

# LEEWARD COMMUNITY COLLEGE

**GENERAL  
CATALOG**  
2022-2023



UNIVERSITY of HAWAII®  
**LEEWARD**  
COMMUNITY COLLEGE

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## About this Catalog

### Catalog Disclaimer

The University of Hawai'i Leeward Community College General Catalog is a good overview of what the College offers, its policies, services, and general information. This includes admissions requirements, financial aid, the cost of attendance, services available to students, policies, and graduation requirements. The UH Leeward Community College General Catalog also provides a description of divisions, degrees, and courses.

Because this catalog, however, is published annually or less frequently, it may not always reflect the most recent information concerning programs, courses, services, regulations, policies, procedures, and other matters contained herein. Although every effort is made to keep the catalog correct and current, inevitably there will be some changes in courses and program requirements. It is highly recommended that students consult faculty and/or academic advisors for the most current information.

The catalog is not intended as a full compilation of regulations, policies, or programs, and should not be regarded as a legal contract between UH Leeward Community College and the student. Students should check with the College for details concerning other policies that may affect specific enrollment or registration status.

The College reserves the right to make changes to the policies contained herein, including changes in tuition, fees, courses and programs; to cancel classes where necessary; to set maximum limits for enrollment in certain classes; and to discontinue services without prior notice. Notice of such changes will be given when possible.

The courses listed may not be offered every semester. However, a class schedule that lists courses currently being offered is available at [Leeward Community College - Class Availability](#).

Print copies of the General Catalog are available from the College's [Copy Center](#) for a nominal fee.

# About the College

## A Message from the Chancellor



Greetings,

It is my privilege to welcome you to the Leeward Community College 'ohana. The College extends its aloha and kōkua to each and every one of our new and returning students. For over fifty years, Leeward has served students like you, throughout O'ahu and our entire State, by providing the strong foundation necessary to fulfill your academic and career goals.

We proudly reflect on the unique character of the local Leeward community, among the most diverse regions in the United States. This past fall, over 6,400 credit students were served, 69% of which were Asian and/or Pacific Islanders, with over 28% of the entire student body being of Native Hawaiian descent. Over 500 of our students were active duty veterans or their dependents, and we remain committed to serving those who serve Hawai'i and our nation.

We offer an array of paths to higher education and workforce training, including 85 academic credentials in career and transfer degree programs, in addition to numerous non-credit workforce development courses and certificate programs.

As a community college graduate, I can speak from firsthand experience about the value of committed faculty and staff. At Leeward, those who support, empower, and guide students also enable them to strengthen skills, generate confidence, and clarify their path toward a more rewarding life and career.

Mahalo for letting us be a part of your plan to define, or redefine, your life as you embark on your next adventure toward 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

## 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 Hawai'i 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 our main Pu'uloa (Pearl City) and Wai'anae Moku campuses.

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 O'ahu 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.

# Academic Calendar

## 2022 Fall Semester

Application Deadline for Fall 2022 Semester: **August 1**

First Day of Registration for Continuing Students: **April 4**

Tuition Payment Deadline by 4:00 pm (online or in person): **August 18**

Last Day of Regular Registration: **August 21**

First Day of Classes: **August 22**

Last Day to Add or Change Section, and Late Register\*: **August 30**

Last Day for Textbook Refunds: **August 27**

Last Day for Non-Disclosure Request: **September 6**

Last Day for 50% Tuition Refund\*: **September 13**

Last Day to Withdraw without a "W" grade\*: **September 13**

Last Day to Withdraw with a "W" grade\*: **October 31**

Last Day to Change to CR/NC option, or select AUDIT grade\*: **October 31**

Last Day to Convert 'I' Grades Assigned in Spring/Summer 2022: **October 31**

Application Deadline for Fall Graduation/Degree: **December 8**

Last Day of Instruction\*: **December 8**

Final Exams: **December 13–17**

Faculty Deadline to Submit Grades\*: **December 20**

Bookstore Buyback: **December 12-15**

## 2023 Spring Semester

Application Deadline for Spring 2023 Semester: **December 15**

First Day of Classes: **January 9**

Last Day of Regular Registration: **January 8**

Last Day to Add or Change Sections, and Late Register\*: **January 17**

Last Day for 100% Tuition Refund for Partial Withdrawal: **January 17**

Last Day for Textbook Refunds: **January 14**

Last Day for Non-Disclosure Request: **January 24**

Last Day for 50% Tuition Refund\*: **February 1**



Last Day to Withdraw without a "W" grade\*: **February 1**

Last Day to withdraw with a "W" grade\*: **March 24**

Last Day to Convert 'I' Grades Assigned in Fall 2021: **March 24**

Last Day to Change to CR/NC option, or select AUDIT grade\*: **March 24**

Application Deadline for Graduation/Degree: **May 3**

Name to Appear in Printed Program: **April 21**

Last Day of Instruction\*: **May 3**

Final Exams: **May 8-12**

Faculty Deadline to Submit Grades\*: **May 16**

Bookstore Buyback: **May 8-11**

Commencement: **May 12**

## **2023 Summer Sessions**

Summer Session I: **May 22 - June 30, 2023**

Summer Session II: **July 3 - August 11**

Faculty Deadline to Submit Grades Summer Session I: **June 26**

Faculty Deadline to Submit Grades Summer Sessions II: **August 7**

## **Holidays / Non-Instructional Days 2022**

- Statehood Day: **August 19**
- Labor Day: **September 5**
- Veterans Day: **November 11**
- Thanksgiving Day: **November 24**
- Thanksgiving Recess (Non-Instructional): **November 25**
- Christmas: **December 25**

## **2023**

- New Year's Day: **January 1**
- Martin Luther King Jr. Day: **January 16**
- President's Day: **February 20**

- Professional Development Day (Non-Instructional): **March 4**
- Spring Recess: **March 13-17**
- Prince Kūhiō Day: **March 27**
- Good Friday: **April 7**
- Memorial Day: **May 29**
- King Kamehameha I Day: **June 12**
- Independence Day: **July 4**

\*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.

# 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](http://www.acfchefs.org).

The programs in Automotive Technology are accredited by the Automotive Service Excellence (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](mailto: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](http://cahiim.org)

The Teacher Education Alternative Certification for Career and Technical Education (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>.

# Graduation and Persistence Rates

## GRADUATION AND PERSISTENCE RATES

First-Time, Full-Time, Degree or Certificate-Seeking Undergraduates

Fall 2018  
Cohort

GRADUATION RATE - 150% of normal time to completion..... 27%

### Gender

Men..... 27%  
Women..... 27%

### IPEDS Race/Ethnicity

Nonresident Alien..... #  
Hispanic/Latino..... 26%  
American Indian or Alaska Native..... #  
Asian..... 32%  
Black or African American..... 23%  
Native Hawaiian or Other Pacific Islander..... 19%  
White..... 31%  
Two or more races..... 24%  
Race and ethnicity unknown..... #

### Federal Grant/Loan Recipient

Recipient of a Federal Pell Grant..... 28%  
Recipient of a subsidized Stafford Loan who did not receive a Pell Grant..... 20%  
Student who did not receive either a Pell Grant or a subsidized Stafford Loan..... 27%

PERSISTENCE RATE - Still enrolled after 150% of normal time to completion..... 12%

TRANSFER OUT RATE..... 15%

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 (June 2021).



# 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.

# 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 Hawai'i Ke Kulanui Kaiaulu O 'Ewa

### Ka Nu'ukia

'O ke Kulanui Kaiaulu o 'Ewa, he kula kia i ka ho'ona'auao a he kūpa'a ho'i i ka holomua a ka haumāna ma nā 'ano like 'ole.

### Ka Ala Nu'ukia

Ma ke Kulanui Kaiaulu o 'Ewa, alu like mākou ma ka mālama a me ke kīpaipai i nā haumāna. Kōkua 'ia nā haumāna ma ka huli a loa'a kā lākou mau pahuhopu ma o nā polokalamu hana no'eau laulā a me nā polokalamu 'oihana pākōlea like 'ole. Paipai 'ia nā haumāna i ka lilo i hoa maka'āinana pono ma ke kaiāulu, ma ke aupuni, a ma ke kau'āina. Kāko'o 'ia nā pahuhopu ho'ona'auao a nā haumāna a pau me ke kūpa'a nō ho'i i nā 'ōiwi Hawai'i.

### Nā Kahua Hana

- **Kaiāulu:** He mea nui loa ke alu a me ka hana like me ka mālama nō ho'i i ke kanaka ma ke kūkulu kaiāulu i loko a i waho a'e o ke kahua kulanui.
- **Kāko'o a Hō'ihi i nā kānaka like 'ole:** He mea nui loa ke kāko'o i nā kuana'ike like 'ole a he waiwai nō ia 'ike i ke a'o pono. Pōmaika'i nā haumāna i ke komo i ke kaiāulu o nā 'ike like 'ole, 'o nā 'ike mo'omeheu like 'ole o ke ao nei nō ho'i kekahi, a me ka launa pū me nā po'e o nā mo'olelo like 'ole.
- **Kūpono:** He mea nui loa ka hana pono o ne'i nei a hō'ike 'ia ma o ka ho'omōhala a ho'oikaika mau i nā ala pono hele 'ia e ka haumāna. Ho'ohiki 'ia nō ka pō'aiapili a'o pono loa.
- **Kūākea:** He mea nui loa nā huamāna a pau. Ho'okō 'ia nā mea e pono ai ka haumāna a me ke kaiāulu ma o ka ho'omākaukau i ka papa, ke kekelē, a me ka papahana palapala ma ke a'o 'ana i ke kahua kula a ma o nā 'enehana like 'ole.

# Hālau Pu‘uloa (Mele Oli)

Hālau Pu‘uloa he awa lau no ‘Ewa	Expansive is Pu‘uloa a harbor for ‘Ewa
He awa lau moana na ke Kēhau	An extensive harbor belonging to the Kēhau breeze
He ki‘owai lua he muliwai, no ‘Ewa	An abundant, overflowing estuary for ‘Ewa
No ua ‘āina ka i‘a hāmau leo	To this ‘āina belongs the i‘a that silences voices
E hāmau ana ka leo o ke kānaka	The voices of people will be silenced
‘O pānea mai auane‘i hilahila	Yet, a response is always given lest there be shame
Ke‘eo ua i‘a la iloko o ke kai	The aforementioned i‘a fills the sea
‘O ke kai puakai ‘ula ai ke kai o Kuhia – e	from the sacred reddish sea to the sea of Kuhia
He mai, he mai	Welcome, welcome
Eia nō mākou nei.	Here we are.

**Translator’s Note:** Though this translation includes diacritical markings, the transcription of this mele imposes no use of diacritical markings and represents the mele as it is inscribed on the original document. The lack of inclusion of diacritical markings in the transcription is also intended to allow for multiple interpretations of this mele that may extend beyond the translation that is offered here.

From the Bishop Museum Archives, MS Case 4 M61 Pages 94 to 95  
Attributed to Moekali, Date Unknown

## Bibliography

<sup>1</sup> The original collection of mele within which this mele was found must be examined again to verify the date that this mele may have been published.

<sup>2</sup> Pukui and Elbert, *Hawaiian Dictionary*, 142.: Pukui defines kēhau as dew, mist, or dewdrop and also notes that it is a gentle land breeze of O‘ahu and other islands. The word kēhau is also found in the ‘ili name Hanakēhau along the Southeastern border of the Waiawa ahupua‘a as found on Registered Maps and documents from the Mahele, the process for privatizing land in Hawai‘i beginning in 1848.

<sup>3</sup> Nākoa, *Lei Momi o ‘Ewa*, 20–23.: The “i‘a hāmau leo” refer to a specific oyster found in ‘Ewa, especially in the Mānana ahupua‘a. These oysters were prized more for their meat than for their pearls from which the contemporary name “Pearl City” has been derived.

