 100

Sociology (SOC)

SOC 100: Survey of General Sociology
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.

SOC 151: Introduction to Sociology of Food
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better.

SOC 214: Introduction to Race & Ethnic Relations
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.
Recommended Prep: SOC 100

SOC 218: Introduction to Social Problems
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.

SOC 231: Introduction to Juvenile Delinquency
This course focuses on juvenile delinquency in the U.S. and examines: the nature of and trends in 750juvenile delinquency; explanations for and theories of juvenile delinquency; and institutional responses to and treatment of juvenile delinquency including discussion of the U.S. juvenile justice system. Special attention is paid to juvenile delinquency and the juvenile justice system in Hawai'i.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.

SOC 250: Community Forces in Hawai'i
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.

Credits: 3
Recommended Prep: ENG 22 or ENG 24 with a grade of C or better or equivalent

SOC 250H: Community Forces in Hawai'i: Honors Course
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent.

SOC 251: Introduction to Sociology of the Family
This course is a survey of contemporary family life. Using a cross-cultural perspective, this course examines variations in relationships and family patterns focusing 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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or equivalent.

SOC 275: Introduction to Sociological Inquiry
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 Manoa program and is a prerequisite for all 400-level sociology courses).

Credits: 3

Spanish (SPAN)

SPAN 101: Elementary Spanish I
Basic structure of the Spanish language emphasizing listening and reading comprehension and spoken/written expression. Through practice in class and in workbook/laboratory manual activities, students learn to use the basic structures of Spanish.

Credits: 4
Recommended Prep: ENG 22 with a grade of C or better or equivalent.

SPAN 102: Elementary Spanish II
Basic structure of the Spanish language emphasizing listening and reading comprehension and spoken/written expression. Through practice in class and in workbook/laboratory manual activities, students learn to use the basic structures of Spanish.

Credits: 4
Prerequisites: SPAN 101 with a grade of C or better or equivalent, or instructor's approval.

SPAN 201: Intermediate Spanish I
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.

Credits: 3
Prerequisites: SPAN 102 with a grade of C or better, or equivalent, or instructor approval.

SPAN 202: Intermediate Spanish II
Continuation and refinement of basic language skills acquired in SPAN 201. Through videos, study of authentic materials and literary texts, functional review of grammar, written and oral communicative activities supported by an integrated language laboratory program, students will acquire competency in speaking and writing, will gain an increased awareness and appreciation of Hispanic culture and will be able to express ideas and opinions about aspects of American society and the Hispanic world.

Credits: 3
Prerequisites: SPAN 201 with a grade of C or better, or equivalent or instructor approval.

Speech (SP)

SP 151: Personal and Public Speech
Develop communication skills necessary to function
effectively in today's society. Enhance communication skills
in interpersonal, small group, and public speaking situations.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better
or approval by the division chair.

SP 251: Principles of Effective Public Speaking
Adaptation of rhetorical theory to particular speakers,
audiences, occasions. Extensive practice.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or
equivalent.

Television Production (TVPR)

TVPR 101: Film & Video Production Process & Business Operations

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.

Credits: 3
Program: Television Production
Recommended Prep: ENG 100, MATH 100

TVPR 121: Film and Video Graphics

Introduction to video and film graphics. Students will learn about digital and non-electronic graphic production including character generators, color, motion, perspective, teleprompters, set construction, virtual sets, and graphic design.

Credits: 3
Prerequisites: ENG 100 or higher and MATH 100 or higher with a grade of D or better or equivalent and TVPR 101, TVPR 126, TVPR 136, TVPR 142 and TVPR 151 with a grade of D or better and TVPR 226 and TVPR 251 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production

TVPR 126: Introduction to Digital Camera Operation, Composition, & Lighting Principles

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.

Credits: 3
Prerequisites: TVPR 101, TVPR 136, TVPR 142 and TVPR 151 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production
Recommended Prep: ENG 100, MATH 100

TVPR 136: Audio/Video Engineering

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.

Credits: 3
Prerequisites: TVPR 126, TVPR 142 and TVPR 151 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production
Recommended Prep: ENG 100, MATH 100

TVPR 142: Film & Video Audio Acquisition & Recording

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.

Credits: 3
Prerequisites: TVPR 126, TVPR 136 and TVPR 151 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production
Recommended Prep: ENG 100, MATH 100

TVPR 151: Introduction to Film & Video Editing Principles

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.

Credits: 3
Prerequisites: TVPR 126, TVPR 136 and TVPR 142 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production
Recommended Prep: ENG 100, MATH 100

TVPR 210: Film & Video History, Criticism, Ethics, & Aesthetics
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.

Credits: 3
Prerequisites: ENG 100 or higher and MATH 100 or higher with a grade of D or better or equivalent or instructor's consent.
Program: Television Production

TVPR 211: Introduction to Film and Video Storytelling and Scriptwriting
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.

Credits: 3
Co-Requisites: TVPR 101, 126, 136, 142, and 151; or instructor's permission
Program: Television Production
Recommended Prep: ENG 100 or higher, and MATH 100 or higher or instructor's approval.

TVPR 226: Applied Digital Camera Operation, Composition, & Lighting
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.

Credits: 3
Prerequisites: ENG 100 or higher and MATH 100 or higher with a grade of D or better or equivalent and TVPR 101, TVPR 126, TVPR 136, TVPR 142 and TVPR 151 with a grade of D or better and TVPR 121 and TVPR 251 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production

TVPR 227: Advanced Film and Video Storytelling and Scriptwriting
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.

Credits: 3
Prerequisites: TVPR 211 with passing grade, or instructor's permission.
Co-Requisites: TVPR 251, 121, and 226; or instructor's permission
Program: Television Production

TVPR 251: Applied Film & Video Editing & Post-production Audio
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, online and offline 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.

Credits: 3
Prerequisites: ENG 100 or higher and MATH 100 or higher with a grade of D or better or equivalent and TVPR 101, TVPR 126, TVPR 136, TVPR 142, TVPR 151 and TVPR 211 with a grade of D or better and TVPR 121, TVPR 210 and TVPR 226 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production

TVPR 276: Advanced Digital Cinematography, Composition & Lighting
This course will provide students with advanced camera and lighting techniques while offering an appreciation of applied film and video aesthetics.

Credits: 3
Prerequisites: ENG 100 or higher and MATH 100 or higher with a grade of D or better or equivalent and TVPR 101, TVPR 121, TVPR 126, TVPR 136, TVPR 142, TVPR 151, TVPR 226 and TVPR 251 with a grade of D or better and TVPR 291, TVPR 292 and TVPR 294 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production

TVPR 291: Film & Video Directing-Studio/Location Production
This course will concentrate on directing techniques and skills for both film and video, in the studio and during location production.

Credits: 3
Prerequisites: ENG 100 or higher and MATH 100 or higher with a grade of D or better or equivalent and TVPR 101, TVPR 121, TVPR 126, TVPR 136, TVPR 142, TVPR 151, TVPR 210, TVPR 211, TVPR 226 and TVPR 251 with a grade of D or better and TVPR 276, TVPR 292 and TVPR 294 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production

TVPR 292: Media Project Production
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.

Credits: 3
Prerequisites: ENG 100 or higher and MATH 100 or higher with a grade of D or better or equivalent and TVPR 101, TVPR 121, TVPR 126, TVPR 136, TVPR 142, TVPR 151, TVPR 210, TVPR 211, TVPR 226 and TVPR 227 with a grade of D or better and TVPR 276, TVPR 251, TVPR 291, TVPR 293C and TVPR 294 with a grade of D or better or concurrent enrollment or instructor's consent.
Program: Television Production

TVPR 293C: Internship & Career Preparation
This course provides practical work experiences in television where students will apply classroom/lab knowledge and develop job competencies. The course requires a minimum of eighty hours of internship and 15 hours of classroom instruction. Positions may be offered on Leeward CC campus and/or in other off-campus television assignments. Practicum class includes: resume writing, job interviewing skills, and creation of demo reels.

Credits: 3
Prerequisites: TVPR 101, TVPR 126, TVPR 136, TVPR 142, TVPR 151 and TVPR 226 with a grade of D or better or instructor's consent.
Program: Television Production

TVPR 294: Advanced Editing & Audio
This course concentrates knowledge, skills, and application of advanced film and video editing techniques with creation of a final multi-track soundtrack for productions.

Credits: 3
Prerequisites: ENG 100 or higher and MATH 100 or higher with a grade of D or better or equivalent and TVPR 101, TVPR 121, TVPR 126, TVPR 136, TVPR 142, TVPR 151, TVPR 211, TVPR 226 and TVPR 251 with a grade of D or better and TVPR 276, TVPR 291 and TVPR 292 with a grade of D or better or concurrent enrollment or instructor's consent
Program: Television Production

Theatre (THEA)

THEA 101: Introduction to Drama and Theatre
Performance traditions of Africa, Asia, Australia, Europe, North America, and the Pacific from the 5th century B.C. to the present. Analysis of political, religious, and technological conditions of theatre.

Credits: 3

THEA 170: Introduction to Children's Theatre
This course examines the dramatic structure, audience needs, directing, and acting techniques that are employed in the production of theatre for children. Students will use movement, vocal exercises, improvisation, script writing, scripted material, and puppet and shadow theatre to increase knowledge of and comfort with theatre for children. Students will perform a short children's theatre piece for a young audience as part of their final for the class.

Credits: 3

THEA 200B: Beginning Theatre Practicum: Acting
Beginning workshop experience in the practical application of theatre skills. (Formerly THEA 297B)

Credits: 1
Prerequisites: Instructor consent

THEA 200C: Beginning Theatre Practicum: Stage Craft
Beginning workshop experience in the practical application of theatre skills. (Formerly THEA 297C)

Credits: 1
Prerequisites: Instructor consent

THEA 220: Beginning Voice and Movement
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.

Credits: 3
Recommended Prep: There is no academic preparation necessary. For the class, students should wear appropriate clothing. Students will be lying down, stretching, rolling, and jumping to the best of their ability.

THEA 221: Acting I
An introduction to acting with individual and group exercises in movement for the stage, improvisation, monologue preparation and performance.

Credits: 3

THEA 222: Beginning Acting II
Advanced work in improvisation and character development. Vocal and physical training is emphasized, particularly on scene work. Actors are expected to work together to present scenes to the class. This course is repeatable once for credit.

Credits: 3
Prerequisites: THEA 221 with a grade of C or better or equivalent

THEA 230: Storytelling and Solo Performance
THEA 230 is a practical performance-oriented course emphasizing the history, forms and art of storytelling and solo performance. Students create and rehearse individual and group stories/monologues, as well as perform in a solo piece. The course examines the dramatic structure, audience needs, directing, and acting techniques that are unique to the craft of a solo performer or storyteller.

Credits: 3
Prerequisites: ENG 100 with a grade of C or better or equivalent or Instructor consent
Recommended Prep: THEA 101, THEA 221

THEA 240: Introduction to Stagecraft
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.

Credits: 3

THEA 260: Dramatic Production
Practical introduction to the process of converting a script into a performance. Students are required to participate in at least two aspects of a public performance. This course may be repeated twice for credit (three times maximum).

Credits: 3
Prerequisites: THEA 221 with a grade of C or better, or consent of the instructor.

THEA 262: Local Style Theatre
A practical performance-oriented theatre course that presents the local experience in a theatrical production. The actual production activities the student undertakes will vary with the production requirements of the play being produced. This course may be repeated for credit twice (three times maximum.)

Credits: 3
Prerequisites: THEA 221 with a grade of C or better, or equivalent; or instructor approval.

THEA 280: Beginning Playwriting
The course introduces structure, guidelines, and format of the monologue and short play; beginning with the conception of an idea, followed by effective outlining techniques, subsequent drafts, and the final product in a polished monologue and short play.

Credits: 3
Prerequisites: ENG 100 or equivalent with a grade of C or higher; or approval from instructor.

Women's Studies (WS)

WS 151: Introduction to Women's Studies
An interdisciplinary introductory course which looks at the gender roles and relationships between women and men and among women, historically and in contemporary societies. Examines the social, cultural, historical and political influences on the status of women. Presents women's experiences from diverse backgrounds, social structures, and cultures. (Leeward CC offers PSY 202, Psychology of Gender, which is cross-listed as Women Studies 202 at UH Mānoa.)

Credits: 3
Recommended Prep: ENG 22 with a grade of C or better or equivalent.

WS 200: Culture, Gender and Appearance
This course explores the social construction of gender within culture and its visual expression through appearance. An analysis of role, identity, conformity, and deviance in human appearance is emphasized.

Credits: 3
Prerequisites: ENG 22 or ENG 24 or ENG 24C with a grade of C or better

WS 202: Psychology of Gender
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 PSY 202. (A student cannot earn credit for both WS 202 and PSY 202.)

Credits: 3
Prerequisites: PSY 100 or WS 151 with a grade of C or better.

WS 256: Dynamics of Family Violence & Sexual Assault
This course is designed to encourage the development of knowledge, skills, and the sensitivity necessary for engaging individuals and families affected by sexual assault, intimate partner violence, and non-familial violence. Course content focuses on the victimization of children, adults, the elderly, and other vulnerable populations. The course examines various influences that may encourage perpetrators and socio-cultural beliefs and behaviors that propagate sexual and physical violence, the historical responses, as well as a review of relevant state and federal laws. Victim, survivor, and perpetrator dynamics, current trends, intervention strategies, and community resources are identified. Learners have an opportunity to explore their own values and feelings in relation to a difficult subject matter.

Credits: 3
Prerequisites: Placement in ENG 100 or equivalent or Instructor consent

WS 290V: Topics in Women's Studies
A selection of various topics in Women's Studies utilizing perspectives and data from many disciplines. Each topic examines the issues involved in sexism and sex role differentiation by focusing on women's positions, contributions, concerns and problems. This course may be taken for a maximum of 2 times and for a maximum of 6 credits.

Credits: 3 - 6
Prerequisites: At least one Social Science course at 100-level or higher with a grade of C or better.
Recommended Prep: WS 151 and/or an introductory-level course in a contributing discipline area for the selected 290 topic courses.

Zoology (ZOOL)

ZOOL 101: Principles of Zoology
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.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of CR or equivalent or Placement in ENG 100
Co-Requisites: ZOOL 101L

ZOOL 101L: Principles of Zoology Lab
Companion laboratory to ZOOL 101 Principles of Zoology. The laboratory and field activities in ZOOL 101L provide an overview of 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.

Credits: 1
Prerequisites: ZOOL 101 with a grade of C or better or concurrent enrollment and Placement in ENG 100

ZOOL 200: Marine Biology
An introduction to marine animals and plants; their ecological relationships, structures and systematics; physical and chemical characteristics of the marine ecosystems; survey of marine environments; and utilization, exploitation, pollution, and conservation of marine resources; with special emphasis on the Hawaiian marine environment.

Credits: 3
Prerequisites: ENG 22 or ENG 24 with a grade of C or better or equivalent
Co-Requisites: ZOOL 200L
Recommended Prep: ZOOL 101, ZOOL 101L

ZOOL 200L: Marine Biology Lab
Companion laboratory to ZOOL 200 Marine Biology. The laboratory and field activities in ZOOL 200L provide an overview of marine life in Hawai`i inclusive of taxonomy, body structure and function, geographical distribution and ecological relationships. The physical and chemical features of Hawai`i's varied marine environments are also examined.

Credits: 1
Prerequisites: ZOOL 200 with a grade of C or better or concurrent enrollment and Placement in ENG 100

About Courses

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.

Admissions and Records

AD 220 455-0642
Temporary relocation during renovation through Summer 2019: DH-A 108
Monday–Friday 8:00 a.m.–4:30 p.m.
Admissions email: leeapply@hawaii.edu, Records email: lccar@hawaii.edu

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

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

College Computing Center (CCC)

LC 201 455-0623

Leeward Community College provides computer resources to help students succeed. Computer labs are located in the Learning Commons, the Math Lab, Chemistry and Physics Labs. The Learning Commons also provides access to laptop computers and iPads. Students are required to present a current validated student ID to access computer resources.

Counseling and Advising

AD 208 455-0233/0234
AD Welcome Center starting Fall 2019
email: leeward@hawaii.edu

Counselors offer a variety of appointment types to assist students. Counselors are available to meet with students through scheduled appointments that can vary between 30 or 45 minutes. Evening appointments are also available on specific days of the week. Express services are available for quick questions; these appointments are scheduled for 15 minutes. Please contact the counseling office for specific information and to make an appointment.

Counselors are available to help develop a program of study to meet educational objectives. Meeting with a counselor provides an opportunity to develop an individualized educational plan and career exploration, along with a program of academic support throughout your college experience. You will also receive guidance in academic planning through assistance in course selection.

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

The office also coordinates the advising of students on academic warning, probation or suspension.

Educational Media Center

LC 116 455-0222

In addition to the programs EMC provides for the faculty and staff, the EMC operates:

- Copy Center: Pay for copies or prints; purchase printed OER textbooks
- Hawai'i Interactive Television System (HITS): Two-way distance learning courses
- Video Studio: Facilities for cable course production and support of instruction and informational program production.

Financial Aid Office

AD 210 455-0606
Temporary relocation during renovation through Summer 2019: DH-A 106
Monday–Friday 8:00 a.m.–4:30 p.m. email: lccfao@hawaii.edu
Wai'anae Moku: 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.

International Admissions

BE 109 455-0570
Monday–Friday 8:00 a.m.–4:30 p.m.
email: lccintl@hawaii.edu

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.

Learning Commons

Located in the center of the campus, the Learning Commons is a student-centered learning space that integrates a variety of services in a flexible, technology-rich setting that encourages collaboration. Partners in the Learning Commons are the Learning Resource Center, Writing Center, Library, and Services for Students with Disabilities (KI Program). The Learning Commons also hosts a KiMOBEAN Coffee Shop.

Learning Resource Center

LC 2nd Floor 455-0345
http://www.leeward.hawaii.edu/lrc

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

- Free help from peer content tutors. Assistance is offered for a wide variety of courses such as: accounting, logic, computer skills, languages, psychology, and sciences. Subjects available are based on available tutors recommended by the appropriate divisions. Online help is available for some subjects using tutor.com
- Language conversation groups led by native speakers for students enrolled in language classes available upon request by faculty
- Pre-exam review sessions led by tutors
- Assistance in organizing study groups for classes
- A group study room
- Online and print resources for study skills and other useful topics
- Several computers for student use

Library

Learning Commons Building
Circulation Desk, Main Floor, 455-0210, lcccirc@hawaii.edu
Kapunawai Reference Desk, Main Floor, 455-0681
Main Reference Desk, Upper Floor, 455-0379,
lccref@hawaii.edu
Blog: http://blogs.leeward.hawaii.edu/library/
Website: http://www2.leeward.hawaii.edu/library/

The Library is located at the Leeward CC campus in Pearl City and provides support and services to students, faculty, and staff on the main campus, the Leeward Waiʻanae Moku Education Center, and distance education online courses.

The Library offers:

Resources

- 277,700 books (print and electronic) including the following specialized print collections:
    ◦ Hawaiian-Pacific Collections
    ◦ ESL Collection
    ◦ Best Sellers Collection
    ◦ Juvenile Collection
- 35,800 magazines, newspapers, and journals (print and electronic)
- 103,000 online videos
- 73 research databases

- Intra-system loan service providing access to circulating materials throughout the UH System

Support

- Class presentations and workshops on information literacy skills and library research
- Drop-in research help at reference desks on both floors
- Email and online chat reference help during library hours

Learning and Study Spaces

- Main Floor
    ◦ Computer workstations
    ◦ Study tables
    ◦ Group study rooms
    ◦ Kapunawai, a multi-purpose Hawaiʻi-Pacific Resource Room
- Upper Floor
    ◦ Computer workstations
    ◦ Study tables
    ◦ Individual study carrels and pods
    ◦ Library instruction computer classroom
    ◦ DMED/TVPRO mini computer lab

Technology

- Dell PC desktops
- Circulating Dell PC laptops
- Circulating Apple iPads
- Mac Pro workstations and laptops for DMED and TVPRO students
- Self-service fee-based printing and photocopying
- Self-service digitization and book scanning station

Math Lab

MS 204 455-0400

The Math Lab offers you instructional assistance in mathematics when you are enrolled in Math courses at Leeward CC. Tutoring is available at no charge, on a first-come-first- serve-basis at the Help Station. Graphic and scientific calculators and books on Arithmetic, Algebra, Pre-calculus, and Calculus are available for student use, along with computer stations.

MyUH Services

MyUH is part of is the University of Hawaiʻi's integrated student information system. The University will provide each student an official UH Username and a password that are required to access UH online services.

MyUH Services is a personal dashboard for access to registration, class information, academic advising, campus calendar and more! Students having difficulty entering their MyUH account should email the University's Help Desk at help@hawaii.edu or call 956-8883.

New Student Orientation (NSO)

NSO is mandatory for new students. NSO offers campus tours, information on campus resources and how to get involved on campus, Laulima training, and opportunities to meet faculty and current students. Students will also sign up for a New Student Advising appointment to help register for courses, and to develop an educational plan. Information about NSO is provided in an email sent from MySuccess after the creation of the UH Username.

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.

Password Resets

CCL Help Desk, LC 101, 455-0271

The CCL Help Desk can assist in resetting your UH password.

Services for Students with Disabilities

KākoʻoʻIke Program - Support for Learning
LC 213 455-0421
The KākoʻoʻIke Program (KI) provides classroom accommodations for students with documented disabilities. KI also helps students who choose to better understand their own personal learning strengths and style. Over 60 free handouts related to disabilities and strategies for success in college are available for your information.

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 and strategies for effective study.

- **Interactive analysis -** Through discussion and preference inventories, discover and understand your own unique learning style.

The range of academic support services the KI Program provides include 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.

In order to request accommodations, complete the online registration process available by the link on the KI Program home page: http://www.leeward.hawaii.edu/ki

Test Center

LC 101 455-0273
Please check the website for the hours of operation.
http://www2.leeward.hawaii.edu/itg/testcenter

Placement testing is available on a walk-in basis in LC 101.

Wireless Access

Leeward Community College also provides wireless access throughout its campus. Reference to further information can be found at http://www2.leeward.hawaii.edu/itg/wireless/

Writing Center

LC 2nd Floor 455-0409

The Writing Center provides free and friendly peer support services to help students strengthen their writing skills and develop their college success skills. Writing consultants (peer tutors) assist students with:

- Writing assignments for any Leeward CC course;
- Scholarship essays;
- Writing placement preparation and review; and
- Reading, time management, note-taking, organization, and other college success skills.

The writing consultants work with students in person in the Writing Center, online, by phone, via workshops, and in the classroom.

The Writing Center also provides online resources via its website (http://www2.leeward.hawaii.edu/writingcenter/) and has print handouts and computers available for students.

Writing Intensive Program

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

Veterans Affairs

AD 220 455-0644
Temporary relocation during renovation through Summer 2019: DH-C
Visit the window "Veterans Education Benefits"
or Veterans Resource Center, BS-103 455-0410 Hours: M–F from 8:00 a.m. to 4:00 p.m.

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 visit the Veterans Resource Center for general assistance in academic advising, selecting a major, and planning an educational program.

Contact the Veterans Affairs Certifying Officials in the Leeward CC Admissions Office regarding VA Educational benefits and course certifications.

Veterans Resource Center

BS-103 455-0410

The Veterans Resource Center (VRC) of Leeward CC is dedicated to helping veteran students transition from active duty services to civilian education. We aid in providing student support services, focusing on the special needs and requirements of today's military veteran, service member, dependents, and survivors. The VRC helps veterans stay connected to their academic goals.

The VRC offers the following services for military members, veterans and their families:

- Veterans Counselor provides academic, career, and financial aid counseling, education and training plans for the military spouse tuition assistance program (MYCAA) and active duty military tuition assistance (TA).
- Veterans Integration to Academic Leadership (VITAL) offers individual and group counseling on campus by a VA psychologist. Assistance in accessing VA healthcare is also provided.
- VetSuccess On Campus Counselor (VSOC) aims to help student Veterans and their qualified dependents

succeed and thrive through a coordinated delivery of on-campus benefits assistance and counseling leading to completion of their education and preparing them to enter the labor market in viable careers. VSOC counselors provide: community and on-campus outreach, communication with student Veterans and their dependents, and educational and vocational counseling.

Other VRC Resources:

- Lending Library
- Student Lounge
- Computer/Laptop/Printer and CAC reader use
- VA Work Study opportunities and peer support
- Free VA Benefits Workshops throughout the semester

Employment Assistance

Job Prep Services (JPS)

AD 222 455-0240
Temporary relocation during renovation through Summer 2019: DH-D 104
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, create your cover letter, prepare for interviews and develop 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
- Use computers to apply online for jobs
- Find a mentor in your career area
- Labor market information--access to Career Coach that provides current local data on wages, employment, job postings and education and training options.

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—access to Career Coach that provides current local data on wages, employment, job postings and education and training options.
- Assistance in administering online career exploration assessments and activities

For more information:
AD-222
Temporary relocation during renovation through Summer 2019: DH-D 104
(808) 455-0240
jobprep@hawaii.edu
www.leeward.hawaii.edu/jobs

On Campus Student Employment

Human Resources Office
AD 121, 455-0326
Temporary relocation during renovation through Summer 2019: ED 114
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.

For more information:
http://www.hawaii.edu/sece/

Automatic Teller Machines

An ATM is located inside Uluwehi Café.

Bookstore

Student Center Building (Lower Level) 455-0205
Monday–Friday 8:00 a.m.–3:30 p.m. Special night hours are posted

For everything you need for college life and more! Stop by the Bookstore for all of your needs including textbooks (new, used, digital for purchase or rent) and supplemental materials, supplies, snacks, spirit items and more. Education pricing on computers, software and accessories are also available for currently enrolled students. You can also shop online at www.bookstore.hawaii.edu/lcc/

Cashier

Temporary relocation during renovation through Summer 2019: DH-B 103
Returning to Administration Building after renovation project.