<sup>4</sup> Pukui and Elbert, *Hawaiian Dictionary*, 11.: Land, earth. The word ‘āina may refer generically to any portion of earth, but is also used to refer to specific sections of land that may be divided and subdivided into districts, towns, villages, etc. The word is not exclusive to terrestrial locations and may also apply to sections of sea or fresh water. Due to its definitions that include land and water resources, the word ‘āina remains untranslated here to avoid excluding any resources that may be defined through this word.

<sup>5</sup> Pukui and Elbert, *Hawaiian Dictionary*, 93.: The word i‘a remains untranslated here as it defines not only fish, but marine animals of any sort, including oysters such as those referred to as the “i‘a hāmau leo” of ‘Ewa.

<sup>6</sup> Manu, *Keaomelemele; He Moololo Kaa No Keaomelemele*, 161.: The Mo‘olelo of Keaomelemele contains more info on these famous oysters of ‘Ewa for which the Mo‘o Akua Kānekua‘ana is the guardian of.

<sup>7</sup> It may be possible that “puakai ula” could be a poetic reference for the Easternmost loch of Ke Awalau o Pu‘uloa, but more research must be done to verify this.

<sup>8</sup> Sterling and Summers, *Sites of Oahu*, 17–18.: Kuhia is the name of one of the retainers of the Akua manō Ka‘ahupāhau. Two ‘ili in Waiawa share this name: Kūhialoko and Kūhiawaho. These names are found on maps and documents from the Mahele. Kūhiawaho is directly adjacent to the Westernmost loch of Pu‘uloa.

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## Hālau Wai'anae (Mele Oli)

Hālau Wai'anae molale i ka lā	Wai'anae is a house that shines in the sun
Ala panao ke kula o Kūmanomano	On a dry path that leads to the plains of Kūmanomano
Kūnihi ka noho a Mauna Lahilahi	Steep is the stance of Mauna Lahilahi
Ho'omaha aku i ka wai o Lualualei	As we rest near the waters of Lualualei
Lei ana Nu'uanu i ke kāmakahala	Nu'uanu is adorned by the kāmakahala
I paukū 'ia me ka 'āhihi	Along with the 'āhihi
I ho'ohihi nō ho'i au, na'u nō ho'i 'oe	I am committed to your admirations, which are mine as well
'O ko'u kuleana pa'a nō ia	This is my pledge
He 'ike haole,	When meeting a stranger
E lūlū lima ke aloha ē	I extend my hand in the greeting of love

*Part of a traditional oli aloha from the Helen Desha Beamer collection that honors the moku of Wai'anae on the island of O'ahu. The oli is also used by Leeward Community College – Wai'anae Moku as a welcome protocol for events at Hale Kaiāulu.*



# Wai'anae Moku Education Center

## Application Assistance

Students may obtain assistance in the completion and submission of the online University of Hawai'i System Application Form at the reception desk at the front of the building Monday–Friday, 8:30 a.m. to 4:30 p.m. Assistance with completing financial aid forms and faxing documents to Admissions and Records at the Pu'uloa Pearl City campus is also available.

## Student Activities and Leadership Development

Leeward Community College (CC) Wai'anae Moku has an active student body that is 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 International Week, campus tours, Open House, Campus Resource Fairs, mid-term ice cream socials, and end-of-semester celebrations. All students are invited to participate in these events. Student leadership is encouraged and fostered through participation in Associated Students of University of Hawai'i (ASUH) Leeward CC and the Leeward CC Wai'anae Moku Student Life Office, as well as through leadership training for student employees.

## Wai'anae Moku Academic Support Services

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

- Placement testing (by appointment)
- One-to-one tutorial assistance with computers
- Library materials lending service from the Pu'uloa 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 Wai'anae Moku campus
- Distance learning and course exam proctoring
- Student ID production
- High-Speed book and document scanner
- Laptop, hot spot, webcam, and headphone loans
- Peer Mentor Support and Peer Tutoring

## Wai'anae 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 Wai'anae 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 Hawai'i 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](mailto:kklea@inpeace.org).

### **Kauhale**

MA'O Organic Farms offers a two-year Youth Leadership Training internship to Wai'anae youth (ages 17 – 24). This internship offers a unique opportunity for students to start their college career by obtaining an Associates of Arts degree from Leeward CC while gaining work and leadership experience. Call 696-5569 for more information.

### **Wai'anae Coast High Schools and Hawai'i P-20**

Leeward Community College (CC) Wai'anae Moku also works in partnership with Wai'anae Coast high schools and Hawai'i P-20 to provide early college experience to high school students.

## **Wai'anae 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
- Confidential Advocate

Wai'anae Moku offers evening counseling services by appointment.

## **Wai'anae Moku Education Center**

87-380 Kulaaupuni Street, Wai'anae, HI 96792

Main Office: (808) 454-4702

Danny Wyatt, Coordinator

A full range of counseling services is offered by three full-time and part-time counselors, and full-time mental health professionals.

Full details on all services: <http://www.leeward.hawaii.edu/WaianaMoku>

# The Native Hawaiian Center at Pu'uloa

## Kīpuka, Native Hawaiian Center at Pu'uloa

Kīpuka, Native Hawaiian Center at Pu'uloa (NHCP) was established by the College in 2009 to "inspire excellence, promote growth, and advance opportunities for all students with a special commitment to Native Hawaiians." NHCP has become a gathering place for students of all ancestries to grow in their knowledge of Hawaiian culture, language, history, and mālama 'āina. We also feature on-site counseling services, group study areas, cultural speaker series, wireless laptop computers, cultural resource library, 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.

### ***Resources include:***

- Ke Ala 'Ike Scholars 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
- First-Year Experience Success Programs
- Kūlia Mau Career & Technical Education Program
- Native Hawaiian Reference Library
- Career Resource Library

**Momi Kamahele**, Professor, Native Hawaiian Student Services Coordinator,  
455-0627, [momi@hawaii.edu](mailto:momi@hawaii.edu)

**Melissa Tupa**, Native Hawaiian Student Support Specialist, 455-0545, [tupa@hawaii.edu](mailto:tupa@hawaii.edu)

## Ke Ala 'Ike Scholars Excellence Program at the Native Hawaiian Center at Pu'uloa (NHCP)

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

- Be invited to participate in the NHCP's Kīhei Ho'okomo Ceremony to receive 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

**Momi Kamahele**, Professor, Native Hawaiian Student Services Coordinator,  
455-0627, [momi@hawaii.edu](mailto:momi@hawaii.edu)

**Melissa Tupa**, Native Hawaiian Student Support Specialist, 455-0545, [tupa@hawaii.edu](mailto:tupa@hawaii.edu)

# Office of International Programs

## Customized Inbound Short-Term Study Groups

The Office of International Programs provides customized theme-based short-term programs to overseas partner institutions. During a one to four-week-long short-term program, students take an intensive English class and participate in educational field trips and excursions to learn about the history and culture of Hawai'i. Contact the Office of International Programs for more information: <http://www.leeward.hawaii.edu/ipo>

## English Language Institute

The English Language Institute (ELI) is an academic unit in the Language Arts Division at Leeward Community College (CC). The ELI offers high-quality English language instruction to students who wish to improve their English for academic, professional, or personal purposes.

Students learn about U.S. college culture and life in Hawai'i through classwork and weekly activities while improving their English language skills. The ELI provides 18 hours per week, 16 weeks per semester of non-credit classroom instruction.

The ELI serves as a gateway for students who are English language learners to enter our undergraduate 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.

## Inbound International Student Program

The Office of International Programs assists students from over 20 countries across the world each semester and administers the Student and Exchange Visitor Information System (SEVIS) reporting functions in compliance with the Department of Homeland Security (DHS) regulations. The office recruits and advises students, receives and screens applications, admits students, and issues the Form I-20 document required for obtaining an F-1 student visa. Please refer to Admissions Information for International Students for the specific admission requirements. Applicants are encouraged to submit their application and other required documents by the recommended application submission dates: <http://www.leeward.hawaii.edu/apply-international>

## Office of International Programs

BE 109 455-0570

Monday - Thursday 8:30 am - 3:30 pm

Friday - 8:30 am - 12:00 pm

email: [lccintl@hawaii.edu](mailto: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 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.

Office of International Programs mainly offers the following services:

1. Operation of the College's non-credit intensive English Program, English Language Institute (ELI).
2. International Student Program serving inbound F-1 visa international students
3. Outbound Study Abroad Program
4. Short-term inbound study tour

**Note:** Applications are accepted on a rolling basis. However, we strongly recommend applying 3 months before the start of a semester.

## Study Abroad Program

The College's Study Abroad Programs offer students, the chance to experience another culture first hand, and the opportunity to earn college credit. Through our own custom programs or affiliation with study abroad organizations, short-term summer, semester-long, and year-long programs are currently available in many parts of the world. A number of scholarships for Study Abroad are available to University of Hawai'i Community College (UHCC) students through the office and other organizations.

The Office of International Programs provides assistance with the following Study Abroad Programs:

1. Exchange programs and short-term study tour through the University of Hawai'i Community Colleges Office
2. Study abroad programs through Leeward overseas partner institutions and other foreign government
3. Leeward Community College faculty-led programs
4. Other short-term and long-term study abroad programs through outside providers

# 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 (CC) 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 interests.

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

OCEWD 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.

## Distance Education Registration

Students must apply for admission to Leeward Community College (CC). 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

When registering for a distance education course (Cable or Web), students are responsible for finding immediate alternate access to a computer with Internet connectivity or cable television in the case of technical difficulties. Technical difficulties can include but are not limited to problems with a student's computer hardware/software; inoperability of a student's digital video recorder (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 should be made by students prior to the start of the semester and should be implemented immediately upon encountering technical difficulties. Students are required to continue course work as a result of having an alternate plan of access while independently resolving any technical issues with their hardware/software, DVR, ISP, or Cable Provider.

### Programs Offered via Distance Education

For a list of degrees and certificates available via distance education, visit <https://www.leeward.hawaii.edu/distance-education>

### Accredited Delivery Method

For information on the Accelerated Online AA Liberal Arts Degree, visit [uhcc.hawaii.edu/online](http://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 <https://www.leeward.hawaii.edu/distance-education>

## Is Distance Education for You?

### Is Distance Education for You?

Just as some people are more successful at regular courses, others are more successful at distance education 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 and self-directed
- Has college level reading and 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.

## 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 (ITV) 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**, also known as online classes, 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. 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.

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 Zoom.

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.

# Special Academic Programs

## 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 Tina Lee at (808) 455-0348 or via email [tinaplee@hawaii.edu](mailto:tinaplee@hawaii.edu).

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

For Culinary Arts, contact Matthew Egami at (808) 455-0419 or via email [megami@hawaii.edu](mailto:megami@hawaii.edu).

## English As a Second Language

The English as a Second Language (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 Community College (CC). Students are tested and placed into the ESL program at the Beginning, 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 at all levels of this program. The College also offers an Intensive English Program for non-native English speaking students through the English Language Institute; see: <https://catalog.leeward.hawaii.edu/english-language-institute-eli>

## 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](mailto:mnakano@hawaii.edu).

# Programs of Study

## 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 GPA 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).

### **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 GPA 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 (CTE) 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 GPA 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 GPA 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 Board of Regents-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 GPA or better for all courses required in the certificate.

### **Certificate in Applied Forensic Anthropology (CAFA)**

The CAFA is a joint program offered by Leeward Community College and University of Hawai'i-West O'ahu. The Certificate is awarded by University of Hawai'i West-O'ahu (UHWO) 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 GPA 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 GPA 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 degree/certificate from the College it is recommended that students schedule a "Grad Check" appointment with a counselor and submit an "Application for Degree/Certificate" by the appropriate deadline.
- Students that wish to purchase a diploma and diploma cover can indicate this when completing the "Application for Degree/Certificate". A non-refundable \$15 fee is required for each diploma cover.
- IMPORTANT: All degrees and certificates require a cumulative 2.0 GPA or better for all courses used to meet the degree or certificate requirements. Transfer coursework is not calculated into the GPA.
- To graduate with a degree from Leeward Community College (CC), a student must have earned a minimum of 12 credits of program courses in the degree/major at Leeward CC.
- 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 University of Hawai'i (UH) System's course numbering system) may be applied to no more than 20% of the Leeward CC's degree or certificate.