455-0308, lcc.cashier@hawaii.edu
Monday–Friday 8:00 a.m.–3:30 p.m.

Campus Health Center

AD 122 455-0515; Hours are posted
Temporary relocation during renovation through Summer 2019: DH-A 104

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-related subjects

For more information: http://www.hawaii.edu/shs/lcc/

Campus Security

LA 238 455-0611

Campus Security provides around-the-clock assistance to students, faculty, and staff and maintains a "lost and found" service. Incidents and concerns relating to security should be reported directly to this office. Campus Security offers an Escort Service on request from anyone on campus by calling 455-0611. There is an Emergency Call Box located on the outside wall of the security office at LA 238, which can be activated by simply picking up the handset.

In the event of an emergency, any blue box on campus will also connect you to a security officer.

Children's Center (Leeward)

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 children (3, 4, and 5 year-olds) during the fall and spring semesters. Priority for enrollment is given to Leeward CC students, faculty, and staff. Full week and part week schedules are offered. Tuition includes breakfast, and a morning and afternoon snack. A half-day summer program is offered if there is sufficient demand.

The Children's Center is licensed by the State of Hawaiʻi and serves as laboratory for the Honolulu Community College Early Childhood Program.

To read more about the center and download a form-fillable application go to https://sites.google.com/a/hawaii.edu/leeward-community-college-children-s-center/

Send applications to:
Leeward Community College,
Children's Center, DA 107,
96-045 Alaʻike, 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.

Emergency -- Medical

In case of emergency, please notify the Security Office at 455-0611. If you are disabled by sickness or injury, you can contact the Campus Health Center by calling 455-0515. Please call 911 in case of emergency (if calling from on campus, you must first dial '9 ' then 911).

Food Options

The College offers a variety of food options on campus:

Uluwehi Café First level, Campus Center 455-0630
Monday–Thursday: 7:30 a.m.–4:30 p.m. and Friday 7:30 a.m.–1:00 p.m.

The Pearl Second level of the Campus Center
Wed., Thurs., & Fri. 11:30 a.m.–1:30 p.m.
Call 455-0475 for reservations; For more information email: tlbenave@hawaii.edu

Tucked away on the makai side of the Campus Center Building, this fine dining restaurant features casual elegance and upscale contemporary cuisine. Culinary Arts Program students prepare contemporary menu items and provide dining services. Special dinners are offered throughout the academic year, which are listed online at www.leeward.hawaii.edu/ThePearl

Other Options

Additional food options are offered by Subway, located in the Uluwehi Café; KiMOBEAN Coffee, located on the second floor of the Learning Commons Bldg; and Hot Dog Hawaiʻi, located on the Concourse.

Hours of operation for these outside vendors may vary each semester.

Lost and Found

Please contact the Security Office in LA 238, or call 455-0611.

Parking

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

Photocopiers

The Learning Commons has two self-service copying machines, one on each floor. Copying services are also available at the Leeward CC Copy Center, GT 104.

Public Transportation

The Mass Transit Lines, TheBus, runs several routes providing service to the College on a regular basis. Complete schedules may be obtained from TheBus by visiting their website, www.thebus.org

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

Vending Machines

Soda and snack vending machines are located throughout the campus. Coins and dollar bills are accepted. Credit cards and Apple Pay are accepted at selected machines.

Facilities Use

Many of Leeward's facilities (e.g. theatre, cafeteria, classrooms, outdoor courtyards, recreational facilities) are available for use by college constituencies and the community. Rental fees are typically assessed to non-University of Hawaiʻi affiliated groups.

To reserve facilities, complete a Facilities Use Application available from the Facilities Office, DH-B (455-0558) or online at http://www.leeward.hawaii.edu/FacilitiesUse. The application should be received at least two weeks prior to the date of intended use in order to accommodate the review, authorization, and scheduling process.

For rental of the Leeward Theatre, please contact the Theatre Administrative Offices directly at 455-0380 or visit the Theatre website at http://lcctheatre.hawaii.edu/rental-information.html).

Special Facilities

Biotech Lab: Opportunities for undergraduate research and experience in molecular techniques including gene cloning, sequencing and bioinformatics. Dr. Kabi Neupane, 455-0418.

Educational Media Center: Support for teaching and student learning through the integration and use of instructional technology. The EMC operates several facilities and services for the campus. LC 116, 455-0222

Hoʻoulu ʻĀina, Plant Propagation Facility: Propagation center serving a wide variety of classes. Shade House Manager at 455-0474.

Leeward CC Observatory: Astronomical Observatory offering learning opportunities for the Leeward students, K-12 school students, and the community. Appointments are required for visiting the observatory. Kakkala Mohanan, 455-0442

The Leeward Theatre: Leeward and Central Oʻahu's only major performing arts facility. http://LCCTheatre.hawaii.edu

Native Plant Conservation, Ethnobotanical and Polynesian Introduced Gardens: Extensive native Hawaiian plant collection with more than 100 native species, 30 of which are endangered. Shade House Manager, 455-0474.

The Pearl: Fine dining with upscale contemporary cuisine in a casually elegant atmosphere. Second level of the Campus Center, call 455-0475.

Television Studio: New facilities opened in 2014 with the studio sound stage supporting the Television Production program.

Tennis Courts: Located on theʻewa end of campus and are available for use. 455-0558 for reservations.

Student Life

Student Life Office

Temporary Location during renovation: Campus Center Senate Chambers, 2nd floor 455-0208
Monday–Friday 8:00 a.m.–4:30 p.m.
(After renovation, returning to AD Building)

The Student Life Office provides leadership opportunities through the advisement of the ASUH-Leeward Student Government, Student Activities Board, Budget and Finance Committee, and New Student Orientation Leaders. The Student Life Office also facilitates co-curricular learning experiences through clubs and the IM LeeSports. 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 8:00 a.m.–4:00 p.m.
Friday 8:00 a.m.–3:00 p.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, a ping pong table, bus schedules, board and table games, and a magazine swap table. The Lounge also hosts student events such as poetry slams, live entertainment, and other departmental events.

For more information on the Student Life Office, please visit: www.leeward.hawaii.edu/studentlife

Registered Independent Student Organizations

The Student Life Office facilitates the Registered Independent Student Organizations (RISO). For an updated list of organizations please check the Student Life website. If you would like to start a RISO please refer to the registration guidelines.

Student Government — Associated Students of UH-Leeward Community College (ASUH-Leeward CC)

Campus Center Building, 455-0560
Monday-Friday 9:00 a.m.–4:00 p.m.

ASUH-Leeward CC is governed by an Executive Board comprised of the President, Vice President, Secretary, and Treasurer. They oversee six Senators, including a Waiʻanae Moku Senator, who were elected by the Associated Students of Leeward CC. The Student Government represents the Associated Students of Leeward CC to administration and system-wide. 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.

Student Activities Board -- Associated Students of UH-Leeward Community College

Second Level, Campus Center Building, inside the Student Lounge 455-0208
Monday–Friday 8:00 a.m.–4:30 p.m.

The Student Activities Board (SAB) is governed by the Student Government and advised by the Student Life Coordinator. The purpose of the Student Activities Board is to provide fun, educational, and diverse programs and events for the student body. Events can include video game tournaments, poetry slams, live entertainment, cultural events, and many more. If interested in joining the Student Activities Board, please contact Lexer Chou, achou@hawaii.edu

Budget and Finance Committee -- Associated Students of the UH -- Leeward Community College

The Budget and Finance Committee (B&F) is a sub-committee of the ASUH-Leeward CC Student Government. This committee focuses on properly allocating funding to student organizations and campus departments in co-sponsoring their events/programs to educate and provide social and learning programs outside of the classroom.

Board of Student Communications

The Board of Student Communications encourages and supports student work and publications in journalism, literature, the arts and multimedia. The student produced magazine, Ka Manaʻo, is looking for journalists, photographers, and more. Contact Stanley Lee, stanleyl@hawaii.edu for more information.

IM LeeSports: Intramurals

The Student Life Office coordinates the IM LeeSports League that invites campuses on the island to participate in the intramurals league. This is an opportunity for Leeward students to compete against other community college or UHWO students. The Student Life Office also provides intramurals on the Leeward campus for Leeward students only. If you have any questions please email: leeintramurals@gmail.com

New Student Orientation (NSO)

The Student Life Office recruits, hires, and trains the NSO Leaders. If interested please contact nsorocks@gmail.com

For more information on the Student Life Office please visit: www.leeward.hawaii.edu/studentlife

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, but are not limited to:

- 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

Leeward CC's Student Conduct Code and its approved procedures are available at the Office of the Dean of Student Services and on the College's website: www.leeward.hawaii.edu/policies

Academic Dishonesty

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

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

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

Financial Obligations to the University

Students who have financial obligations (such as tuition and fees, traffic violations, parking tickets, unreturned library books, library fines, other fines, 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 Hawai‘i, Administrative Rules, Title 20, University of Hawai‘i, Chapter 10 on Delinquent Financial Obligations, promulgated by the Board of Regents, is on file in the Office of the Dean of Student Services and is available online at http://www.hawaii.edu/offices/bor/adminrules/chapter10.pdf.

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 grade assignment.

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.

If the student fails to resolve the matter with the faculty member, he/she needs to then discuss it with the faculty member's Division Chair within 14 business days after completing step 1. The DC shall then complete any consultation and shall notify the faculty member and student in writing of his/her conclusion(s) and recommendation(s) within 14 calendar days of receiving the student's report.

If this process fails to achieve a 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. Complete details of the

Academic Grievance Procedures are available through the Office of the Dean of Student Services and online at www.leeward.hawaii.edu/policies.

Family Educational Rights and Privacy of Students (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Leeward Community College receives a request for access.

   A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

   If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Leeward Community College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of regents; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Leeward Community College who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Leeward Community College.

   Parents and spouses of students are advised that information contained in education records, with the exception of directory information, will not be disclosed to them without the prior written consent of the student.

   Students are advised that institutional policy and procedures required under FERPA have been published as Administrative Procedure AP 7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of Administrative Procedure AP 7.022 may be obtained from the Office of the Dean of Student Services.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Leeward Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW Washington, DC 20202

Directory Information

The University has designated the following information from a student's education record as "directory information":

1. Name of student;
2. Major field of study;
3. Class (i.e., freshman, sophomore, etc.);
4. Past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance);
5. Past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance);
6. Weight and height of members of athletic teams;
7. Dates of attendance;
8. Previous institution(s) attended;
9. Full or part-time status;
10. Degree(s) conferred (including dates);
11. Honors and awards (including dean's list).

At its discretion and in conformance with applicable state law, the University may disclose directory information to the public without obtaining a student's prior consent, so long as certain conditions regarding general notification of disclosure of directory information have been followed. Specific directory information about an individual student will not be released to the public if the student has affirmatively informed the University that he or she does not want any or all of those types of information about himself or herself designated as directory information. The procedures for an individual student to "opt" out of disclosure is set forth in UH administrative policy A7.022

Note: Submission of this FERPA nondisclosure of directory information request does not automatically remove students from the UH Online Directory of email addresses, which is accessible only to those with a valid UH email address.

To remove yourself from the UH Online Directory:

- Login to MyUH
- Select the My Profile Tab
- Look for UH Online Directory, Options for Students, select Opt-out

Lists of directory information will not be made publicly available to third parties.

The school may provide the UH Foundation with lists of students with the following information: name, school/college/division/department. Degree, major and minor fields of study, UH email address, home address, and telephone number for the purpose of University and alumni relations.

FERPA Annual Notice Addendum

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education" such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently

retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

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 Hawaiʻi 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 https://www.hawaii.edu/policy/ep2.210.

Unsatisfactory Academic Progress (UAP) Policy

The UAP policy is 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.

Related Policies
There are no related BOR, UH System, or UH Community Colleges policies. Each campus has its own Academic Actions, Unsatisfactory Academic Progress, or Academic Probation policy.

Policy Objectives
- To establish standards of satisfactory academic progress.
- To establish procedures for identifying students who are not making satisfactory academic progress
- To encourage such students to take appropriate action to improve their academic performance.
- To have a procedure that is clear and understandable to students that provides campus offices with guidelines on implementation of the policy.

Procedures
As used in this policy:

- Term is defined as Fall or Spring semester.
- Term GPA is defined as the semester grade point average (GPA) earned for only the applicable semester at Leeward Community College.
- Cumulative GPA is defined as the overall GPA earned at Leeward Community College (the College).
- For purposes of this policy, a student has Unsatisfactory Academic Progress if he/she is placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal.

Academic Warning
- If a student fails to earn a cumulative GPA of 2.0 or higher during a term, the student will be placed on Academic Warning for the following term.
- If the student earns cumulative GPA of 2.0 or higher during the term the student is on Academic Warning, the student will be restored to good academic standing the following term.
- A student will remain on Academic Warning status if the cumulative GPA is below a 2.0, but term GPA is 2.0 or higher. A student on Academic Warning will be encouraged to meet with a counselor to discuss courses to be taken that semester.