# Degrees and Certificates Offered

## Liberal Arts

Associate in Arts Degree

Academic Subject Certificate

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

**Applied Forensic Anthropology Certificate**

*(awarded by University of Hawai'i West O'ahu)*

## 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, Preparation Cook

Certificate of Competence, Dining Room Supervision

## Digital Media Production

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

- Animation and Motion Graphics
- Digital Photography
- Digital Video for the Web



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

## **Education**

Associate in Science in Teaching  
Certificate of Competence, Alternative Certification in Teaching  
Certificate of Competence, Culturally Responsive Teaching  
Certificate of Competence, Special/Inclusive Education Certificate  
Certificate of Competence, Special Education II  
Advanced Professional Certificate in Special Education 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

## **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
- Cloud Security Specialist
- Data Science 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, Cloud Security Specialist  
Certificate of Competence, Help Desk  
Certificate of Competence, Information Security Specialist  
Certificate of Competence, Network Support Specialist  
Certificate of Competence, Software Developer

## **Integrated Industrial Technology**

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

## **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, Hospitality & Tourism  
Certificate of Competence, Management Essentials  
Certificate of Competence, Management Foundations

## **Natural Science**

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

- Biological Sciences
- Physical Sciences
- Engineering
- Information & Communication Technology

## **Sustainable Agriculture**

Associate in Science Degree in Sustainable Agriculture  
Academic Subject Certificate, Sustainable Agriculture  
Certificate of Achievement, Sustainable Agriculture  
Certificate of Competence, Sustainable Agriculture  
Certificate of Competence, Aquaponics Technician

## **Television Production**

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

# 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.

# Degree Requirements

## Associate in Arts Degree Requirements

### 60 credits

1. Minimum cumulative grade-point average: 2.0 GPA or better for all courses used to meet the degree requirements. Transfer coursework is not calculated into the GPA.
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 Community College (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 and who have not had a break in enrollment in the University of Hawai'i (UH) system 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 Hawai'i, the Pacific, or Asia. To satisfy this requirement, students must take six credits; the six credits must come from two different groups. See 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, University of Hawai'i West O'ahu (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 CC 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 GPA or better for all courses used to meet the degree requirements. Transfer coursework is not calculated into the GPA.
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 Community College (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 GPA or better for all courses used to meet the degree requirements. Transfer coursework is not calculated into the GPA.
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.

# General Education Electives for Associate in Science & Associate in Applied Science Degrees

## Arts and Humanities

American Studies 201, 202

Art

Asian Studies

Dance

Digital Media Production 150

English 270, 272

Hawaiian Studies (except HWST 281, HWST 281L)

History

Humanities

Information & Computer Science 170

Interdisciplinary Studies 250H

Linguistics 102

Literature, See ENG 270, 272

Music

Philosophy\*

Religion

Theatre

## **Natural Sciences**

Agriculture

Anthropology 215, 215L

Astronomy

Biochemistry

Biology

Botany

Chemistry

Civil Engineering

Electrical Engineering

Food Science & Human Nutrition

Geography 101, 101L

Earth Science (formerly Geology-Geophysics)

Hawaiian Studies 281, 281L

Health

Horticulture (formerly to the Agriculture section)

Information & Computer Science (except ICS 170)

Mechanical Engineering

Microbiology

Ocean & Earth Science & Tech

Oceanography

Pharmacology

Philosophy 111

Physics

Physiology

Science

Zoology

## **Social Sciences**

American Studies 211, 212

Anthropology (except ANTH 215, 215L)



Economics

Education

Geography 102, 151

Human Services

Pacific Island Studies

Political Science

Psychology

Sociology

Women's Studies

\*Philosophy 111 (Intro to Logic) may be counted as either an Arts & Humanities elective or a Mathematics & Natural Sciences elective for 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.

## **Other**

Interdisciplinary Studies

## **Notes**

The general education requirements for the Associate in Science and Associate in Applied Science 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.

# Admission and Enrollment Services

## Admissions Information

### 2022-2023 Application Deadlines

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

August 1, 2022, for the Fall 2022 semester  
December 15, 2022, for the Spring 2023 semester

May 1, 2022 for Early College Summer and Fall 2022 semester (additional materials required, please see your high school Early College Coordinator)

November 15, 2022 for Early College Spring 2023 semester (additional materials required, please see your high school Early College Coordinator)

## Admissions Information for International Students

F-1 visa/status International students are admitted to Leeward Community College (CC) through the Office of International Programs. The US 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 [lcintl@hawaii.edu](mailto:lcintl@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](http://www.leeward.hawaii.edu/ipo-forms). 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.

Passport size picture of yourself.

Non-refundable Application Fee payable to Leeward Community College. (US\$100.00 for English Language Institute/ US\$25 for Degree Program.)

US\$40.00 FedEx Delivery Fee (OPTIONAL for overseas applicants.)

Official/Unofficial Transcripts/Grade Report from high school or college/university.  
(If the last school you attended was a college or university, submit a copy of your transcript from each college and/or university attended.)

#### CREDIT PROGRAM APPLICANTS ONLY:

Official TOEFL: 61 on iBT or 500 paper test / IELTS: 5.5 / Step Eiken: 2A / GTEC 1051 / duolingo: 85  
Leeward CC Intensive English Program "English Language Institutes (ELI)" Applicants may apply without an official English Proficiency Test Score.

\*Affidavit of Support Form AND official Bank Statement from the financial sponsor verifying a minimum amount of US\$22,528 for one academic year.  
Additional USCIS Affidavit of Support Form I-134 is required of all U.S. based sponsors.

The form can be downloaded from <https://www.uscis.gov/i-134>

\*Applicants who wish to bring their dependent (spouse and/or children) to the United States as F-2 visa holders must show proof of an additional US\$5,000 for the first dependent and US\$3,000 each thereafter.

Applicants who are currently in the US must submit the following forms and documents:

Copy of Passport and Visa pages.

Form I-94. Copy of I-20.

Credit Transfer: For non-immigrant applicants requesting credit transfer from a foreign or US College or University, original transcripts should be sent directly to the Leeward CC Admissions & Records Office. For more information about transcript evaluation, please visit [www.leeward.hawaii.edu/transcript-eval](http://www.leeward.hawaii.edu/transcript-eval).

### **International Student Health Requirements**

1. In compliance with public health regulations, new students must show proof of Varicella (2 shots), MMR (2 shots) and Tdap (1 shot). Measles only shots will not be accepted. It needs to be the combination MMR shot. Blood titers will also not be accepted. As for TB skin test, taking the quantiFERON blood test outside of the U.S. will be helpful. Students without the quantiFERON blood test or a valid TB skin test result will be required to take the TB skin test at the Campus Student Health Center upon arrival. If TB skin test is positive, a follow up x-ray is required.
2. F-1 international students are required to purchase a mandatory health 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 US Department of Homeland Security as well as applicable policy of Board of Regents of the University of Hawai'i and the policies of the Leeward Community College.

## **Admission Policies of the University of Hawai'i System 4-year Colleges**

Each University of Hawai'i (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.

Students transferring from a community college are subject to the admission requirements of the particular major, college, or school in which the student wishes to enroll.

Any student wishing to be a candidate for a degree from a UH System baccalaureate institution must specify the major/college in which the student wishes to enroll when applying for general admission to the University. Some majors (e.g., business administration, education, and social work) require junior standing as one requirement for admission. Some programs (e.g., 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 AA 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.

### **Choosing and Preparing for a Major**

In four-year college and university programs, a student takes most of the required courses for their 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-nursing, 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.

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 Community College to Institutions outside the UH System**

Students planning to transfer to a college other than UH Mānoa, Hilo, or West O'ahu are urged to review 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 contact and visit the website of the college or university being considered for transfer.

### **Transfer Information for Business Students**

Leeward's Accounting and Business Technology programs have transfer agreements with both UH West O'ahu and Hawai'i Pacific University. The 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 for more detailed information.

### **Transfer Information for Education Students**

Leeward's Teacher Education program has transfer agreements with UH Mānoa, UH West O'ahu, and Chaminade University. Contact the Education office at 455-0392 for more detailed information.

## **Eligibility**

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

Any US citizen who has graduated from a US high school, has a GED (General Education Development) certificate, or is 18 years of age or older may attend Leeward Community College (CC). 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 US permanently but have not yet resided in Hawai'i for twelve months are subject to the Controlled Growth Policy.

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

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

Note 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 Hawai'i employee.

## 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.

### **Immunization Requirements**

New students must provide evidence of immunity against Measles Mumps and Rubella (MMR), Chicken pox (Varicella) and Tetanus-Diphtheria-Pertussis (Tdap). Students born prior to 1957 are assumed to have acquired natural immunity to measles and will be exempt from providing such evidence. Varicella is waived if born in US before 1980.

Evidence is documented records of two MMR immunizations, two Varicella immunizations, and one Tdap.

### **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.

### **Early College**

MOA, Running Start, and Early Admit students from public or private high schools will NOT need to submit Health

Clearances provided they have up-to-date clearances from their respective high schools.

Early Admit homeschooled students are required to turn in forms.

## 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.

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. If you are still a high school student or if you feel your high school measures do not accurately reflect your current skill level, please see a counselor for placement options.

### 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 English / English 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 (<http://www.leeward.hawaii.edu/placement-testing>).

## 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 (UH) 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 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](http://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.

## Residency Regulations for Tuition Purposes

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

Students who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i (UH) rules and regulations in effect at the time they register, must pay the nonresident tuition. 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 Hawai'i Residency

A student is deemed a resident of the State of Hawai'i for tuition purposes if the student has:

1. Demonstrated intent to permanently reside in Hawai'i (see below for evidences);

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

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

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

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

Other legal factors involved in making a residency determination include:

- A. The 12 months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- B. Residency in Hawai'i and residency in another place cannot be held simultaneously.
- C. Presence in Hawai'i primarily to attend an institution of higher learning does not create resident status. A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai'i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.
- D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.
- E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai'i is claimed and maintained as the person's legal residence.

### **Board of Regents Exemptions**

1. Nonresidents may be allowed to pay the resident tuition rate if they qualify for one of the following exemptions to non-resident tuition:
  - A. United States military personnel stationed in Hawai'i on active duty, and their authorized dependents during the period that the personnel are stationed in Hawai'i.
  - B. Members of the Hawai'i National Guard and the Hawai'i Reserves.
  - C. Native Hawaiians whose domicile is outside of Hawai'i. Employees of the university, their spouses, and their dependents. The faculty or staff member must be employed on a half-time basis or more; those excluded from collective bargaining must have an appointment exceeding three (3) months.
  - D. Veterans are eligible to use Post 9/11 GI Bill® or Montgomery GI Bill® Active Duty Program educational benefits per the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 (P.L.116-315), who live in Hawai'i and those who subsequently, move but maintain continuous enrollment.
  - E. Individuals eligible to use transferred Post 9/11 GI Bill® educational benefits per the Isakson and Roe Veterans Health Care and Benefits Improvement Act of 2020 (P.L.116-315), who live in Hawai'i and those who subsequently move but maintain continuous enrollment.
  - F. Individuals are eligible to use educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i and those who subsequently move but maintain continuous enrollment.
  - G. Individuals are eligible to use educational assistance under the Survivors' or Dependents' Educational Assistance (Chapter 35) program, who live in Hawai'i and those who subsequently move but maintain continuous enrollment.
  - H. Veterans with service-connected disabilities who are eligible for benefits



provided for in Title 38, U.S. Code, Chapter 31, otherwise known as the Veteran Readiness and Employment or VR&E (formerly called Vocational Rehabilitation and Employment) program, who live in Hawai'i and those who subsequently, move but maintain continuous enrollment.

2. Citizens from an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state or nation (collectively, "Pacific Island jurisdictions") which provides no public higher education institution granting baccalaureate degrees, are charged 150 percent of the resident tuition rate. For citizens from Pacific Island jurisdictions that have a public higher education institution but does not offer a program that is desired by the student and is offered at the University of Hawai'i, the 150 percent of the resident rate may be applied for participation in the specified program at a specified campus upon written agreement by that institution and the university. The president or designee updates and distributes the list of eligible Pacific Island jurisdictions.

This list is subject to change. For a current list, please contact the Admissions Office.

**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.)

### **Misrepresentation**

A student or prospective student who provides incorrect information on any form or document intended for use in the 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, for details and deadline information.

### **International Applicants (F1 Student Visas)**

International applicants must comply with all regulations of the US 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 (CC). Students who are not US citizens and who have not been admitted to live in the US 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 the 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 Affairs (VA) Education Benefits**

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.

All Veterans and other eligible beneficiaries must provide transcripts of previous education and training for review by the College. Leeward Community College is required to review the transcripts of previous education and training for all VA students in order to certify their enrollment.

Veteran students and other Veterans Affairs (VA) beneficiaries will be required to meet Standards of Progress to their benefits. To be certified to use VA educational benefits at Leeward Community College, a veteran or eligible dependent must enroll only in courses within their declared major and must meet minimum standards of satisfactory academic progress.

In order to maintain eligibility, a VA student cannot remain on any Unsatisfactory Academic Progress (UAP) status at Leeward Community College indefinitely. A VA student that remains on academic probation for more than two consecutive semesters, or who does not return to good academic standing after a total of four consecutive semesters on UAP (for example, two semesters on warning and two semesters on probation), will be denied VA certification eligibility. VA students that are denied VA certification eligibility for not meeting the minimum standards of academic progress must attain a cumulative grade point average (GPA) of 2.0 or higher at Leeward Community College before they can petition the school to be recertified to use their VA educational benefits.

**GI Bill®** is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.)

## **Steps for Admission and Enrollment**

1. A University of Hawai'i (UH) 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 issued to 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 online at <http://www.leeward.hawaii.edu/transcript-eval>, 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.
5. New Student Orientation (NSO) Online  
You must complete NSO Online to familiarize yourself with important campus information. The NSO Online link is in your acceptance email.
6. Mandatory Incoming Student Advising  
An academic advisor/Counselor will help you choose your classes and explore careers so that you are on track. You will receive the link to sign up for an Incoming Student Advising appointment once you complete NSO Online.

View the Online Associate in Arts (AA) Degree-specific [onboarding requirements](#).

7. Medical clearance documentation for Measles, Mumps, Rubella, (MMR) vaccines, Tetanus, Diphtheria, Pertussis, (TDAP) vaccine, Chicken pox (Varicella) vaccines, and TB (tuberculosis) clearance must be sent to the Student Health Center prior to registration. These clearances must be completed before the counseling appointment if the student wants to register for classes during the appointment.
8. 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.
- Early College admission and enrollment processes as well as deadlines differ from those for general admission and enrollment. Please see your high school counselor for specific requirements and deadlines.

Admissions and Records, AD 201

Ph: 455-0642

Monday–Friday, 8:30 a.m. to 4:00 p.m.

\*All Veterans and other eligible beneficiaries must provide transcripts of previous education and training for review by the College. Leeward Community College is required to review the transcripts of previous education and training for all VA students in order to certify their enrollment.

## Transfer Information

Transferring from Leeward Community College (CC) to University of Hawai'i (UH) Baccalaureate Universities

- University of Hawai'i at Mānoa
- University of Hawai'i at Hilo
- University of Hawai'i–West O'ahu

Students are advised to work closely with Leeward counselors in planning their course of study and to consult the current catalog of the specific University of Hawai'i baccalaureate institution for further information. This section outlines basic information when planning to transfer to UH Mānoa, UH Hilo, or UH West O'ahu.

If the student has not completed 24 credits of college-level courses at Leeward, the student will be subject to the same admission requirements as entering freshmen applying to UH Mānoa, UH Hilo, or UH West O'ahu.

New applicants are required to submit a transcript of satisfactory high school work and official scores of the Scholastic Assessment Test (SAT) 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 O'ahu but elected to begin at Leeward, the student may reapply to transfer to the baccalaureate institution at any time. However, whatever admission requirements are in effect at the time of reapplication have to be met.

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

### **Automatic Admissions**

Students graduating from any of the University of Hawai'i's seven community colleges with an Associate in Arts (AA) degree or selected Associate in Science (AS) degrees will be notified that they may be eligible for automatic admission to UH Mānoa, Hilo, or West O'ahu.

Under automatic admission, the application fee is waived, and student transcripts are analyzed to help identify likely majors. Qualified students will receive an email notice that they are considered eligible for automatic admissions in October for spring transfer or February for fall transfer. Students must respond to this offer by a specified deadline in order to take advantage of this opportunity.

### **Submit Official Transcripts from All Colleges**

Any Leeward student transferring to a UH System baccalaureate institution does not need to submit an official transcript. The baccalaureate institutions will view the student's transcript through STAR. If there are additional institutions the student attended outside of the UH System, official transcripts from those schools will need to be submitted to the baccalaureate institution.

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 the baccalaureate 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. 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 O'ahu 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, N, NC, F, or I have been earned are not acceptable for credit at UH Mānoa, UH Hilo, and UH West O'ahu.

### **Number of Credits that May Transfer**

Currently, Mānoa and UH Hilo do not impose a limit on the number of credits in courses numbered 100 or higher which may be transferred from a UH community college.

However, Mānoa accepts no more than 60 credits in transfer from junior or community colleges outside the University of Hawai'i system.

Any student intending to complete more than 60 credits at Leeward should work out his or her course of study very carefully with Mānoa and Leeward CC counselors, taking into consideration any relevant policy changes, the specific curricular requirements of the college in which the student 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.

Due to the COVID-19 spring 2020 term disruption, students enrolled as follows were given the option to convert letter grades to CR/NC: all UH courses following the standard academic calendar, part of term, or 5-week courses ending after Spring Break. Within the UH System, students will be "held harmless" by the choice to select CR/NC in spring 2020 only. This policy supersedes all other relevant UH System or campus policies and requirements described in campus catalogs regarding Credit/No Credit grades or grading.

### **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.

# Pay for College

## Financial Aid Office

The mission of the Leeward Community College Financial Aid Office is to promote access to higher education and to support student success.

Several types of financial aid - federal, state, and institutional - are available to eligible students: grants, part-time employment (Federal Work Study), loans, and scholarships. All financial aid programs are subject to change due to legislative action or the availability of funds.

Federal awards are made without regard to age, gender, race, religion, or ethnic origin. Complete financial aid policies are available at the Financial Aid Office or through the financial aid website: <https://www.leeward.hawaii.edu/finaid>.

**Hours:** Monday - Friday, 8:00 AM to 4:00 PM  
**Address:** Student Services Welcome Center  
96-045 Ala Ike, AD 201  
Pearl City, HI 96782  
**Phone:** (808) 455-0606  
**Fax:** (808) 453-6371  
**Email:** [lccfao@hawaii.edu](mailto:lccfao@hawaii.edu)  
**Federal School Code:** 004549

## How to Apply

Online at <https://studentaid.gov/h/apply-for-aid>

- Students (and their parents, if applicable) must have an FSA ID. An FSA ID can be created at <https://studentaid.gov/fsa-id/create-account/launch>.
- Leeward CC's Federal School Code is 004549. Need assistance? Call us at 808-455-0606.

## Application Deadline

Early submission of the FAFSA (Free Application for Federal Student Aid) is highly recommended because many scholarship programs have a March 1 deadline. The priority deadline for filing a FAFSA at Leeward CC is March 1 preceding the academic/school year for which financial aid is sought.

For more information on applying for aid, important dates, and deadlines, please visit: <http://www.leeward.hawaii.edu/finaid>

## Basic Eligibility

The applicant must:

- Be classified in an associate's degree program or an aid eligible certificate program at Leeward Community College.
- Be a U.S. citizen or an eligible non-citizen (permanent resident).
- Have a valid Social Security Number (unless the student is from the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau).
- Not be in default on a loan or owe a refund on a federal grant.
- Have demonstrated financial need.
- Have a high school diploma or the recognized equivalent (GED).
- Be making satisfactory academic progress toward a degree at Leeward Community College.

## **Documentation Requirements**

In addition to submitting the FAFSA, students may also be required to submit additional documents to the Financial Aid Office for award processing. The College verifies all financial aid applicants chosen for verification by the Federal processor. (Students chosen for verification will be required to submit additional documentation.)

Students must adhere to the deadlines required for document submission. Students who experience difficulties in completing documentation or verification requirements should contact the Financial Aid Office before the deadlines expire. Failure to provide the necessary documents can result in the termination of all financial aid benefits for the year.

## **Eligible Degree Programs/Courses**

To receive aid, students must be a classified student in an aid-eligible associate degree or certificate program. If a student's degree program changes to an ineligible degree program after being awarded, financial aid will not disburse, or the student will need to return aid. Please remember that financial aid can pay only for courses that apply to a student's degree or certificate program.

## **Satisfactory Academic Progress**

Is an academic progress standard set by the U.S. Department of Education and used by Financial Aid to determine students' eligibility for federal financial aid. Students receiving Financial Aid must maintain a minimum cumulative GPA of 2.0 and successfully complete 67 percent of all credits attempted. Failure to do so may result in students being deemed ineligible to receive aid. Students on financial aid suspension can still take classes but have to pay for their classes on their own.

## **Award Offer/Financial Aid Package**

The Financial Aid Award Offer, also known as Financial Aid Package, is a conditional offer of financial aid for the academic year. The award offer is based on student needs, enrollment levels, living situation, and the availability of aid. Financial need is determined by subtracting the Expected Family Contribution (EFC) from the cost of attendance, which includes tuition, fees, books, supplies, transportation, room, board, and miscellaneous personal expenses. The financial aid package offered may be a combination of gift-aid (grants and scholarships) and self-help (loans or part-time employment).

The initial financial aid award offer will generally be based on full-time enrollment (12 credits or greater) for an academic year (Fall and Spring semester) at Leeward CC, unless the recipient is planning to graduate at the end of the Fall semester, or entering in the Spring semester, or nearing maximum timeframe (SAP\*). Award offer will be adjusted for enrollment levels less than full-time. Changes in enrollment level (adding or dropping classes) after aid has been disbursed may require the financial aid office to recalculate the student's award offer, and the student may be required to pay back to the aid program and/or have an outstanding obligation at the institution.

Financial aid recipients are required to inform the Financial Aid Office if they are receiving outside financial resources (all scholarships or financial resources not administered by Leeward Community College's Financial Aid Office). An adjustment to the award offer may be necessary to reflect the increase in resources.

Students always make the final decision to accept or decline any part of the financial aid award package offered.

## **Disbursement of Aid**

Financial aid will be applied electronically to outstanding registration charges approximately ten days prior to the first day of instruction for each semester unless the Award Offer is finalized after the start of school or the student has any outstanding requirements. Any excess monies will be refunded to the student via paper check (sent through U.S. mail) or directly deposited into a designated bank account within ten business days from the date of disbursement. Students may sign up for electronic (eRefunds) through the MyUH Services Portal.

## Withdrawing from School

If a student completely withdraws from classes (dropping of all courses) or a student begins attendance and fails to earn a passing grade in at least one course over the entire term (known as an Unofficial Withdrawal), the student is subject to the Return of Title IV refund calculation as dictated by federal regulations.

## Types of Aid

**Federal Pell Grant:** A grant for students with financial need pursuing their first bachelor's degree.

**Federal Supplemental Education Opportunity Grant (SEOG):** A grant for students with exceptional financial need enrolled for a minimum of 6 credits. Funding is limited.

**Federal Work-Study:** Wages earned through student employment. Available to students with financial need who indicate interest in the fund on the FAFSA. Students must enroll for a minimum of 6 credits. Funding is limited.

**Federal Direct Students Loans:** There are two federal fixed-rate loans. Both require students to enroll for a minimum of 6 credits; repayment begins 6 months after the student graduates or ceases to be enrolled in at least 6 credits.

- **Federal Direct Subsidized Loan:** A loan for students with financial need. Interest is subsidized by the U.S. Department of Education while the student is enrolled in at least 6 credits.
- **Federal Direct Unsubsidized Loan:** A loan that is not based on financial need. Interest begins to accrue from the time the loan is disbursed.