Academic Probation
- If during the term the student is on Academic Warning, the student fails to earn a term GPA of 2.0 or higher, the student will be placed on Academic Probation for the following term.
- During the term the student is on Academic Probation, if the student earns a cumulative GPA of 2.0 or higher, the student will be restored to good academic standing the following term.
- A student will remain on Academic Probation status if the cumulative GPA is below a 2.0, but term GPA is 2.0 or higher. 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. The probationary student cannot register or add/drop courses until the student meets with a counselor.

Academic Suspension
- If during the term the student is on Academic Probation, the student fails to earn a term GPA of 2.0 or higher, the student will be placed on Academic Suspension the following term.
- A student who has been suspended is prohibited from enrolling in any credit courses for one term (Fall or Spring) at the College. If the student has pre-registered for an upcoming term, the student will automatically be dropped 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 "Probation after Suspension" status (see next section).

Academic Probation after Academic Suspension (Probation after Suspension)
Students on or readmitted on Academic Probation after Academic Suspension will be required to meet with a counselor to discuss and secure approval for courses to be taken that term. The probationary student may not register or add/drop courses until the student meets with a counselor.

- If, during the "Probation after Suspension" term(s), the student earns a cumulative GPA of 2.0 or higher, the student will be restored to good academic standing the following semester.
- If, during the "Probation after Suspension" term(s), the student fails to earn a term GPA of at least 2.0 or higher, the student will be placed on Academic Dismissal. (see next section).
- Special conditions may be established by the Dean of Student Services. If the student fails to meet those special conditions during the probationary term following the suspension, the student will be placed on Academic Dismissal (see next section)
- If, during the "Probation after Suspension" term(s), the student fails to earn a term GPA of at least 2.0 or higher, the student will be placed on Academic Dismissal. (see next section).

Academic Dismissal
- If the student readmitted to the College on "Probation after Suspension" fails to earn a term GPA of 2.0 or higher, the student will be placed on Academic Dismissal.
- A student who has been dismissed is prohibited from enrolling in any credit courses offered by the College for the next two consecutive terms. If the student has pre-registered for an upcoming term, the student will automatically be dropped 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 after Dismissal status. See next section for required steps.

Academic Probation after Academic Dismissal (Probation after Dismissal)

Students on or readmitted on Academic "Probation after Dismissal" will be required to meet with a counselor to discuss and secure approval for courses to be taken that term. The probationary student cannot register or add/drop courses until the student meets with a counselor.

- If during the "Probation after Dismissal" term(s), the student earns a cumulative GPA of 2.0 or higher, the student will be restored to good academic standing the following term.

- If during the "Probation after Dismissal" term(s), the cumulative GPA is below a 2.0, but term GPA is 2.0 or higher, the student will remain on "Probation after Dismissal."
- 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 will be permanently dismissed from the College.
- If during the "Probation after Dismissal" term(s), the student fails to earn a term GPA of at least 2.0 or higher, the student will be permanently dismissed from the College.
- The College will 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.

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

A student placed on Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal status may appeal the 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 must 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 will be final.

Students on Unsatisfactory Academic Progress (Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal) are not eligible to graduate.

Responsibilities
Admissions and Records track student grade point average (GPA), inputs academic action on student records, and informs students that have UAP status.

Counseling and Advising will provide students with accurate information about the impact of being placed on UAP and recommend appropriate courses to take in subsequent semesters. If a student has been placed on Academic Probation, the student must meet with a counselor to discuss and secure approval for courses to be taken that semester. The probationary student may not register or add/drop courses until the student meets with a counselor.

Policy of Nondiscrimination and Affirmative Action

Leeward Community College declares and reaffirms its commitment to the University of Hawaiʻi's policy of equal education and employment opportunity. The College is committed to the principles and practices of nondiscrimination on the basis of race, sex (including sexual orientation, gender identity and expression), age, religion, color, national origin, citizenship status (except as permissible by applicable law), ancestry, physical and mental disability,

genetic information, marital status (including civil union), arrest and court record (except as permissible under State law), National Guard absence, uniformed services, status as a protected veteran, income assignment for child support, credit history (unless directly related to a bona fide occupational qualification), pregnancy, breastfeeding, or status as a victim of domestic or sexual violence (includes stalking), provided the victim provides notice to her/his employer of such status or the employer has knowledge of such status.

The College further declares its commitment that as part of the University's equal opportunity policy to implement reasonable accommodations, to the extent required by law, for individuals with disabilities, sincerely held religious practices, victims of domestic or sexual violence, pregnancy, and breastfeeding.

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

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

Individuals designated to coordinate the University of Hawaiʻi Community Colleges' nondiscrimination and affirmative action programs are:

Lori Lei Hayashi	Mary Perreira	Kay Ono
EEO/AA Coordinator Leeward Community College 96-045 Alaʻlke, AD 121 (temp. location: ED-114) Pearl City, HI 96782 Phone: 808-455-0277	Director of EEO/ AA UH Community Colleges 2327 Dole Street Honolulu, HI 96822 Phone: 808-956-4650 (V/T)	Interim Dean of Academic Services Section 504 and Title II Coordinator Leeward Community College 96-045 Alaʻlke, AD 107 Pearl City, HI 96782 Phone: 808-455-0440

Discrimination Complaints

Discrimination against students, employees, and applicants for admission or employment as articulated in the Policy on Nondiscrimination and Affirmative Action is prohibited and will not be tolerated by Leeward Community College. Violation of this Policy from any individual may subject a member of the University community to adverse treatment/action based on the protected category as set forth in the Policy.

Discrimination complaints will be processed using the University's Administrative Procedure A9.920, Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment and Admissions.

Complaints of discrimination may be addressed to:

Students:

Kay Ono, Section 504 and Title II Coordinator
Leeward Community College
96-045 Ala'Ike, AD 107
Pearl City, HI 96782
Phone: 808-455-0440

College Employees (to include student employees):

Lori Lei Hayashi, Human Resources Manager and EEO/AA Coordinator
Leeward Community College
96-045 Ala'Ike, AD 121 (temporary location: ED-114)
Pearl City, HI 96782
Phone: 808-455-0277

The process of addressing allegations of discrimination are described in the University of Hawai'i Administrative Procedure A9.920, Discrimination Complain Procedures for Students, Employees, and Applicants for Admission or Employment, August 2002.

Complaints of discrimination may also be filed with:

Mary Perreira
Director of EEO/AA
UH Community Colleges
2327 Dole Street
Honolulu, HI 96822
Phone: 808-956-4650 (V/T)

Services for Deaf and Hard of Hearing Students

Deaf and hard of hearing individuals desiring information may contact the College by calling the TTY (Text Telephones) number at 1711 or (808) 643-8833. A TTY pay phone is located outside on the makai side, ground floor, of the PS Building, next to PS 105.

Information about the programs, services, activities, and facilities which are available to persons with disabilities can be obtained by contacting the Kāko'o'Ike Program at 455-0421. See details in the next section.

Services for Students with Disabilities

Kāko'o'Ike Program - Support for Learning
LC 213 455-0421
The Kāko'o'Ike Program (KI) provides classroom accommodations for students with documented disabilities. KI also helps students who choose to better understand their own personal learning strengths and style. Over 60 free handouts related to disabilities and strategies for success in college are available for your information.

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 and strategies for effective study.

- **Interactive analysis -** Through discussion and preference inventories, discover and understand your own unique learning style.

The range of academic support services the KI Program provides include 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.

In order to request accommodations, complete the online registration process available by the link on the KI Program home page: http://www.leeward.hawaii.edu/ki

Policy on Sex Discrimination and Gender-Based Violence

The University of Hawai'i is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence. This includes:

- Sex Discrimination
- Sexual Harassment
- Gender-Based Harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity or gender expression
- Sexual Exploitation
- Sexual Assault
- Domestic and/or Dating Violence
- Stalking

Conduct of this nature constitutes illegal discrimination as set forth in Title IX of the Education Amendment of 1972, relevant sections of the Violence Against Women Reauthorization Act of 2013, Title VII of the Civil Rights Act of 1964, and Hawai'i laws that prohibit discrimination on the basis of sex, sexual orientation and gender identity.

Any person believing that they have been subjected to any of the above should report the prohibited behavior immediately to one of Leeward CC's Title IX Coordinators. Retaliation against anyone who has reported this type of conduct or who participates in any resolution process is strictly prohibited.

In addition, the following confidential resources are available to students who may wish to make a confidential disclosure in order to gain confidential information or support:

Please call for the most updated hours of availability.

Mental Health Counselor
Counseling & Advisement Office
Pearl City Campus, AD 208
Phone: (808) 455-0516
Leeward CC's Waiʻanae Campus
Phone: (808) 696-6378

Shari Imanaka, RN and Dr. Sharon Hiu
Leeward CC Student Health Center
Pearl City Campus, AD 122
Phone: 808-455-0515
Website: www.hawaii.edu/shs/lcc

(Veterans Only)
Veterans Resource Center
Pearl City Campus, BS 103
Phone: 808-455-0672
Website: http://www.leeward.hawaii.edu/military
Campus Survivor Advocacy Program

Complete information on all Title IX resources:
http://www.leeward.hawaii.edu/TitleIX
http://www.leeward.hawaii.edu/lovepono

For more information and for a complete copy of the University of Hawaiʻi policy prohibiting sex discrimination and gender-based violence (Interim Policy EP1.204), please visit http://www.hawaii.edu/titleix.

Title IX Coordinator: Farshad "Sha" Talebi
Leeward Community College
96-045 Alaʻike, DHP A-102
Pearl City, HI 96782
Phone: 808-455-0478

Deputy Title IX Coordinator for Students: Michelle Igarashi
Student Services Program Officer
Leeward Community College
96-045 Alaʻike, DHP A-103
Pearl City, HI 96782
Phone: 808-455-0236

Deputy Title IX Coordinator for Students: Danny Wyatt
Leeward Community College, Waiʻanae Moku Coordinator
87-380 Kulaaupuni St.
Waiʻanae, HI 96792
Phone: 808-454-4704

Deputy Title IX Coordinator for Employees (including Student Employees):
Lori Lei Hayashi

Human Resources Manager and EEO/AA Coordinator
Leeward Community College
96-045 Alaʻike, AD 121
Pearl City, HI 96782
Phone: 808-455-0277

Resources and procedures for Sex Discrimination and Gender-Based Violence can be found online:
www.leeward.hawaii.edu/TitleIX

Safe Zone

The Safe Zone Program's objective is for trained participants to utilize their gained knowledge and skills to foster a safe and inclusive community for LGBTQ+ students, faculty, and staff to promote social justice in the University of Hawaiʻi System.

Upon completion of a Safe Zone Training, participants will be invited to become Advocates in the University of Hawaiʻi System Safe Zone Program.

Any office or faculty/staff member that has the Safe Zone poster have declared they are advocates.

To view a listing of allies and advocates: http://tinyurl.com/safezoneleeward

For more information: http://www.leeward.hawaii.edu/lgbtq-plus

The Safe Zone program recognizes Leeward Community College's Rae Watanabe, Assistant Professor in English and the late Joan Souza, former Leeward Community College Counselor, for creating the initial safe zone program that is now embraced system-wide.

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/security.

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.

Illicit Drugs and Alcohol

This Official Notice, by the University of Hawaiʻi 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 or online at www.leeward.hawaii.edu/policies.

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 Hawaiʻi Leeward Community College campus are available in the Office of the Dean of Student Services and the Office of the Chancellor or online at www.leeward.hawaii.edu/policies and at https://www.hawaii.edu/policy/ep11.201.

Dangerous Weapons

The possession or use of firearms, ammunition or dangerous weapons as defined in Chapter 134, HRS, on University premises is strictly prohibited, unless specifically authorized by the Chancellor.

Dangerous weapons include but are not limited to firearms, ammunition, spear guns, knives, explosives and dangerous substances. Any person found in violation may be subject to the provisions of State law, University policy and the Student Conduct Code.

For more information, see the University of Hawaiʻi's System Policy on Workplace Non-Violence (EP 9.210) at https://www.hawaii.edu/policy/ep9.210.

Smoking

All University of Hawaiʻi campuses and facilities are tobacco-free. Hawaiʻi state law (SB 134, Act 160, SLH 2018) prohibits the use of tobacco products on all 10 UH campuses and university-owned facilities.

Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes and chewing tobacco. Previously designated "smoking areas," (including parking lots) are now also no-smoking areas.

Additional information can be found online at
www.leeward.hawaii.edu/smoking

Prohibited Activities

Non-approved activities such as skateboarding, roller-blading, bicycling, ball-playing, and frisbee, etc. are prohibited on campus.