**Federal Direct Parent PLUS Loan:** A federal fixed-rate loan for parents of dependent students. Requires students to enroll for a minimum of 6 credits. Repayment begins 60 days after the second disbursement.

## Institutional and State

**Institutional Grants:** There are several grants available to students with financial need who enroll for a minimum of 6 credits. Requirements may differ among the grants. Funding is limited.

**Hawaii B Plus Scholarship:** A state scholarship for recent Hawaii public high school graduates with financial need. Requires a minimum enrollment of 12 credits. Students must submit an official high school transcript that reflects a cumulative GPA of at least 3.0 and completion of a rigorous high school curriculum. Funding is limited.

**Hawaii Promise Scholarship:** A state scholarship for students with financial need who are pursuing their first bachelor's degree. Students must be Hawaii residents, or qualify for an exempt status that pays in-state tuition and enrolled for a minimum of 6 credits. Funding is limited.

For more detail of our types of aid, visit: <http://www.leeward.hawaii.edu/typesofaid>

### \*Footnote:

**Satisfactory Academic Progress (SAP):** Is an academic progress standard set by the U.S. Department of Education and used by Financial Aid Offices to determine students' eligibility for federal financial aid. Students receiving financial aid must maintain a minimum cumulative GPA of 2.0 and successfully complete 67 percent of all credits attempted. Students must also complete their degree program within 150 percent of the credits required for their degree program. Failure to do so may result in students being deemed ineligible to receive aid. Students on financial aid suspension may still take classes at the college but will need to finance them in another way.

Being placed on Financial Aid Probation and Financial Aid Suspension due to SAP is not the same as being placed on Academic Probation and Academic Suspension via the College's Unsatisfactory Academic Progress Policy (UAP). Complete information on the College's UAP Policy can be found on page 250 (Link).

Additionally, the academic progress standards used to determine eligibility for federal student aid is also separate and distinct from the academic progress standards used to determine eligibility for VA benefits. Complete information regarding VA benefit eligibility can be found on page 98 (Link).



# Financial Information

## 2022-2023 Tuition and Fees Schedule

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

	Resident	Non-Resident	Non-Resident Pacific Island Jurisdiction*
Tuition	\$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	\$0.52 per credit (up to a maximum of \$5.20)	\$0.52 per credit (up to a maximum of \$5.20)	\$0.52 per credit (up to a maximum of \$5.20)
Student Government Fee	\$0.98 (maximum \$9.80)	\$0.98 (maximum \$9.80)	\$0.98 (maximum \$9.80)
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](http://myuh.hawaii.edu) for the most current information regarding the Installment Payment Plan.

## Financial Obligations

Students who have not met their financial obligations at any college in the University of Hawai'i System (such as nonpayment of tuition and fees, traffic fines, library fines, loans, etc.) to the satisfaction of the University of Hawai'i may be denied letters of verification or certification, registration, withdrawal, grades, transcript requests, graduation, diplomas, and other university services.

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

Copies of the delinquent financial obligation policy and procedures are available for inspection at the Office of the Dean of Student Services and the campus business office.

(Also see [Policies for Financial Obligation](#))

## **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 Hawai'i 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**

Official transcripts may be requested from Leeward Community College for a fee of \$5.00 per copy (plus additional online processing fee of \$2.50 or \$3.50 depending on the method of delivery requested).

### **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 \$25 non-refundable fee is required when a student elects to purchase a diploma and diploma cover when completing an Application for Graduation. Purchase of a diploma and diploma cover is not required to receive a degree/certificate from the College, but it is required if a 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 no charge for EdReady.

For Accuplacer, 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 mandatory group health insurance plan. Student health plans are available through the college at special rates. Contact the Office of International Programs, 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 and listed as "TXTO".

#### **Parking**

No charge.

#### **Catalog**

The Catalog is sold at the Leeward CC Copy Center, GT 104 for a nominal fee, 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 Installment Payment Plan, please visit MyUH or go to <https://www.hawaii.edu/myuhinfo/payment-faqs/>

#### **For Payment in Full: MyUH Online Payments**

- Log in to your MyUH account at [myuh.hawaii.edu](http://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 Hawai'i" and mail to: Leeward Community College, Cashier's Office, 96-045 Ala'Ike; 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 Hawai'i National Guard Tuition Assistance Program is a reimbursement program. At the end of each semester, the National Guard will reimburse Guard members directly for tuition. Please contact your unit commanding officer for further information. Students are responsible for paying all tuition and fees by the appropriate payment deadline.

### **Third Party Sponsor Scholarship Recipients**

If your tuition is being paid by a third party sponsoring agency (e.g. World Health Organization, East-West Center, Alu Like, Vocational Rehabilitation, armed forces branch, State of Hawai'i Department of Education, etc.), 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](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 Hawai'i campus during the 2020 calendar year and were billed for qualified tuition and related expenses from January 1 to December 31, 2020, 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 2020 calendar year.

The 1098T form will be available no later than January 31, 2021, as required by the Internal Revenue Service (IRS). This important tax document must have your current Permanent Address. Please update your Permanent Address on file at the Admissions and Records Office by either one of the following methods:

- By mail: Send a letter of the permanent address to Admissions and Records Office, 96-045 Ala'Ike, AD-220, Pearl City, HI 96782
- In person: Request to fill out the "Student Data Change Form."

Note: You must provide your Social Security Number to the University. The Taxpayer Relief Act of 1997 requires the University to collect and use students' Social Security Numbers or Individual Taxpayer Identification Numbers (ITINs) to report qualified tuition and related expenses billed to students and scholarship and grant payments made to students to the IRS each year. All student information is protected under the Family Educational Rights and Privacy Act (FERPA).

## Refund Policy

Refunds will be given for withdrawal from a course, change in status, or change from one tuition rate to another tuition rate according to the timelines established below. Students completely withdrawing from their home campus must submit the Complete Withdrawal Form at the Admissions & Records Office. Separate refund schedules have been developed based on the way the course is offered.

### Tuition and Fees Refund Regular 16-Week Courses

In the event a student 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 Class Availability 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.

# Academic Information

## 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 (CC). 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 4 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. Students cannot be named retroactively to Leeward's Honors Program. Honors cannot be inscribed on diplomas, certificates or transcripts retroactively.

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](mailto: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](mailto:mtoishi@hawaii.edu); FA-117; 455-0628).

### **Phi Beta Lambda**

Phi Beta Lambda (PTK) 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:** Douglas Choy, [dchoy@hawaii.edu](mailto:dchoy@hawaii.edu), (808) 455-0614.

### **Phi Theta Kappa 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 1,300 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
- 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 3.0 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.

Lead Advisor: Michael Bauer, [mbauer@hawaii.edu](mailto:mbauer@hawaii.edu), (808) 455-0310.

## 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. While instructors are concerned about students, 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.

## 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 except through Participation Verification criteria. 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.

## 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 has a cumulative GPA of 3.0 or higher;
2. Students who have a cumulative GPA of 3.0 or higher;
3. A student registering for a package program that contains more than 18 credits may register for the full package.

Exceptions may be reviewed on a case-by-case basis and granted by a Counselor.

# 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 Community College (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 (CC) has streamlined its developmental math sequence to align with the University of Hawai'i Community College (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](mailto: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 100 (FS, FQ)
	MATH 24	MATH 100C (FS)
MATH 82	MATH 75x	MATH 111
		MATH 115 (FS, FQ)
		QM 107C
		MATH 100 (FS, FQ)
		MATH 100C (FS)
	MATH 25	MATH 103 (FS, FQ)
	MATH 26	MATH 111
	MATH 82x	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 (CC) sequence, or from another University of Hawai'i Community College (UHCC), (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

English Placement Qualifiers can be found online: <http://www2.leeward.hawaii.edu/languagearts/alternative>

Accelerated developmental English courses at Leeward Community College (CC) give 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 98B (\*an experimental course), ENG 100/ENG 22 (ALP), or ENG 100.

The accelerated course options include:

1. ENG 16 (formerly ENG 98B), "Fundamentals of Reading and Writing." After successfully completing ENG 16, students can advance to the Transitional English Pathway (TEP) paired ENG 22/100 course. The first hour of the TEP, ENG 22, is used as preparation for the second hour, which is ENG 100.
2. ENG 24, "Reading, Reasoning, and Writing." After receiving credit in ENG 24, students can advance to ENG 100.
3. 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](mailto:keim@hawaii.edu)

## Erase Period

The first three weeks of the semester (or its equivalent as determined by the appropriate academic Dean for part of term 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.

## 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 discussions, 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 will be made 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 awarded (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
RD	0	Record Delayed - Not Submitted

"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. For "I" grades assigned during Summer Session, work must be made up by the end of the 10th week of the following fall semester. "I" reverts to the "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.

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 determine 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 averages and will compute the GPA 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.

## **International Students**

F-1 international students are required by the Department of Homeland Security to register in and successfully complete a minimum of 12 credits each semester (in a credit program) or 18 hours a week of classroom instruction in a non-credit English Language Institute (ELI) program.

## **Participation Verification**

Students who do not participate in their classes during the first week of the semester are considered to be "No Shows." The College assumes that "No Show" students no longer wish to participate in their education. Students who are identified as "No Shows" will be administratively disenrolled from their classes and given a 100% tuition refund. Participant Verification helps to release students who registered but did not intend to come to class from a financial obligation and failing grade. It also keeps the College in compliance with federal financial aid guidelines.

See [Executive Policy 7.209](#) Student Participation Verification in Coursework

## **Prior Learning Assessment Program**

Leeward Community College (Leeward CC) believes there are many ways to demonstrate the learning outcomes and competencies found in our traditional course offerings. If you have previous life and work experiences where you gained significant knowledge or skills, you might be able to translate those skills and knowledge into college credit through our Prior Learning Assessment (PLA) Program.

PLA helps you identify and demonstrate relevant learning acquired outside Leeward CC and translate this learning into college credit. Leeward CC provides several options to earn college credit through previous college and non-college coursework, standardized exam scores, and skills gained from life experiences, including:

1. **College Transfer Credit:** Courses completed at other regionally 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. Leeward CC does not charge a fee for this type of PLA; however, official transcripts from other institutions must be requested and paid for by the student.
2. **Noncollegiate Sponsored Education Credit:** Courses completed in noncollegiate settings (e.g., military, businesses, industries, social and community agencies, labor unions) whose content is substantially equivalent to Leeward CC course offerings may be transferable toward a Leeward CC degree. Leeward CC does not charge a fee for this type of PLA; however, official transcripts from other institutions must be requested and paid for by the student.
3. **Equivalency Exams:** Standardized national exams such as Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Tests (DSST) may be used to earn college credit. Leeward CC does not charge a fee for this type of PLA; however, official exam scores must be requested and paid for by the student.
4. **Credit by Institutional Exams:** If students have evidence that course concepts have been learned elsewhere, students may request to take an instructor-prepared course examination. If students pass the instructor-prepared exam with a grade of C or better, they can earn credit for the specific course without attending classes. 50% tuition of the regular course fee is required for this type of PLA.
5. **Back Language Credits:** Students placed above the 101 level in Hawaiian or foreign languages can receive, at no additional cost, credits for the courses they are exempted from upon completing the next course in the sequence with a grade of C or better. Students whose level is above that of 202, including native speakers of the languages, can receive credits for the full course sequence provided they register for and pass the highest course (202) in the sequence with a grade of C or better.
6. **Portfolio-Based Assessments:** Students with previous learning experiences may earn college credit if their experiences can be verified and documented. Appropriate Leeward CC faculty will decide if the learning experiences are eligible for credit through Leeward CC's PLA Program. 60% tuition of the regular course fee is required for this type of PLA.
7. **Independent Study:** Students who wish to design and complete individual study projects geared to their particular interests, aptitudes, and needs may apply for Independent Study credit. A faculty member and Division Chair must approve project plans and the student must complete the project within one semester. 100% tuition of the regular course fee is required for this type of PLA.