University of Hawaiʻi Board of Regents

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Administration

Office of the Chancellor
Carlos G. Peñaloza, Ph.D, Chancellor AA, Liberal Arts, Queensborough Community College; BA, Biology, Queens College of the City University of New York; Master of Philosophy, PhD, Biology, City University of New York

Vaughnelle "Lani" O'Neal, Private Secretary

Kathleen Cabral, Marketing Officer; BA, University of Toledo

Farshad "Sha" Talebi, Title IX Coordinator

Vacant, Communications Specialist

Office of the Vice Chancellor for Academic Affairs
Della Teraoka, Vice Chancellor for Academic Affairs/Chief Academic Officer; BBA, Accounting/MIS, Texas Tech University; MBA, University of Washington

James Goodman, Dean of Arts and Sciences; BFA, MFA, University of Hawaiʻi at Mānoa

Kay Ono, Interim Dean of Academic Services; BS, MA, Loma Linda University

Ron Umehira, Dean of Career and Technical Education; BBA, MEd, University of Hawaiʻi at Mānoa; Certified Hospitality Educator (CHE), American Hotel and Lodging Educational Institute; Certified Program Planner (CPP), The Learning Resources Network

Kami Kato, Interim Dean of Student Services, BA, University of Hawaiʻi at Mānoa; MSW, Boston University

Momiala "Momi" Kamahele, Professor CC, Hawaiian Studies, Native Hawaiian Student Support Coordinator; BA, MA, ABD, University of Hawaiʻi at Mānoa

Aulii Silva, Professor CC, Grants Research and Program Development Specialist; BA, Asian Studies, University of Redlands; MA, Education Counseling, University of Redlands

Janel Oshiro, Banner Specialist; BA, Psychology, University of Hawaiʻi at Mānoa

Shirlene Callejo, Secretary to Vice Chancellor, Academic Affairs

Serina Makaiwa, Secretary to the Dean of Career and Technical Education

Arlene Prado, Secretary to the Dean of Arts and Sciences

Stella Yamamoto, Secretary to the Dean of Academic Services

Charlene Mimuro, Secretary to the Dean of Student Services

Office of the Vice Chancellor of Administrative Services
Mark Lane, Vice Chancellor, Administrative Services; BS, Troy University, Montgomery; M.Ed., University of Hawaiʻi at Mānoa

Harumi Hatchie-Leong, Secretary; AS, Kapiʻolani Community College
Office of Student Services

Office of Planning, Policy and Assessment
Shuqi Wu, Coordinator, BA, Education, East China Normal University (Shanghai); MA, PhD, Educational Administration, University of Hawai'i at Mānoa

Adam Halemano, Institutional Assessment Specialist; BS, Information Technology, MA, Education/Curriculum and Instruction, University of Phoenix; MEd, Educational Technology, University of Hawai'i at Mānoa

Charlotte Watanabe, IT Specialist; BS, University of Hawai'i at Mānoa

Tao Feng, Institutional Analyst; BS, East China Normal University, MS, Travel Industry Management, University Hawai'i at Mānoa

Erin Matsuda, Grants Coordinator; BA, University of Hawai'i at Mānoa; MA, Public Administration, University of Hawai'i at Mānoa

---

Native Hawaiian Student Support Programs
Hālau'Ike o Pu'uloa

Momi Kamahele, Professor CC, Hawaiian Studies; BA, MA, ABD, University of Hawai'i at Mānoa

Anna Pi'ikea Hardy-Kahaleo'umi, Associate Professor, CC Counselor; BS, Chaminade University; MA, John F. Kennedy University

Frani Okamoto, Shade House Manager, BS, Animal Technology, University of Hawai'i at Mānoa

Faculty and Staff

Arts and Humanities Division
Division Office: FA 109
Telephone: 455-0351
Division Chair: James A. West
Division Secretary: Terry Richter

Lu'ukia Archer, Assistant Professor CC, Hawaiian Studies; BA, MA, PhD, University of Hawai'i at Mānoa

Reem Bassous, Instructor CC, Drawing and Painting; BA, Lebanese American University; MFA, The George Washington University

Elizabeth K. Burdick, Assistant Professor CC, Theatre; BA, Mills College; MFA, University of Hawai'i at Mānoa

Joseph Chernisky, Professor CC, Religion; BA, Muskingum College; MA, University of Hawai'i at Mānoa

Jessica Choi, Assistant Professor CC, Music; B.M., Julliard School of Music; M.M., Northwestern University

Peter Kun Frary, Professor CC, Music; BA, Western Washington State College; MA, University of Hawai'i at Mānoa

James H. Fujita, Professor CC, History, BA, MA, University of Hawai'i at Mānoa

Michael Harada, Assistant Professor CC, Art; BFA, MFA, University of Hawai'i at Mānoa

Sania Fa'amaile Betty P. Ickes, Assistant Professor CC, History; AA, Leeward Community College; BA, University of Hawai'i-West O'ahu; MA, PhD, University of Hawai'i at Mānoa

Momiala Kamahele, Professor CC, Hawaiian Studies; BA, MA, ABD, University of Hawai'i

Abdul Karim Khan, Professor CC, History; MA, University of Peshawar, Pakistan; MA, Eastern Washington University, PhD, University of Hawai'i at Mānoa

Steven W. Laycock, Professor CC, Philosophy; BA, MA, PhD, Indiana University

Raymund L. Liongson, Professor CC, Asian and Philippine Studies; BA, MA, Northwestern University; PhD, University of the Philippines

Paul Lococo, Professor CC, History; BA, MA, PhD, University of Hawai'i at Mānoa

Tracie K.C. Losch, Associate Professor CC, Hawaiian Studies, BA, MA, University of Hawai'i at Mānoa

Susan K. Lum, Professor CC, Literature; BA, MA, University of Hawai'i at Mānoa

D. Mark Minasian, Professor CC, Music; BA, California State University, Chico; M.M., Indiana University School of Music

Shigeru Miyamoto, Assistant Professor CC, Art; BA, MA, California State University, San Jose

Wayne M. Muromoto, Professor CC, Digital Arts; BA, Cornell University; MFA, University of Hawai'i at Mānoa

Michael T. Oishi, Assistant Professor CC, English Literature; AA, Leeward Community College; BA, University of Hawai'i at Mānoa; MA, University of Washington

Stephanie Palombo, Associate Professor CC, Dance; BA, University of California, Santa Cruz; MFA, University of Hawai'i at Mānoa

Jay S. Sakashita, Professor CC, Religion; BA, MA, University of Hawai'i at Mānoa; PhD, The University of Stirling

Suzette Scotti, Assistant Professor CC, Art History; BA, Vassar College; MA, University of Virginia; MA, Louisiana State University; Diploma in Legal Studies, Queens' College, Cambridge University

John Signor, Assistant Professor CC, Music; B.M., Willamette University; M.M., The Juilliard School; D.M.A., University of Miami; MFA, California Institute of the Arts

James West, Professor CC, Philosophy; BA, MA, University of Hawai'i at Mānoa

Gailynn Williamson, Professor CC, Philosophy; BA, Wheaton College, MA; MA, PhD, University of Hawai'i at Mānoa

Naiad Wong, Instructor CC, History; BA, MA, University of Hawai'i at Mānoa

---

Business Division
Division Office: BE 213
Telephone: 455-0344
Division Chair: Warren Kawano
Division Secretary: Melinda Lee
Business Counselor: Joy Lane
Academic Specialist: Rien Vidad

Kathleen Cashman, Instructor CC, Health Information Technology; AAS, Heald College; BA, University of Hawai'i at Mānoa

Douglas Choy, Assistant Professor CC, Management; BBA, University of Hawai'i at Mānoa; MBA, Hawai'i Pacific University

Faustino Dagdag, Instructor CC, Management; BBA, University of Hawai'i at Mānoa

Ross Higa, Assistant Professor CC, Management; BBA, University of Hawai'i at Mānoa

Warren Y. Kawano, Associate Professor CC, Business Technology; BEd, University of Hawai'i at Mānoa, MBA, Hawai'i Pacific University

Tina Lee, Assistant Professor CC, Accounting, BBA, MAcc, University of Hawai'i at Mānoa

Lynette Kuuipo Lum, Assistant Professor CC, Business Technology; BS, Central Michigan University

Stanley May, Professor CC, Business Technology; BA, University of Pennsylvania; MBA, University of Hawai'i at Mānoa

Mellissa Moody, Instructor CC, Accounting; BBA University of Hawai'i at Mānoa; MAcc University of Scranton

Kay Ono, Professor CC, Business Technology; BS, MA, Loma Linda University

Shelley S. Ota, Professor CC, Accounting; BA, University of Washington; MAcc, University of Hawai'i at Mānoa

Della Teraoka, Professor CC, Accounting; BBA, Accounting/ MIS, Texas Tech University; MA, Pacific Oaks College, MBA, University of Washington

Evelyn Wong, Assistant Professor CC, Accounting; CPA (inactive); B.B.A., Temple University

---

Language Arts Division
Division Office: LA 201
Telephone: 455-0330
Division Chair: Kathryn Fujioka-Imai
Division Secretary: Tiffany Kasoga
Office Assistant: Dorothy Simon
Counselor: Nicole Keim-Fortuno

Yumiko Asai-Lim, Professor CC, Japanese; BA, University of Hawai'i at Hilo; MA, University of Hawai'i at Mānoa

Paula Asamoto, Assistant Professor CC, Speech; BA, MA, University of Hawai'i at Mānoa

Joseph Badis, Assistant Professor CC, Hawaiian Language; BA, MA University of Hawai'i at Mānoa

Ann Berner, Professor CC, English, Writing; BA, San Diego State University; MA, University of San Francisco

Jeremiah Boydstun, Associate Professor CC, English, Writing; BA, MA, University of Hawai'i at Mānoa

Eileen Cain, Associate Professor CC, English, Writing; BA, Catholic University of America; MA, PhD, University of Hawai'i at Mānoa

Cara Chang, Instructor CC, English, BA, University of San Diego; MA, University of Hawai'i at Mānoa

Kathryn Fujioka-Imai, Professor CC, English, Writing; BA, MA, EdD, University of Hawai'i at Mānoa

Christian Gilbert, Assistant Professor CC, Speech; BA, Speech, MA Communicology, University of Hawai'i at Mānoa

Samantha Hume, Instructor CC, English as a Second Language and English Language Institute; BA, University of Kent; MA, University of Nottingham; EdD, University of Exeter

Michelle Igarashi, Assistant Professor CC, English; MA, University of Hawai'i at Mānoa; PhD, State University of New York at Stony Brook

Ann Inoshita, Assistant Professor CC, English; BS, Computer Science, Hawai'i Pacific University, MA, English, University of Hawai'i at Mānoa

Kelly Kennedy, Instructor CC, English as a Second Language and English Language Institute; BA, New College of Florida; MA, University of Hawai'i at Manoa

Michele M. Mahi, Assistant Professor CC, Speech; BA, MA, University of Hawai'i at Mānoa

Donna Matsumoto, Professor CC, English; BA, MA, University of Hawai'i at Mānoa

Lance K. Morita, Associate Professor CC, English; BA, University of Hawai'i-West O'ahu, MA, University of Hawai'i at Mānoa

Kazuko Nakamitsu, Assistant Professor CC, Japanese; BA, Kansai Gaidai University; MA, Monterey Institution of International Studies

Mary Anne Nakano, Associate Professor CC, English, Reading; BA, Portland State College; MEd, University of Hawai'i at Mānoa

Brandi L. Reyes, Assistant Professor CC, English-Creative Writing; BA, English-Creative Writing, Seattle University; MA, English, University of Hawai'i at Mānoa

Tara Rojas, Associate Professor CC, Spanish; BA, MA, University of Hawai'i at Mānoa

Christy Takamure, Professor CC, Speech; BA, MA, University of Hawai'i at Mānoa

Dayle K. Turner, Assistant Professor CC, English; BA, University of Hawai'i at Mānoa; MA, Northern Arizona University

Lani Uyeno, Professor CC, English, Reading; B.Ed., MEd, University of Hawai'i at Mānoa

Melanie Van der Tuin, Assistant Professor CC, English; BA, Western Michigan University; MA, Wayne State University

Susan Waldman, Assistant Professor CC, English; BA, University of Massachusetts; MFA, Emerson College

Rae Watanabe, Assistant Professor CC, English; BA, MA, University of Hawai'i at Mānoa

Frances K. Won, Assistant Professor CC, English; BA, De Pauw University; MFA Eastern Washington University

Susan Wood, Professor CC, English; BA, Lewis and Clark College; MA, University of Hawai'i at Mānoa

Carleen Yokotake, Professor CC, Speech, Communications; BA, MA University of Hawai'i at Mānoa

Kelly Kennedy, Instructor CC, English as a Second Language; BA, New College of Florida; MA, University of Hawai'i at Mānoa

Malia Morales, Instructor CC, Hawaiian Language; BA, University of Hawai'i at Hilo; MA, University of Hawai'i at Mānoa

Tasha Williams, Instructor CC, English; BA, MA, Southern Illinois University Edwardsville

Language Arts Division-Office of International Programs

Chen-Han Lee, Instructor CC, Coordinator; MA, San Jose State University; PhD, University of Southern California