The number of credit hours that students may earn through the PLA Program varies depending on the type of PLA assessment given. Students may not use PLA credits to meet the residency requirement of 12 credit hours or 20% credit hours toward a degree or certificate.

To receive credit for prior learning, students should schedule a counseling appointment to inquire about earning college credit for their prior learning experiences, decide which Leeward CC course they want prior learning credit for and which PLA method to use, contact the appropriate faculty and decide if their prior learning is appropriate for PLA, and if needed, contact the PLA Coordinator to facilitate the PLA process.

## 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 Community College (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 a 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  
MUS 221B Advanced Voice Class  
MUS 221H Classic Guitar III

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.

## 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.

## Withdrawal from a Course

Students must initiate the process of withdrawing from a course; an instructor cannot drop a student from a course except through Participation Verification criteria. 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 University of Hawai'i (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. A student who does not attend class and does not officially withdraw from the class may receive the grade of "F" for the class.

## 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 part of term courses as determined by the appropriate academic Dean).

# Course Offerings

## About Courses

### Prerequisites

Prerequisites 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 also exist 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 Community College (CC). Some prerequisite statements may include “or consent of instructor.” This applies to 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 allows 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.



# Campus Resources

## All Support & Services for Students

[Admissions and Records](#)

[College Computing Center \(CCC\)](#)

[Counseling and Advising Office](#)

[Disability Services](#)

[Mental Health Office](#)

[Educational Media Center](#)

[Employment Assistance](#)

[Financial Aid Office](#)

[Innovation Center for Teaching and Learning \(ICTL\)](#)

[International Admissions](#)

[Learning Commons](#)

[Learning Resource Center](#)

[Library](#)

[Math Lab](#)

[On-Campus Student Employment](#)

[Test Center](#)

[Tutoring Services](#)

[Wireless Access](#)

[Writing Center](#)

[Writing Intensive Program](#)

[Veterans Affairs](#)

[Veterans Resource Center](#)

## Automatic Teller Machines

An ATM is located inside Uluwehi Café.

## Bookstore

### **University of Hawai'i at Mānoa, Campus Services**

Jodee Dang, Manager, BA, University of Hawai'i at Mānoa

Student Center Building (Lower Level)

(808) 455-0205

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

Monday - Thursday 10:00 a.m. - 3:00 p.m. (Special hours will be 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 are also available for currently enrolled students. You can also shop online at [www.bookstore.hawaii.edu/lcc/](http://www.bookstore.hawaii.edu/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.

## Cashier

Administrative Building 113 (Lower Level)

455-0308, [lcc.cashier@hawaii.edu](mailto:lcc.cashier@hawaii.edu)

Monday-Friday 8:00 a.m.-3:30 p.m.

## 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 Hawai'i 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 Ala'Ike, Pearl City, HI 96782

During the summer, send applications to:

Honolulu Community College,

Early Childhood Program,

874 Dillingham Blvd., Honolulu, HI 96817

## Copy Center

GT 104 455-0323

Monday–Friday 8:00 a.m.–4:00 p.m.

The Leeward Community College 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 Student 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:

The **Culinary Arts Program** offers these options:

1. **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: [jaylened@hawaii.edu](mailto:jaylened@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 both prepare contemporary menu items and manage the restaurant.

Dates of operation and menus, as well as, program special events are listed online at [www.leeward.hawaii.edu/ThePearl](http://www.leeward.hawaii.edu/ThePearl)

2. Located in **Uluwehi Café**:

- a. **Ala 'Ike Grill** Serving cooked to order sandwiches, salads, and entrees with service during the second half of the semester Monday– Wednesday from 9:30 am – 12:30 pm.
- b. **Asian/Continental Cuisine** Serving cuisine featuring a different country each week with service during the second half of the semester on Thursdays from 10:30 am – 12:30 pm.
- c. **Fundamentals of Baking** Featuring periodic bake sales of cakes, pies, cookies, tarts and a variety of baked goods.

### **Other Options**

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.

Food options offered by Subway and Da Spot featuring various vendors.

### **Additional options include**

Hot Dog Hawai'i, located on the Concourse.

Hours of operation for these outside vendors may vary.

## Lost and Found

Please contact Campus 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 Campus Security Office (LA 238). If you believe your vehicle has been towed, contact Campus 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 Copy Center, GT 104.

## Public Transportation

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](http://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.

## Student Health Center

AD 223, 455-0515

Monday - Friday 8:00 am - 4:30 pm

Email: [leeshc@hawaii.edu](mailto:leeshc@hawaii.edu)

For hours and more information: <http://www.hawaii.edu/shs/lcc/>

The Student 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 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

### **TB Clearance and Immunizations:**

- MMR (Measles, Mumps, Rubella), TDAP (Tetanus, Diphtheria, Pertussis), Varicella (Chicken pox), Hepatitis A & B, Gardasil
- Student medical insurance applications
- Health promotion and wellness programs
- Pamphlets and booklets covering a wide variety of health-related subjects

## 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.

## Welcome Center

Student Services Welcome Center:

The Welcome Center is a space on campus where students can get access to key services all in one place.

Visit us on the second floor of the AD building ([see map](#)), Monday-Friday, 8:30AM - 4:00PM (subject to change), for the following services:

- Admissions & Records (455-0642)
- Counseling (455-0233)
- Financial Aid (455-0606)
- Veterans Resource Center (455-0410)
- Our Student Health Center is also located near the Welcome Center in AD 223 (455-0515)

We look forward to serving you during your educational journey at Leeward Community College!

# Facilities, Activities and Special Events

## Facilities Use

Many of Leeward's facilities (e.g., theatre, cafeteria, classrooms, outdoor courtyards, recreational facilities) are available for use by college constituencies and the community. Rental fees are typically assessed to non-University of Hawai'i affiliated groups.

To reserve facilities, complete a Facilities Use Application available from the Facilities Office, DH-B108 (808) 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 (808) 455-0380 or visit the Theatre website at <http://lcctheatre.hawaii.edu/rentalinformation.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 (EMC):** The EMC operates Leeward's HITS center for delivering distance learning courses within the state of Hawai'i through the University of Hawai'i's interactive video (ITV) service, and the Media Center Studio for video productions. HITS: Garrett Chaves, 455-0219. Studio: Camden Barruga, 455-0604.

**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 Theatre was founded in 1974 to facilitate multicultural dialogue by presenting local, national, and international artists' work, especially for those in the Leeward and Central Oahu communities. URL to <https://www.leeward.hawaii.edu/theatre>

**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.

# Student Life

## Board of Student Communications

The Board of Student Communications encourages and supports student work and publications in journalism, literature, the arts and multimedia. The student produced magazine, Ka Mana'o, is looking for journalists, photographers, and more. Contact Stanley Lee, [stanleyl@hawaii.edu](mailto:stanleyl@hawaii.edu) for more information.

## Budget and Finance Committee – Associated Students of the University of Hawai'i (ASUH) – 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.

## 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](http://www.leeward.hawaii.edu/studentlife)

## Hānai iā Leeward

Hānai iā Leeward, is the college's on-campus food pantry. It is designed to help Leeward CC students better succeed in their academic careers by offering access to food for a more balanced diet. We believe that well-nourished students lead to enriched minds. Check the website for more information: <https://hanaiia.wixsite.com/leewardcc>

## Registered Independent Student Organizations

The Student Life Office facilitates at 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](#).

## 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 colleges or University of Hawai'i West O'ahu (UHWO) students. The Student Life Office also provides intramurals on the Leeward campus for Leeward students only.

If you have any questions please email: [imlee@hawaii.edu](mailto:imlee@hawaii.edu)

## Student Activities Board -- Associated Students of University of Hawai'i (ASUH) – 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 SAB 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 SAB, please contact Lexer Chou, [achou@hawaii.edu](mailto:achou@hawaii.edu)

## Student Government – Associated Students of University of Hawai'i – Leeward Community College (ASUH)

Campus Center Building, 455-0560  
Monday–Friday 9:00 a.m.–4:00 p.m.

ASUH-Leeward Community College (CC) is governed by an Executive Board comprised of the President, Vice President, Secretary, and Treasurer. They oversee six Senators, including a Wai'anae 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 Life Office

Office: AD 229  
Telephone: 455-0208  
Monday–Friday 8:00 a.m.–4:30 p.m.

The Student Life Office provides leadership opportunities through the advisement of the Associated Students of the University of Hawai'i (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.



# Student Rights and Responsibilities

## 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.

## Participation Verification

Students who do not participate in their classes during the first week of the semester are considered to be "No Shows." The College assumes that "No Show" students no longer wish to participate in their education. Students who are identified as "No Shows" will be administratively disenrolled from their classes and given a 100% tuition refund. Participant Verification helps to release students who registered but did not intend to come to class from a financial obligation and failing grade. It also keeps the College in compliance with federal financial aid guidelines.

See [Executive Policy 7.209](#) Student Participation Verification in Coursework

## 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.

## Commencement Ceremony Participation Policy

Graduation is one of the most rewarding experiences in our students' academic journey. To be awarded a diploma from the College, the student must submit an "Application for Graduation." It is recommended that students schedule a "Graduation Check" appointment with a counselor. A non-refundable \$15 fee is required for an Associate Degree or Certificate of Achievement. For students denied their degree/certificate, the fee may be applied to subsequent degree/certificate applications. Proof of payment is required for the fee to be waived for subsequent semesters. To participate in the annual Commencement Ceremony held in May, students may exercise their right to participate according to their eligibility described below:

Participation in the annual Commencement Ceremony at Leeward Community College will be based on the following criteria:

- Student must be within 9 credits of completing their degree or be otherwise able to complete their degree by the following Fall semester.
- Candidates for any Certificate must have earned, or be enrolled in, all of the requirements for the certificate.
- Candidates must have completed and submitted the online graduation application by the published deadline.

## 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.

## 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:

## 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.

## 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>.

## Information Technology Policy

### **UH Executive Policy, Administration E 2.210: Use and Management of Information Technology Resources Responsible Use, Privileges and Responsibilities:**

The University of Hawai'i defines and provides access to institutional computers, information systems and networks as a privilege rather than a right. All users must respect the rights of others, the integrity of the facilities and controls which are implemented to maximize the community's reliable access, and all pertinent license and contractual agreements that underlie the University's technology infrastructure. It is the policy of the University to deny access to any member of the user community who violates this policy or who uses the University's technology resources to violate other duly established policies and/or Federal or State laws.

The complete IT Usage policy can be found at <https://www.hawaii.edu/policy/ep2.210>.

## 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 business 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 business 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](http://www.leeward.hawaii.edu/policies).

## Student Complaint Process

Leeward Community College recognizes its responsibility to provide students with an informal process for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include ineffective or inefficient service (i.e., not replying to email inquiries after one week), or neglect of duty (i.e., not holding office hours, not returning a graded assignment/exam before the next similar assignment/exam is due, not having an up-to-date grade book). To address this possible problem, below are the steps students should take to resolve such issues.

**Step 1:** If after working with one's instructor and the issue remains unresolved, contact the Division Chair via email, phone, or in person.