Aya Hara-Joesting, Educational Specialist for Office of International Programs

International Student Advisor: Vacant

Mathematics and Natural Sciences Division
Division Office: BS 106A
Telephone: 455-0251
Division Chair: William Albritton
Division Secretary: Teri-Ann Tsukenjo
STEM Counselor: Heather Takamatsu
DEV MATH Counselor: Tiana Loo

William M. Albritton, Associate Professor CC, Information and Computer Science; BA, Physics, Oberlin College; MS, ICS, University of Hawai'i at Mānoa

Bradley O. Ashburn, Associate Professor CC, Chemistry, Biochemistry; BS, University of California at Davis, PhD, Oregon State University

Michael J. Bauer, Professor CC, Information and Computer Science; BS, University of Wisconsin-Parkside, MBA, University of Hawai'i at Mānoa

Patricia F. Domingo, Lab Manager; BS, University of Hawai'i at Mānoa

Daniela Dutra Elliott, Assistant Professor CC, Biology, BA, Florida Atlantic University; MS, Horticultural Sciences-Environmental, University of Florida; PhD, University of Hawai'i at Mānoa

Jiajia Garcia, Associate Professor CC, Mathematics; BS, MA, PhD, University of Hawai'i at Mānoa

Petersen W. Gross, Assistant Professor CC, Information and Computer Science; BS, ICS, MS, ICS, University of Hawai'i at Mānoa

Andrea L. Herndon, Assistant Professor CC, Mathematics; BS, MS, University of North Carolina at Wilmington

Sandro Jube, Instructor CC, Biology; BS Biology, Hawai'i Pacific University; MS, PhD, Molecular Biosciences and Bioengineering, University of Hawai'i at Mānoa

Helmut DJ Kae, Assistant Professor CC, General Science; BS Integrated Sci, PhD Microbiology and Immunology, University of British Columbia

Mana'o Kaluhiokalani, Assistant Professor CC, Mathematics; BS, MS, Brigham Young University-Provo, Utah

Siu Lung Kwok, Professor CC, General Science, BS, MS (Physics), University of Hawai'i at Mānoa

Vincent Lee, Assistant Professor CC, Information and Computer Science; BS, MS, University of Hawai'i at Mānoa

Alyssa M. MacDonald, Instructor CC, Biology; BS Biology, MS Fisheries Science, University of Massachusetts Dartmouth

Eric Matsuoka, Professor CC, Mathematics; BA, MA, Mathematics, University of Hawai'i at Mānoa; MEd, Educational Technology, American College of Education

Heather R. K. McCafferty, Instructor CC, Plant Biology and Tropical Agriculture; BS Agriculture, University of Aberdeen, Scotland; PhD, Molecular Biology, University of Exeter, England.

Jennifer R. McFatridge, Instructor CC, Math and Science; BS, MS, Physics, University of Hawai'i at Mānoa

Christina Mende, Instructor CC, Mathematics; BA, MA, University of Hawai'i at Mānoa

Kakkala Mohanan, Assistant Professor CC, Astronomy, Geology, Oceanography, Science; BS, M.Sc., Physics, University of Kerala; MS, University of Hawai'i at Mānoa; PHD, Geophysics, University of Hawai'i at Mānoa

Darci Miyashiro, Instructor CC, Mathematics; BA, Mathematics, University of Hawai'i at Mānoa; MEd, Educational Technology, American College of Education

Kabi Neupane, Professor CC, Biology, Biotechnology, BS, M.Sc., University of Agricultural Sciences, India; MBA, PhD, University of Hawai'i at Mānoa

Paul Kim Long V. Nguyen, Instructor CC, Mathematics; BA, MA, Mathematics, California State University, Fullerton, , PhD Mathematics, University of Hawai'i at Mānoa

James Ogg, Instructor CC, Mathematics; BS, Grove City College; BGS, Roosevelt University; MBA, University of Hawai'i at Mānoa

Reina M. Ojiri, Instructor CC, Math and Science; BA, Math, MEdT, University of Hawai'i at Mānoa

Robert Oshiro, Lab Manager, BA, Zoology, University of Hawai'i at Mānoa

Bryson E. Padasdao, Assistant Professor CC, Engineering, Physics; BS, PhD, Electrical Engineering, University of Hawai'i at Mānoa

Donnabelle B. Pascual, Professor CC, Mathematics; BS, Mathematics for Teachers, Philippines; MA, University of Philippines

Blanca Polo, Associate Professor CC, Information and Computer Science; BS MIS, Universidad Regiomontana; MS, ICS, PhD, Computer and Information Sciences, University of Hawai'i at Mānoa

Luca Preziati, Instructor CC, Chemistry; AS, Biotechnology, Stark State College; MS Chemical Engineering, Politecnico di Milano

Alejandro A. Ramos, Assistant Professor CC, Information and Computer Science; BBA, University of Hawai'i at Mānoa

Michael Reese, Assistant Professor CC, Chemistry; BS, University of Maine at Orono; MS, University of Hawai'i at Mānoa

I-Chia Shih, Assistant Professor CC, Biology; BS, Biology, MS, Biochemistry, PhD, Biomedical Sciences, University of Hawai'i at Mānoa

Naomi Uyeno, Math Lab Manager; BA, Liberal Arts, Mathematics Concentration, Pepperdine University

Catherine Walker, Associate Professor CC, Mathematics; BA, Rutgers University; MSEd, University of Pennsylvania

Jennifer Watada, Professor CC, Mathematics; BA, MEd, University of Hawai'i at Mānoa

---

Professional Arts and Technology Division
Division Office: GT 116
Telephone: 455-0300
Division Chair: Tommylynn Benavente
Division Secretary: Fabiola Castellano
PAT Counselor: Ann Dorado
Academic Specialist: Paras Williams

Milton Ayakawa, Instructor CC, Automotive Technology; CA, AS Leeward Community College; Certified Master Technician by the National Institute for Automotive Service Excellence (ASE); Certified Advanced Level ASE Technician; Master Technician, Toyota; Certified Mechanic, State of Hawai'i

Tommylynn Benavente, Professor CC, Culinary Arts; AS, Food Service, Leeward Community College; B.Ed., University of Hawai'i at Mānoa; Certified Hospitality Educator (CHE), American Hotel and Motel Association

Lee Alan Dung, Instructor CC, Culinary Arts; BS, University of Hawai'i at Mānoa; AS, Kapi'olani Community College; CEC, ACF.

Matthew Egami, Instructor CC, Culinary Arts; AS, Culinary Arts, Kapi'olani Community College

Jeff Eligio, Instructor CC, Automotive Technology; CA, AS, Leeward Community College; Certified Ford Motor Company Master Technician; Certified Automotive Technician by the National Institute for Automotive Service Excellence (ASE); Certified Mechanic, State of Hawai'i ; Certified PMVI inspector (Safety Inspection), State of Hawai'i.

Jason Fernandez, Lab Manager, Food Service; AS, Food Service, Leeward Community College

Christopher Garnier, Instructor CC, Culinary Arts

Robert Hochstein, Professor CC, Television Production; BEd, Education and Communication, California State College; MSA, Central Michigan University

Mark F. Lacasandile, Instructor CC, Automotive Technology; AS Leeward Community College; Certified Master Technician by the National Institute for Automotive Service Excellence (ASE); Certified Advance Level ASE Technician (L1); Annual Automotive Safety Inspector; Certified Mechanics License-State of Hawai'i Motor Vehicle Repair Industry Board; Toyota Team 21 Certified

Abigail Langlas, Instructor CC, Culinary Arts; Advanced Pastry Degree, Westminster College; Diplome Superiore, L'Ecole de Cuisine Francaise de Sabrine de Mirbeck

Donald Maruyama, Associate Professor CC, Culinary Arts; BA, Grinnell College

Nolan Miyahara, Instructor CC, Automotive Technology; CA, AS, Automotive Technology, Leeward Community College, Advanced Engine Technology, Honolulu Community College; Certified Master Technician by the National Institute for Automotive Excellence (ASE); Certified Advanced Level ASE Technician; Toyota Team 21 and Hybrid Certified; Certified Mechanic, State of Hawai'i.

Robert Oshita, Instructor CC, BA, Communications, University of Hawai'i at Mānoa

Eric M. K. Pang, Professor CC, Automotive Technology; AS, Automotive Technology, AA, Leeward Community College Community; B.Ed., Trades & Industry Education, University of Hawai'i at Mānoa; Certified Master Automotive Technician by the National Automotive Institute for Service Excellence (ASE); Certified Mechanic License-State of Hawai'i Motor Vehicle Repair Industry Board

Kelton Taniguchi, Automotive Lab Manager; AA, Liberal Arts, CC, CA, AAS Automotive Technology, Leeward Community College; BA, General Business Administration, University of Hawai'i-West Oʻahu; ASE Certified Master Technician; ASE Advanced Level Technician; Certified Mechanic, State of Hawai'i.

Irwin Yamamoto, Assistant Professor CC, Digital Media and Television Production; AA, Liberal Arts, Leeward Community College; BA, Speech, MEd, Educational Technology, University of Hawai'i at Mānoa

---

Social Sciences Division
Division Office: FA-220
Telephone: 455-0360
Division Chair: Wesley Teraoka
Division Secretary: Kristina Rodrigues
Office Assistant: Elizabeth Mangrobang
Education Counselor: Erin Thompson

Corey Adler, Assistant Professor CC, Sociology; BA, University of Maryland College Park; MA, PhD, University of Hawai'i at Mānoa

Kelsie Aguilera, Assistant Professor CC, Anthropology; BA, University of Miami, MA, Binghamton University State University of New York

Maricar Apuya, Instructor CC, Economics; BA Economics and Accounting, University of California at Santa Barbara; MA Economics, San Jose State University.

Ashley Biddle, Instructor CC Psychology; BA Wellesley College; MA, PhD, University of Hawaii at Manoa.

Patricia Jayne Bopp, Assistant Professor CC, Sociology; BA, Arizona State University, MPH, MA, University of Hawai'i at Mānoa

Eunice Brekke, Associate Professor CC, Sociology, BS, Hawai'i Pacific University, MA, PhD, University of Hawai'i at Mānoa

Weirong Cai, Professor CC, Anthropology; BA, Hebei Teachers University, China; MA, PhD, University of Hawai'i at Mānoa

Michael Cawdery, Associate Professor CC, Education; BA Sociology, University of Buffalo (SUNY); MA Education Policy and Leadership, University of Maryland; PhD Education, University of Hawaii.

Lois-Lynn Deuel, Instructor CC, Psychology, BA, University of Winnipeg, MS, MPH, PhD, University of Miami

Brian Ichida, Instructor CC, Education; MEd, University of Hawai'i at Mānoa

Jeffrey Judd, Associate Professor CC, Education, BS, Post Bac Secondary Science, University of California at Davis, MEd, PhD, Educational Psychology, University of Hawai'i at Mānoa

Christina Keaulana, Instructor CC, Education; BA, English and Asian Studies, Brandeis University, MA; MEd, Special Education, PhD, Education, University of Hawai'i at Mānoa

Gholam Khaleghi, Professor CC, Economics; BS, Worcester State College; MS, PhD, University of Hawai'i at Mānoa; Post Doctoral Certificate, Harvard University

Eiko Kosasa, Associate Professor CC, Political Science; BA, MA, PhD, University of Hawai'i at Mānoa

Judy M. Lee, Professor CC, Economics; BA, MA, University of Hawai'i at Mānoa

Bruce Lindquist, Associate Professor CC, Geography; BS, Weber State College, UT; MA, PhD, University of Hawai'i at Mānoa

Cameron Rivera, Student Support Specialist, Education Program; BBA, Marketing; MEd, Educational Technology, University of Hawai'i at Mānoa

Jaydene Kale'a Silva, Assistant Professor CC, Education; BA, Hawaiian Studies, University of Hawai'i at Mānoa; MEd, Secondary Education, Chaminade University; PhD Curriculum Studies, University of Hawai'i Mānoa

Wesley Teraoka, Professor CC, Geography; BA, MA, University of Hawai'i at Mānoa

Ralph E. Vaughn, Professor CC, American Studies, Economics; BS, Fordham University; MBA, St. John's University; MA, University of Hawai'i at Mānoa

Gwen E. Williams, Professor CC, Human Services; BA, Psychology, Environmental Studies, University of California at Santa Cruz; MSW, University of Hawai'i at Mānoa, PhD, California Institute of Integral Studies

---

Wai'anae Moku Education Center
87-380 Kulaaupuni St
Wai'anae, HI 96792
Office: 454-4702
Fax: 696-4024

Wai'anae Moku Coordinator:
Danny Wyatt, Assistant Professor CC, English; MA, Southern Illinois University

Secretary: Walterbea Aldeguer
Office Assistant: Danielle Saito
Counselor: Leon Florendo
Counselor: Christopher Pokipala
Counselor: Jamie Newalu

Darwin Bohnet, Assistant Professor CC, Science; BS Biology, Brigham Young University, HI; MS, Biology, Eastern New Mexico University

Lucy Gay, Associate Professor CC, MEd, Educational Psychology, University of Hawai'i at Mānoa

Genai Keli'ikuli, Associate Professor CC, Hawaiian Studies; BA Hawaiian Studies, MA Political Science, University of Hawai'i at Mānoa

Meredith J. Lee, Assistant Professor, CC; English; BA, University of Hawai'i at Mānoa; MA, PhD, University of Washington

W. Gregg Longanecker, Assistant Professor CC, Mathematics; BBA, Ohio University; MEd, University of Georgia

Hujin Sergi, Instructor CC, Mathematics; BA, MA, Kyungpook University

Summer Shimabukuro, Assistant Professor, CC; BS, University of Puget Sound; MET, University of Hawai'i at Mānoa

Jennifer Wharton, Assistant Professor CC, English, BA, Political Science, Holy Cross College; MA, Asian Studies, University of Hawai'i at Mānoa; MA, ESL, University of Massachusetts

Educational Specialists:

Randy Gomabon, B.A., M.A., Communications, University of Hawai'i at Mānoa

Emi Kaneshiro, M. Ed., Counseling and Guidance, University of Hawai'i at Mānoa

Counselors:

Leon F. Florendo, Associate Professor CC, Counselor; BA, Psychology and MEd, University of Hawai'i at Mānoa

Christopher Pokipala, Instructor CC, Counselor; BA, Hawaiian Studies, MSW, University of Hawai'i at Mānoa

Jamie Newalu, G2FO/ATE Counselor; BA, Psychology UH Manoa, MA Social Work, University of Washington, Licensed Social Worker State of Hawaii

---

Emeritus/Faculty

Mazie S. Akana, Professor CC, Mathematics

Robert N. Asato, Professor CC, Chemistry

Charles W. Brennan, Professor CC, Music

Elena M. Bumanglag, Professor CC, Business Education

John W. Conner, Professor CC, Literature

Mary Jane Dobson, Professor CC, Sociology

Ronald M. Flegal, Professor CC, Physical Sciences

Larry H. Fujinaka, Professor CC, Psychology

E. Dean Garrett, Professor CC, Recreation Instruction

Jean Hara, Professor CC, Business Technology

Patricia J. Harpstrite, Professor CC, Spanish

Nancy A. Higa, Professor CC, English (Reading)

Joseph Hilbe, Professor CC, Philosophy

Barbara A. Hotta, Professor CC, Information and Computer Science

Amy K. Inowe, Professor CC, Business

Janice S. Ito, Professor CC, Biological Sciences

Donald G. Klim, Professor CC, Oceanography

Cary Kuroda, Professor CC, Computer Aided Drafting and Design

Robin R. Lyons, Professor CC, Geography

John Michalski, Professor, CC, English

Priscilla S. Millen, Professor, CC, Botany

Grace Miller, Professor CC, Anthropology

Leslie Munro, Professor CC, English

Linda Currivan Musto, Professor CC, English

Thomas Omine, Professor CC, Automotive Technology

Ronald L. Palma, Professor CC, Accounting

Joseph Perz, Professor CC, Philosophy

Garman Pond, Professor CC, English

Norman F. Roberts, Professor CC, English

Anthony R. Russo, Professor CC, Biology/Oceanography

Barbara Saromines-Ganne, Professor CC, Art

Dorothy S. Schliemann, Professor CC, Literature

Keiko Shirae, Professor CC, Business

Ferenc Sipos, Professor CC, English

Pearl Takeuchi, Professor CC, Chemistry

Katsugi Tamanaha, Professor CC, Counseling

Bethany L. Thomas, Professor CC, History

Donald Thomson, Professor CC, Sociology

James Uyeda, Professor CC, Music

Stanley Uyemura, Professor CC, Math

Arleda M. Watson, Professor CC, English

Richard Yap, Professor CC, Political Science

Kathleen Young, Professor CC, Business Technology

Academic Services
Kay Ono, Interim Dean of Academic Services
Office: Learning Commons Building LC 301B
Telephone: 455-0440
Secretary: Stella Yamamoto

Educational Media Center
Office: Learning Commons Building, LC 116
Telephone: 455-0222

Media Center Coordinator:

Leanne Riseley, Professor, CC; BS, Electrical Engineering, University of Colorado; MEd, University of Hawai'i at Mānoa

Secretary: Elizabeth Mano

Educational Technology Developers:

Brent Hirata, Associate Professor CC, AS, Electronics Technology, Mt. San Antonio College; BEd, Secondary Education, MEd, Educational Technology, University of Hawai'i at Mānoa

Rachael Inake, Associate Professor, CC; BBA, Management Information Systems, Marketing, University of Hawai'i at Mānoa; MEd, Educational Technology, University of Hawai'i at Mānoa

Educational and Media Specialists:

Camden Barruga, Producer-Director, AS, Television Production, Leeward Community College

Les Matsuura, Production Manager, BA, English, MEd, University of Hawai'i at Mānoa

Mike May, Producer-Director, A.A. Photography, Long Beach City College

Copy Center Supervisor:

Ronald Felipe, Copy Center Manager, AA, Liberal Arts, Leeward Community College; BA Public Administration/ General Public Administration, University of Hawai'i-West O'ahu

---

Information Technology
Office: BS 109A
Telephone: 455-0595

IT Coordinator:

Byron Watanabe, B.B.A., University of Hawai'i at Mānoa

IT Specialists:

Randall Araki, BA, University of San Diego, BGS, Roosevelt University

Lionel Shigemura, BA, Communication, Political Science, University of Hawai'i at Mānoa

Troy Oshiro, B.S, Hawai'i Pacific University

CCL/Help Desk Managers:

Denise Araki, AS, Digital Media, ICS, Leeward Community College; BA University of Hawai'i at Mānoa

Horacio Rojas, Technical Degree, Program Analyst, Instituto Tecnico De Comercio

IT Support Services Assistant Manager:

VACANT

Innovation Center for Teaching and Learning
Office: Learning Commons, LC 111
Telephone: 455-0483

Interim Staff Development Coordinator: Erin N.K. Thompson, Associate Professor, CC Counselor; BBA, EdD, University of Hawai'i at Mānoa

Office Assistant: Doreen Tanoue

Learning Resource Center
Office: Learning Commons, 2nd Floor
Telephone: 455-0412
Coordinator: VACANT

Writing Specialist: Laurie Kuribayashi, Professor, CC; BA, with high honors, M.A, University of Hawai'i at Mānoa; J.D., William S. Richardson School of Law

KI Program Coordinator/Disabilities Specialist: Kris Hernendez, Assistant Professor, CC; BA, MEd, University of Hawai'i at Mānoa

Disabilities Specialist: Allan Nebrija, Instructor, CC; BA, Psychology, University of Hawai'i-West O'ahu; MS, Counseling Psychology, Chaminade University

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Leeward Theatre
Technical Director: Donald J. Ranney, Jr., BA, Chaminade University, MFA, University of Hawai'i at Mānoa

Assistant Technical Director: Sarah Whitehead, BA University of Hawai'i West O'ahu

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Library
Office: Learning Commons Building, LC 301
Telephone: 455-0377

Head Librarian: Wayde Oshiro, Associate Professor CC, BA, MLIS, University of Hawai'i at Mānoa

Secretary: Jennifer Sunada

Instruction Librarian/Reference Librarian: Natalie Wahl, Instructor CC, AA, San Bernardino Valley College; BA, California State University San Bernardino; MLIS, San Jose State University

Public Services Librarian / Reference Librarian: Junie Hayashi, Associate Professor, CC; BBA, University of Washington; MBA, MLISc, University of Hawai'i at Mānoa; JD, Hastings College of the Law

Systems Librarian/Reference Librarian: Ralph Toyama, Associate Professor CC, BA, MLIS, University of Hawai'i at Mānoa

Technical Services Librarian/Reference Librarian: Jue Wang, Associate Professor CC, BA, Nanjing Normal University, China; MLIS, University of Hawai'i at Mānoa; MSIS, Hawai'i Pacific University

Academic Specialists:

An Hollowell, BA, East Caroline University

Kalekona Kingsbury, BA, MLIS, University of Hawai'i at Mānoa

Cheryl Urasaki, BA, MLIS, University of Hawai'i at Mānoa

Library Assistants: Eileen Sakamato

Student Services
Kami Kato, Interim Dean of Student Services
Student Services Coordinator: Heather Takamatsu
Secretary: Charlene Mimuro
Telephone: 455-0260

Michelle Igarashi, Student Services Program Officer, MA, University of Hawai'i at Mānoa; PhD, State University of New York at Stony Brook

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Admissions and Records
Registrar: Grant Helgeson, BA, MEd, University of Hawai'i at Mānoa

Assistant Registrar: Sheryl Higa, BBA, University of Hawai'i at Mānoa

Transcript Evaluator: Melissa Arriba, BBA, MEd, University of Hawai'i at Mānoa

Office Assistants:

Annabel Donald

Deanne Ishida

Melody Montecillo

Pauline Sugiura

Campus Health Center
Dr. Sharon Hiu, Physician; Doctor of Osteopathic Medicine College of Osteopathic Medicine of the Pacific, CA

Shari Imanaka, Registered Nurse

Counseling and Advising

Amy Amper, Instructor, CC Counselor; BS, MS Chaminade University

Ann C. Dorado, Professor, CC Counselor, BA, University of Hawai'i West O'ahu; MEd, University of Hawai'i at Mānoa

Leeanne Egan, Instructor, CC Counselor; BA, MPA, University of Hawai'i at Mānoa

Anna Pi'ikea Hardy-Kahaleo'umi, Associate Professor, CC Counselor; BS, Chaminade University; MA, John F. Kennedy University

Candace Anne F. Hochstein, Professor, CC Counselor; BS, MEd, University of Hawai'i at Mānoa

Blake Hunrick, Professor, CC Counselor; AA, Diablo Valley College; BA, University of California, Santa Barbara; MS, Oregon State University

Nicole Keim-Fortuno, Assistant Professor, CC Counselor; AA, Leeward Community College; BS, M.S. Colorado State University

Joy Lane, Associate Professor, CC Counselor; BA, MEd, University of Hawai'i at Mānoa

Laurie Libarios, Associate Professor, CC Counselor; AA, Leeward Community College; BS, University of Maryland; MS, Chaminade University

Tiana Loo, Assistant Professor, CC Counselor; BA, Chapman University; MEd, University of Hawai'i at Mānoa

Jan M. Shimabukuro Lee, Associate Professor, CC Counselor; BA, MEd, University of Hawai'i at Mānoa

Jean StavRue-Pe'ahi, Assistant Professor, CC Counselor; BA, Hawai'i Pacific University; MS, Chaminade University

Aaron Ruiz, Instructor, CC Counselor; BA, University of Hawai'i-West O'ahu; MS, Chaminade University

Heather Takamatsu, Assistant Professor, CC Counselor; BEd, University of Hawai'i at Mānoa; MS, Chaminade University

Erin N.K. Thompson, Associate Professor, CC Counselor; BBA, EdD, University of Hawai'i at Mānoa

Stuart Uesato, Professor, CC Counselor; BA, University of Hawai'i at Mānoa; MA, New York University

Syreeta Washington, Instructor, Counselor Early College; M.Ed. Counseling Psychology at Temple University

Jonathan A. Wong, Associate Professor, CC Counselor; BS, MEd, University of Hawai'i at Mānoa

Office Assistants: Melinda Lee

Financial Aid
Financial Aid Manager: Gregg Yoshimura, BA University of Hawai'i at Mānoa

Financial Aid Officers:

Tawny Antonio, BA, MEd University of Hawai'i at Mānoa

Jenny Cheung, BA, MEd, University of Hawai'i at Mānoa

Jolyn Jardolin, AA, Leeward Community College; BA, University of Hawai'i at Mānoa; Professional Diploma in Education, University of Hawai'i at Mānoa

Recruiting Office
Recruiter: Franalyn Galiza, BS, MEd, University of Hawai'i at Mānoa

Job Prep Services

JPS Coordinator: VACANT

Job Prep Specialist: Cori Conner, BA, Communications, University of Nevada, Las Vegas

Student Life
Lexer Chou, Associate Professor CC, Student Life Coordinator; BS, University of CA, Davis, M. Ed., California State University, Sacramento

Office Assistant: May Lapa, BA in Public Administration, University of Hawai'i-West O'ahu

Ka Mana'o Advisor: Stanley Lee, BA, American Studies and Interdisciplinary Studies, University of Hawai'i at Mānoa; MEd Administration, University of Hawai'i at Mānoa

Office of Continuing Education & Workforce Development
Office: Continuing Education Building CE 101
Telephone: 455-0477
Secretary : Grace Yoshimura, BA, University of Hawai'i at Mānoa

Patrick S. Leddy, Associate Professor, CC and Senior Workforce Development Coordinator, BA, St. Anthony Seminary College, Hudson, NH, MS, PhD Kansas State University, Manhattan, KS

Office Assistants:

Lisa Daclison, AA, Leeward Community College

Marissa Mier

Tiffany Kasoga

Educational Specialist: Cheryl Ball, AAS, Heald College; BA, University of Hawai'i-West O'ahu