Division	Chair	Office	Phone	Email
Arts & Humanities	Susan Lum	FA 111	455-0351	<a href="mailto:susanlum@hawaii.edu">susanlum@hawaii.edu</a>
Business	Tina Lee	BE 213	455-0344	<a href="mailto:tinaplee@hawaii.edu">tinaplee@hawaii.edu</a>
Language Arts	Kathryn Fujioka-Imai	LA 201	455-0330	<a href="mailto:kathrynf@hawaii.edu">kathrynf@hawaii.edu</a>
Mathematics & Natural Sciences	William Albritton	MS 211	455-0251	<a href="mailto:walbtritt@hawaii.edu">walbtritt@hawaii.edu</a>
Professional Arts & Technology	Don Maruyama	GT 116	455-0300	<a href="mailto:donaldkm@hawaii.edu">donaldkm@hawaii.edu</a>
Social Sciences	Eiko Kosasa	FA 220	455-0360	<a href="mailto:ekosasa@hawaii.edu">ekosasa@hawaii.edu</a>
Wai'anae Moku	Danny Wyatt	101C	454-4704	<a href="mailto:dwyatt@hawaii.edu">dwyatt@hawaii.edu</a>
Student Services	Lexer Chou	CC 205	455-0248	<a href="mailto:achou@hawaii.edu">achou@hawaii.edu</a>

**Step 2:** If the issue is still unresolved with the Division Chair, contact the appropriate Dean

Division	Dean	Office	Phone	Email
Arts & Sciences	Jim Goodman	AD 101B	455-0664	<a href="mailto:goodman@hawaii.edu">goodman@hawaii.edu</a>
Career & Technical Education	Ron Umehira	AD 101A	455-0321	<a href="mailto:umehira@hawaii.edu">umehira@hawaii.edu</a>
Student Services	Kami Kato	AD 227	455-0260	<a href="mailto:kamik@hawaii.edu">kamik@hawaii.edu</a>

**Step 3:** If the unresolved with the Dean, contact the Vice-Chancellor of Academic Affairs

Vice-Chancellor for Academic Affairs Keala Chock AD 108 455-0269 [keala.chock@hawaii.edu](mailto:keala.chock@hawaii.edu)

## Systemwide Student Conduct Code

As a student at the University of Hawai'i, 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 will be applied to students who violate one of the rules of the Code.

To view the list of impermissible behaviors as well as sanctions, please view the University of Hawaii Systemwide Student Conduct Code (EP 7.208) online ([link](#))

To view Leeward Community College's Student Conduct Code Procedures, visit <https://www.leeward.hawaii.edu/sccprocedures>

Copies of the University of Hawaii Systemwide Student Conduct Code and Leeward Community College's Procedures can also be obtained in the Dean of Student Services Office.

# College Policies

## Academic Freedom

The Agreement between the University of Hawai'i Professional Assembly and the Board of Regents of the University of Hawai'i states in Article IX A that "Faculty Members are entitled to freedom in the classroom in discussing subjects of expertise, in the conduct of research in their field of special competence, and in the publication of the results of their research." It also states in Article IV A that "Faculty Members are responsible for maintaining high professional standards of scholarship and instruction in their field of special competence. In giving instruction upon controversial matters, Faculty Members are expected to set forth justly and without suppression the differing opinions of other investigators, and in their conclusions provide factual or other scholarly sources for such conclusions. Faculty members should be careful not to introduce into their teaching controversial matters that have no relation to their subject." This Article also states that "When speaking and acting as citizens, Faculty Members shall take suitable precaution to assure that personal utterances or actions are not construed as representing the University."

## Campus Crime Awareness (Clery Act)

In compliance with the Campus Crime Awareness and Campus Security Act of 1990, as amended, (known as the "Clery Act" ) and the Campus Fire Safety Right-to-Know Act signed into law in 2008 the College's security policies and crime statistics can be found in the Annual Security Report, online at <http://www.leeward.hawaii.edu/security>.

## Consensual Relationships

The University of Hawai'i consensual relationships policy prohibits an employee from initiating or engaging in a romantic, dating, or sexual relationship with another employee or a student whom he/she currently supervises, directs, instructs, evaluates, advises, or has substantial influence over wherein a power and control differential exists. The full Executive Policy EP 1.203 is available at <http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=1&policyNumber=203>

## 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 Hawai'i's System Policy on Workplace Non-Violence (EP 9.210) at <https://www.hawaii.edu/policy/ep9.210>.

## 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 (<https://hawaii.edu/policy/docs/temp/ap9.920.pdf>), Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment and Admissions.

Complaints of discrimination may be addressed to:

*Students:*

**Leanne Risley**, Interim Dean of Academic Services  
Leeward Community College  
96-045 Ala'Ike, LC-301B  
Pearl City, HI 96782  
Phone: 808-455-0268

*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  
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 Complaint Procedures for Students, Employees, and Applicants for Admission or Employment, August 2002.

Complaints of discrimination may also be filed with:

**Christine S. Y. Chun**  
Director  
Office of Compliance, EEO/AA, and Title IX  
Office of the Vice President for Community Colleges  
2327 Dole Street Room 1  
Honolulu, Hawaii 96822  
Phone (808) 956-4564

## 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 Community College 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 Hawai'i Office of the President, is issued pursuant to the requirements of the federal Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the Student Conduct Code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

The purchase, possession or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion or rescission of grades or degree. Copies of the full text of the Code are available in the Office of the Dean of Student Services or online at [www.leeward.hawaii.edu/policies](http://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 Hawai'i 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](http://www.leeward.hawaii.edu/policies) and at <https://www.hawaii.edu/policy/ep11.201>.

## Other Policies, Procedures and Guidelines

[Policy on the Designation of Electrical Vehicles Parking Stalls \(pdf\)](#)

Additional University of Hawai'i and Leeward Community College policies, procedures and guidelines can be found at: <http://www.leeward.hawaii.edu/policies>

## Participation Verification

Students who do not participate in their classes during the first week of the semester are considered to be "No Shows." The College assumes that "No Show" students no longer wish to participate in their education. Students who are identified as "No Shows" will be administratively disenrolled from their classes and given a 100% tuition refund. Participant Verification helps to release students who registered but did not intend to come to class from a financial obligation and failing grade. It also keeps the College in compliance with federal financial aid guidelines.

See [Executive Policy 7.209](#) Student Participation Verification in Coursework

## Policy on Administrative Disenrollment for Failed Prerequisites

The Leeward Community College (CC) Registrar's Office will perform an administrative disenrollment for all students who have registered for a Leeward CC course based on an in-progress prerequisite and who subsequently did not meet the prerequisite for that course. This does not apply to students who have received a prerequisite override for the course.

An administrative disenrollment will be performed for students registered for a Leeward CC course and who receive any of the following for the in-progress prerequisite:

- Students who received an F or N grade
- Students with an Incomplete (except if the student were receiving an IA, IB, IC, or ID, and the default grade would satisfy the prerequisite)
- Students enrolled in a mandatory or optional Credit/No Credit (CR/NC) course and receive NC
- Students enrolled in a Pass/No Pass (P/NP) course and Receive NP
- Any other grade that does not meet the prerequisite requirement

Students will be notified of their disenrollment via UH email accounts and advised to see counselors for options to reschedule courses impacted by the disenrollment.

For more information see: L5.190 [Policy on Administrative Disenrollment for Failed Prerequisites](#) (pdf)

## Policy on Graduation

### Purpose

The Graduation Policy establishes campus-level requirements that must be met, in addition to UH System and program-specific requirements, for conferrals (i.e., degree or certification). The objectives of this policy are to establish a minimum cumulative-GPA campus standard for degree/certificate conferrals and articulate procedures related to Graduation policy compliance.

### Definitions

- **Graduation:** The awarding/conferral of a degree or certificate with a notation on a student's official transcript.
- **Cumulative 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). For the purposes of this policy, "GPA" refers only to grade points and credits earned at Leeward Community College (Leeward CC) and only for courses numbered 100 or higher, unless a sub-100 level course is applicable towards degree requirements and was taken for a letter grade.

### Policy

Leeward CC complies with [UHCC policy 5.203](#) which requires students earn a cumulative 2.0 GPA or better for all courses used to meet program degree requirements. Leeward CC programs may have their own specific graduation requirements. In addition, students must hold a minimum cumulative 2.0 GPA in Leeward CC delivered courses in order to be awarded degrees or certificates. Minimum GPA in both categories must be met by the time of conferral.

### Procedures and Responsibilities

Before awarding degrees or certificates, the appropriate college personnel will verify the student holds a minimum cumulative 2.0 GPA at Leeward CC as well as meeting all program-specific requirements.

# Policy of Nondiscrimination and Affirmative Action

Leeward Community College declares and reaffirms its commitment to the University of Hawai'i's policy of equal education and employment opportunity. The College is committed to the principles and practices of nondiscrimination on the basis of race, sex (including sexual orientation, gender identity, and expression), age, religion, color, national origin, citizenship status (except as permissible by applicable law), ancestry, physical and mental disability, genetic information, marital status (including civil union), arrest and court record (except as permissible under State law), National Guard absence, uniformed services, status as a protected veteran, income assignment for child support, credit history (unless directly related to a bona fide occupational qualification), pregnancy, breastfeeding, or status as a victim of domestic or sexual violence (includes stalking), provided the victim provides notice to her/his employer of such status or the employer has knowledge of such status.

The College further declares its commitment that as part of the University's equal opportunity policy to implement reasonable accommodations, to the extent required by law, for individuals with disabilities, sincerely held religious practices, victims of domestic or sexual violence, pregnancy, and breastfeeding.

In addition, employees and applicants for employment are protected under Title IX, Title II and Section 504.

As an integral part of its Policy on Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i, hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees or applicants for admission or employment on the basis of sex is prohibited and will not be tolerated.

Individuals designated to coordinate the University of Hawai'i Community Colleges' nondiscrimination and affirmative action programs are:

**Lori Lei Hayashi**  
EEO/AA Coordinator  
Leeward Community College  
96-045 Ala'Ike, AD 121  
Pearl City, HI 96782  
Phone: 808-455-0277

**Christine S.Y. Chun**  
Director  
Office of Compliance, EEO/AA, and Title IX  
Office of the Vice President for Community Colleges  
2327 Dole Street Room 1  
Honolulu, Hawaii 96822  
Phone (808) 956-4564

## Policy on Sex Discrimination and Gender-Based Violence - Title IX

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.

**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 Hawai'i policy prohibiting sex discrimination and gender-based violence (Interim Policy EP1.204), please visit <http://www.hawaii.edu/titleix>.

**Title IX Coordinator: Thomas Hirsbrunner**

Leeward Community College

96-045 Ala'Ike, AD-122

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 Ala'Ike, AD-203

Pearl City, HI 96782

Phone: (808) 455-0236

**Deputy Title IX Coordinator for Students: Danny Wyatt**

Leeward Community College, Wai'anae Moku Coordinator

87-380 Kulaaupuni St.

Wai'anae, 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 Ala'Ike, 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](http://www.leeward.hawaii.edu/TitleIX)

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:

**Lori Lum, Licensed Mental Health Counselor**

Mental Health Services

Pearl City Campus, AD 224

Phone: (808) 455-0652

Email: [leetalk@hawaii.edu](mailto:leetalk@hawaii.edu)

**Leeward CC's Wai'anae Campus**

Phone: (808) 696-6378

Email: [leetalk@hawaii.edu](mailto:leetalk@hawaii.edu)

**University of Hawaii at West-Oahu**

Mental Health and Counseling Services

Phone: (808) 689-2661

Email: [uhwotalk@hawaii.edu](mailto:uhwotalk@hawaii.edu)

**Confidential Advocate**

Leslie Cabingabang, MSW  
Senior Advocate  
University of Hawai'i System  
Office of Institutional Equity  
Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
Phone: (808) 348-0432

**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](http://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

## Prohibited Activities

Non-approved activities such as skateboarding, roller-blading, bicycling, ball-playing, and frisbee, etc. are prohibited on campus.

## Safe Zone

In light of Leeward Community College's commitment to the University of Hawai'i's policy of equal education and employment opportunity and to the principles and practices of nondiscrimination including sexual orientation, gender identity, and expression, the Safe Zone program was established.

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 Hawai'i System.

Upon completion of a Safe Zone Training, participants will be invited to become Advocates in the University of Hawai'i 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.

## 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.

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 under Services for Students with Disabilities:

<http://www.leeward.hawaii.edu/policies-students-disabilities>

## Smoking

All University of Hawai'i (UH) campuses and facilities are tobacco-free. Hawai'i 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](http://www.leeward.hawaii.edu/smoking)

## Statement of Professional Ethics

As noted in University of Hawai'i policies, faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end faculty members devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although faculty members may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

As teachers, faculty members encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Faculty members demonstrate respect for students as individuals, and adhere to their proper roles as intellectual guides and counselors. Faculty members make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

As colleagues, faculty members have obligations that derive from common membership in the community of scholars. Faculty members do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Faculty members accept their share of faculty responsibilities for the governance of their institutions.