Fiscal Specialist: Elyse Matsumoto, BA, Finance, University of Hawai'i at Mānoa

Marketing Specialist: Tad Saiki, BFA, Graphic Design, University of Hawai'i at Mānoa

Michael Scully, Assistant Professor CC, Culinary Arts; AS, Kapi'olani Community College, BA, MBA University of Hawai'i at Mānoa

Coordinators:

William Castillo, Instructor, CC (Workforce Development Coordinator), BS, Hawai'i Pacific University

William Labby, Instructor, CC (Workforce Development Coordinator), BS Hawai'i Pacific University, MS Central Michigan University

Joy Mahiko, Instructor, CC (Workforce Development Coordinator), BS, MEd, Chaminade University

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Administrative Services
Mark Lane, Vice Chancellor of Administrative Services
Telephone: 455-0213
Harumi Hatchie-Leong, Secretary;AS, Kapi'olani Community College

Human Resources Office

Human Resources Manager & EEO/AA Coordinator: Lori Lei Hayashi, AA, AS, Kapiolani Community College, BA, University of Hawai'i-West O'ahu

Human Resources Assistant Manager: Nicole Ogawa, B.B.A., University of Hawai'i at Mānoa

Human Resources Officers:

Lynn Fujikawa, BS, University of Phoenix

Rae Wakimura, BA, University of Hawai'i-West O'ahu

Darren Wastell, BA, University of Hawai'i-West O'ahu

Business Office
Fiscal Manager: Cecilia B. Lucas, BA, Louisiana Tech University

Senior Fiscal Specialists:

Joy Morisawa-Au Hoy, BBA, University of Hawai'i at Mānoa

Cori M. Wakamura, BA University of Hawai'i at Mānoa

Administrative/Fiscal Support Specialist:

Ann N. Shimabukuro, AA, AS, Leeward Community College; BFA, University of Hawai'i at Mānoa

Patty Umetsu

Account Clerks:

Carol Todoroki

Ann Gorospe

Brynn Manuel

Cashier: Chana Tamura

Bookstore
Jodee Dang, BA, University of Hawai'i at Mānoa

Commercial and Auxiliary Enterprise Operations

William K. Akama, III, AA Leeward Community College

Security
VACANT, Supervisor

Johnnuel Alves

Michael Curtis

Matthew McKnight

PJ Cantorna

Jon Santos

Chris Segawa, Sergeant

Auxiliary and Facilities Services
Auxiliary and Facilities Services Manager: Grant Okamura, BS, Hawai'i Pacific University

Auxiliary and Facilities Services Officer: Joy Soma, BS University of Hawai'i at Mānoa

Mailroom & Central Receiving: Patricia Dingle

Custodial Services:
Francis Hirota, Supervisor

Saranay Ramos, Working Supervisor

Pepito Ancheta

Nicholas Arakawa

Rhunoel Bali

Rendell Banis

Jason Bartels

Virgilio Custodio

Anselmo Gandule

Jonathan Gay

Karmon Luo

Matt Maeda

Derek Tamashiro

Danny Villaluz

Pablito Villanueva

Maintenance:

Jae Han, Supervisor

Randolph Kaai, Working Supervisor

Marianito Fiesta

Donald Nishida

John Torres

General Laborers:
Thomas Gualdarama

Ronaldo Montecillo

Emmanuel Rivera

William White

Garis Paracuelles

Rodney-Duke Dudoit

Advisory Boards

Accounting
Audra Furukawa, Carr, Gouveia + Matsumoto, CPAs, Inc.

Abigail Jacinto, Accountemps

Frank Kudo, University of Hawai'i–West O'ahu

Michael Lam, Administrative Solutions, Inc.

Katie Landgraf, University of Hawai'i-West O'ahu

James Oshiro, Oshiro & Chun CPAs, Inc.

Marino Takara, Doi & Mats–uo CPAs LLC

Lisa Yoza, TRUSTA, An Accountancy Corporation

Automotive Technology
Gary Gibo, Honolulu Ford

Dan Kawamoto, Lithia Group

Ken Nakamoto, The Tony Group

Ivan Nitta, Honolulu Community College

Tyler Okamura, D.O.E. Olomana School

Greg Gamiao, Cutter Dodge

Randall Tajima, Snap-On Tools

Cory Gordon, D.O.E., Campbell High School

Rodney Hirokawa, Honolulu Volkswagen

Mark Ishisaka, JN Chevrolet

Toby Ohira, Bridgestone/Firestone

Bill Risso, Cutter Dodge

Business Technology
Valarie Cesar, eSearch Hawaii

Randy Fukuda, Department of Human Resources, City & County of Honolulu

Karen Chung, Executive Secretary, Hawaiian Electric, Power Supply

Kathleen T. Kang-Kaulupali, Pharm.D., Pharmaceutical Consultant, DUR Coordinator, Department of Human Services, State of Hawai'i

Brian Moriki, Records Management Department, First Hawaiian Bank

Roxanne Onuma, Director of Customer Care, Mokulele Airlines

Steve Painter, HUD VASH Employment Specialist, Veterans Administration

Tahnee Sales, Recruitment Manager, Kamehameha Schools

Monchalee Steiger, Marketing Manager, The Queen's Health Systems

Emy Yamauchi-Wong, CSP, Manager, Altres Staffing

Ha'aheo Zablan, Front Office Manager, Waikīkī Beach Marriott Resort & Spa

Charlsyee Yoshimoto, Senior Recruiter, Kamehameha Schools

Leah Schruders, Recruiting Manager, Robert Half

Culinary Arts
Adam Gilbert, Chef/Owner, Plantation Tavern

Alan Wong, Chef/Owner, Alan Wong's Restaurants

Betty Shimabukuro, Managing Editor, Honolulu Star-Advertiser

Brooks Takenaka, President, United Fishing Agency

Cynthia Pratt, Culinary Instructor, Retired, Kapolei High School

Daniel Nakasone, President, Brainstorm Marketing, Inc.

Dean Okimoto, President/Owner, Nalo Farms

Donovan Dela Cruz, Hawai'i State Senator

Dwight Otani, President/Owner, D. Otani Produce, Inc.

Elaine Matsuo, Culinary Instructor, Waipahu High School

Ellen Lakey, General Manager, Red Lobster Restaurant

Gary Manago, Director of Food & Beverage, Hilton Waikīkī Beach Hotel

Glenn Tamura, President/CEO, Tamura Enterprises, Inc.

Guy Tamashiro, Owner, Tamashiro Market

John McCabe, General Manager, Cheeseburger in Paradise

Jon Matsubara, Chef.

Keith Horita, President/CEO, PC Services, Inc. dba Paradise Cove Luau

Lars Mitsuda, Culinary Instructor, Moanalua High School

Lisa Kim, Owner, LAK Enterprises

Roy Yamaguchi, Chef/Owner, Roy's Restaurants

Rus Murakami, Regional Vice President, Service Systems Associates, Inc.

Russell Tong, Sales, Gourmet Foods Hawaii

Shaden Sato, Chef, Halekulani

Tammy Nakamura, Culinary Instructor, Leilehua High School

Digital Media
Al Garma, Garma Graphic Design

Ryan Kawamoto, Kinectic Production

Todd Robertson, Hyperspective Studio, Inc.

Ken Sato, 1013 Integrated

Erin Yagi, James Campbell High School

Health Information Technology
Marlisa Coloso, Maui Memorial Medical Center

Charlotte Fujishiro, Health Information Revenue Associates

Michael Green, Hawai'i Tumor Registry

Brandon Ho, Tripler Army Medical Center

Margarite Kono, Wahiawa Nursing and Rehab Center

Lucy Sequeira, Department of Public Safety, State of Hawai'i

Natalie Ho Talamoa, UH Family Medicine Residency & Sports Medicine

Terinicka Thomas-Brogan, Public Administration Division, West Oahu

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Information & Computer Science
Jackson Cho, Federal Government

Shawn Goodson, Facchina Global Systems

Scott Higashino, Bank of Hawaii

Bennet Ito, Northrup Grumman, Los Angeles

Aaron Kagawa, Referentia Systems, Inc.

Bob Kile, National Association of Communication Systems Engineers

Ian Kitajima, Oceanit Laboratories, Inc.

Greg Nakanishi, Motorola, Los Angeles

Randy Pacheco, Oceanic

Julio Polo, University of Hawai'i

Ken Tomi, Private Consultant

Jason Toth, NetEnterprise

Jonathan Wright, Honolulu Police Department

Jason Yatogo, United Airlines

Management
Dan Waxman, Outrigger Hotels and Resorts

Lance Ichimura, Servco

Amare Belay & Tamara DeSelms, Home Depot

Beverly Guzman, Jeans Warehouse

Dave Mark, Maui Divers

Mark Komatsu, First Hawaiian Bank

Brandi Clement, Disney Aulani Resort & Spa

Jason Furuta, Marriott Vacations Worldwide

Substance Abuse Counseling
Patti Isaacs, Ph.D, Executive Director, Ho'omau Ke Ola

Keith Takeshita, COSAC Student Representative

Dennis Tamura, COSAC Student Representative

Suzanne A. Whitehead, Ed.D., NCC, CSAC, ICADC, Chief Quality Assurance Improvement Office ADAD, DOH

Irene M. Wong, LCSW, CSAC, Manager of Adult Clinical Services Hina Mauka

Nicole S. Wright, PsyD, CSAC, ICADC, Staff Psychologist/ Faculty, Waianae Coast Comprehensive Health Center; Director, Malama Recovery Services, and the Leeward Kokua Program

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Television Production
Dennis Burns, Pacific Focus

Nick Carter, KGMB-TV9

Georja Skinner, Hawaii Film Office

Bryan Kam, KHNL/KFVE

Jay Park, KGMB-TV9

Bob Pritchard, KMTV

Lori Silva, KHON-TV2

Candy Suiso, Wai'anae High School

Leslie Wilcox, PBS, CEO

John Wray, KITV-TV

Quick Directory

NOTE: Due to renovations, most Administration and Student Services offices will be temporarily relocated to the DH Quad on the diamond head side of campus. Student Life will be relocated to the Campus Center. Please see details on Renovation update webpage, http://www.leeward.hawaii.edu/AD-renovation. Renovations are expected to be complete by Summer 2019.

Admissions and Records, DH-A 108, 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, DH-B, 455-0308

Chancellor, DH-B 104, 455-0215

Chemistry Lab, PS 213, 455-0263

Children's Center (Child Care), DA 107, 455-0488

College Computing Labs, LC 201, 455-0623

Computer Help Desk, LC 101, 455-0271

Counseling & Academic Advising, DH-C, 455-0233

Dean, Arts & Sciences, DH-C 106, 455-0668

Dean, Career & Technical Education, DH-C 106, 455-0228

Dean, Academic Services, LC 301B, 455-0440

Dean, Student Services, DH-A 105, 455-0260

Continuing Education & Workforce Development, CE 101, 455-0477

Educational Media Center, LC 116, 455-0222

English Language Institute, BE 109, 455-0570

Emergency, LA 238, 455-0611

Financial Aid, DH-A 106, 455-0606

Health Center, DH-A 104, 455-0515

Ho'oulu, Native Hawaiian CTE Program, DH-D, 455-0225

Human Resources Office, ED 114, 455-0326

Innovation Center for Teaching & Learning, LC 111, 455-0483

International Programs Office, BE 109, 455-0570

Job Prep Services, DH-D 104, 455-0240

Kapunawai, LC 2nd Fl, 455-0681

Language Arts Division Office, LA 201, 455-0330

Learning Resource Center, LC 2nd Fl, 455-0412,

Lost and Found, LA 238, 455-0611

Library Circulation Desk, LC 2nd Fl, 455-0210

Library Reference Desk, LC 3rd Fl, 455-0379,

Mathematics & Sciences Division Office, BS 106A, 455-0251

Math Lab, MS 204, 455-0400

The Pearl, CC 220, 455-0475

Professional Arts and Technology Division Office, GT 116, 455-0300

Security, LA 238, 455-0611

Social Sciences Division Office, FA 220, 455-0360

Student Life Office, Campus Center 2nd Fl, 455-0208

Student Government Office, CC 2nd Fl, 455-0603

Services for Students with Disabilities Kāko'o'Ike, LC 213, 455-0421

Test Center, LC 101, 455-0273

Theatre Box Office, 455-0385

Theatre Manager, TH 207, 455-0380

Uluwehi Café, CC 1st Fl, 455-0630

Vice Chancellor, Academic Affairs, DH-B 104, 455-0453

Vice Chancellor, Administrative Services, DH-B 105, 455-0213

Wai'anae Moku Education Center, 454-4702

Writing Center, LC 2nd Fl, 455-0409

Online Connections

www.facebook.com/LeewardCC
http://twitter.com/LeewardCC
www.flickr.com/photos/leewardcc/
www.youtube.com/theleewardchannel

Map of the campus can be found online:
www.leeward.hawaii.edu/campus-map