As members of an academic institution, faculty members seek above all to be effective teachers and scholars. Although faculty members observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Faculty members give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it. When considering the interruption or termination of their service, faculty members recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

As members of their community, faculty members have the rights and obligations of other citizens. Faculty members measure the urgency of these obligations in light of their responsibilities to their subject, to their students to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

The full policy can be found at: [http://uhcc.hawaii.edu/ovpcc/policies/UHCCP\\_5.211](http://uhcc.hawaii.edu/ovpcc/policies/UHCCP_5.211)

# Unsatisfactory Academic Progress (UAP) Policy\*

The Unsatisfactory Academic Progress (UAP) policy is an academic progress standard set by Leeward Community College. Students who fail to maintain a GPA of 2.0 or higher are considered to be making unsatisfactory academic progress and could receive academic sanctions (e.g., course-taking limits, required breaks from their education, etc.). Tiered responses: Academic Warning, Probation, Suspension, and Dismissal. The intent is to urge such students to take timely appropriate action to allow for successful certification and/or degree. Students placed on academic suspension and dismissal are required to take a break from their education at Leeward CC, but can take classes at other college campuses, including other University of Hawaii campuses.

## Policy Objectives

1. To establish standards of satisfactory academic progress.
2. To establish procedures for identifying students who are not making satisfactory academic progress.
3. To encourage such students to take appropriate action to improve their academic performance.
4. To have a procedure that is clear and understandable to students that provides campus offices with guidelines on the implementation of the policy.

## Definitions Used in This Policy

- A. Term is defined as Fall or Spring semester.
- B. Term GPA is defined as the semester grade point average (GPA) earned for only the applicable semester at Leeward Community College.
- C. 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 the student 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 a 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 the term GPA is 2.0 or higher. A student on Academic Warning will be encouraged to meet with a counselor.

## 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.

## 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 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 status 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 cumulative GPA is below a 2.0, but term GPA is 2.0 or higher, the student will remain on “Probation after Suspension” status.
- If, during the “Probation after Suspension” term(s), the student fails to earn a term GPA of 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 will be eligible to reapply for admission after the dismissal period and will be readmitted on Academic Probation after Dismissal status. See the next section for required steps.

### **Academic Probation after Academic Dismissal (Probation after Dismissal)**

- Students on, or readmitted on, Academic “Probation after Dismissal” status 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” status.
- 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 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 10 calendar days after the date of the written notice from the College. 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 Academic Warning, Academic Probation, Academic Suspension, or Academic Dismissal are not eligible to graduate. For students on UAP seeking to graduate in the summer: if, upon GPA recalculation after summer grades are posted they achieve a cumulative Leeward GPA of 2.0 or higher, the student will be restored to good academic standing and their graduation eligibility will be reinstated.



## Responsibilities

Admissions and Records track student grade point averages, inputs academic action on student records, and inform students that have UAP status.

Counseling and Advising provide students with accurate information about the impact of being placed on UAP, recommends appropriate courses to take in subsequent semesters, and removes probation holds on accounts for students on probation, suspension, and dismissal.

### **\*Footnote:**

*The academic progress standards defined under this UAP Policy—academic warning, probation, suspension, dismissal, etc.—are not the same as the probation and suspension defined under Financial Aid's Satisfactory Academic Progress Policy (<https://www.leeward.hawaii.edu/finpolicies>). Complete information regarding Financial Aid's SAP Policy is located on page 235 (Link)*

*Additionally, the academic progress standards used to determine eligibility for VA benefits is also separate and distinct from the College's academic progress standards as outlined here in the UAP Policy. Complete information regarding VA benefit eligibility can be found on page 250 (Link).*

## Workplace Non-Violence

The University of Hawai'i encourages the intellectual and personal growth of its students as scholars and citizens and recognizes the need to maintain a safe and secure environment for faculty and staff to fulfill the University of Hawai'i's mission of teaching, research and service. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of its community.

The University of Hawai'i prohibits any work related or workplace violence against its students, faculty, staff, visitors and contract employees which materially and substantially interferes with an individual's work, academic performance, and/or workplace safety and/or otherwise subjectively and objectively creates a hostile environment. Such prohibited violent acts may involve physical attack, property damage, as well as written or verbal statements or non-verbal gestures that, to a reasonable person, express or suggest the intent to cause physical or mental harm to another person. The full policy can be found at: <https://hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=9&policyNumber=210>

# Faculty, Staff, and Administration Listing

## 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

**Tad Saiki, Marketing Specialist**, BFA, Graphic Design, University of Hawai'i at Mānoa

**Thomas Hirsbrunner**, Title IX Coordinator; BS, Middle Tennessee State University; JD, Thomas M. Cooley Law School (Lansing, Michigan)

### Office of the Vice Chancellor for Academic Affairs

**Kasey "Keala" Chock**, Vice Chancellor for Academic Affairs/Chief Academic Officer; BS, MPA, University of Hawai'i at Manoa

**James Goodman**, Dean of Arts and Sciences; BFA, MFA, University of Hawai'i at Mānoa

**Leanne Riseley**, Interim Dean of Academic Services; BS, Electrical Engineering, University of Colorado; MEd, University of Hawai'i at Mānoa

**Ron Umehira**, Dean of Career and Technical Education; BBA, MEd, University of Hawai'i 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 Hawai'i at Mānoa; MSW, Boston University

**Shirlene Callejo**, Secretary to Vice Chancellor, Academic Affairs

**Vacant**, Secretary to the Dean of Career and Technical Education

**Vacant**, 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

**Janel Oshiro**, Banner Specialist; BA, Psychology, University of Hawai'i at Mānoa

**Patricia Jayne Bopp**, Interim Coordinator, Associate Professor CC, Sociology; BA, Arizona State University, MPH, MA, University of Hawai'i at Mānoa

### Office of the Vice-Chancellor of Administrative Services

**Kelli Brandvold**, Vice Chancellor of Administrative Services; BBA, University of Hawai'i at Manoa

**Harumi Hatchie-Leong**, Secretary, Administrative Services; AS, Kapi'olani Community College

## Office of Planning, Policy and Assessment

**Patricia Jayne Bopp**, Interim Coordinator, Associate Professor CC, Sociology; BA, Arizona State University, MPH, MA, University of Hawai'i at Mānoa

**Adam Halemano**, Institutional Assessment Specialist; BS, Information Technology, MA, Education/Curriculum and Instruction, MEd, Educational Technology, 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

The Native Hawaiian Center at Pu'uloa

**Momi Kamahele**, Professor CC, Hawaiian Studies; Native Hawaiian Student Support Coordinator, 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

**Melissa Tupa**, Native Hawaiian Student Support Specialist; BA, University of Hawai'i-West O'ahu.

**Rowena Makaimoku**, Retention Specialist; BA, University of Hawai'i-Hilo, MA, University of Phoenix

**Lance Namahira**, Student Services Specialist; BA, Human Studies

**Ruhi Quinn**, Media Specialist; BA, University of California, San Diego

**Terrilynn Smith**, Admin & Fiscal Support Specialist; BBA, University of Hawai'i at Mānoa

**Mary Stibbard**, Project Coordinator; BA, University of Hawai'i at Mānoa

## Special Project

**Aulii Silva**, Professor CC, Grants Research and Program Development Specialist; BA, Asian Studies, University of Redlands; MA, Education Counseling, University of Redlands

## Advisory Boards

### Accounting

**Adele Lum**, Standard Capital Group, Inc.

**Abigail Ugale**, Robert Half

**Frank Kudo**, University of Hawai'i-West O'ahu

**Michael Lam**, Administrative Solutions, Inc.

**James Oshiro**, Oshiro & Chun CPAs, Inc.

**Marino Takara**, State of Hawai'i, Department of Commerce & Consumer Affairs

**Lisa Yoza**, TRUSTA, An Accountancy Corporation

**Katie Ladgraf**, University of Hawai'i - West O'ahu

**Hamid Pourjalali**, UH Mānoa School of Accountancy

**Ann Katekaru**, Inkinen

**Jennie Castillo**, Fresh Island Fish Co.

## **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 Hawai'i

**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

**Jason Lombrado**, Technical Lead & Officer

**Steve Painter**, HUD VASH Employment Specialist, Veterans Administration

**Tahnee Sales**, Recruitment Manager, Kamehameha Schools

**Monchalee Ota**, Founder, Nimbus Unlimited

**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

**Ha'aheo Zablan**, Front Office Manager, Waikīkī Beach Marriott Resort & Spa

## **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**, MC&A

**Jon Matsubara**, Chef/Owner, Feast

**Keith Horita**, President/CEO, PC Services, Inc. dba Paradise Cove Lū'au

**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 Hawai'i

**Shaden Sato**, Chef, Halekulani

**Tammy Nakamura**, Culinary Instructor, Leilehua High School

## **Digital Media**

**Al Garma**, Creative Director and Owner, Garma Graphic Design

**Ryan Kawamoto**, Writer/Director, Vice-President of Community Relations, Kinectic Production

**Ric Noyle**, Owner, Ric Noyle Photo Productions

**Todd Robertson**, President/CEO, Hyperspective Studio, Inc.

**Ken Sato**, Program Lead, Broadcast and Digital Media, Pearl City High School

**Sharla Hanaoka**, Associate Specialist/Director of the Academy of Creative Media West O'ahu, University of Hawai'i West O'ahu

## **Health Information Technology**

**Lani Alcayde**, CPC, RHIT, Health Information Analyst, Sutter Health

**Tina Agaran**, Health Care Division, Department of Public Safety

**Gloria J Brooks**, MBA, RHIA, Vice President | Hospital Operations, Pali Momi Medical Center | Administration

**Charlotte Fujishiro**, Wahiawā Nursing Rehab Center

**Patrice M. Jackson**, RHIA, RHIT, CHP, CCS, CHTS-TR/IM/PW, Director of Health Information Management, REHAB Hospital of the Pacific

**Marie James**, Professor Emeritus, University of Toledo

**Marguerite Kono**, RHIT, CHCO, Wahiawā General Hospital Quality & Regulatory Compliance Coordinator

**Jackie Ujano**, MHA/Info, CPC, CPMA, MRL III - Medical Records Librarian, Health Information Section (HIS)

**Lynette M. Williamson**, Ed.D., MBA, RHIA, CCS, CPC, FAHIMA, University of Hawai'i-West O'ahu. Math, Natural & Health Science Division, Assistant Professor & Program Director, Health Information Management (HIM) Department

## **Information & Computer Science**

**Jackson Cho**, Federal Government

**Shawn Goodson**, Facchina Global Systems

**Scott Higashino**, Bank of Hawai'i

**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

**Dave Mark**, Maui Divers

**Mark Komatsu**, First Hawaiian Bank

**Brandi Clement**, Disney Aulani Resort & Spa

**Jason Furuta**, Marriott Vacations Worldwide

**Pila Hanson**, Outrigger Hotel and Resorts

**Darise Marino**, Young's Market

**Tamara DeSelms**, Home Depot

## **Substance Abuse Counseling**

**Angela C. Bolan**, MAET, CSAC, ICADC Manager: Quality Assurance & Improvement Office Certification Board DOH Alcohol and Drug Abuse Division

**Shirley Davenport, PhD**, LSW, CSAC Outpatient Manager Ho`omau Ke Ola

**Hsin-Tine (Tina) Liu-Tom**, Ph.D. Staff Psychologist/Director of Training Mālama Recovery Services & Ho'okūola Hale & Mālama Ku Ola Clinic - Waianae Coast Comprehensive Health Center

**Mary Elizabeth Pacheco**, LMHC, CSAC, CCS, CPS, ICSAC, Clinical Director of Adolescent Services, Hina Mauka Teen CARE

**Chelsea Torres**, LMHC, CSAC, Chief Operating Officer, Kokua Support Services

**Nicole S. Wright**, PsyD, CSAC, ICADC Director, Mālama Recovery Services & Ho'okuola Hale Waianae Coast Comprehensive Health Center

## Television Production

Dennis Burns, Pacific Focus

Nick Carter, KGMB-TV9

Georja Skinner, Hawai'i Film Office

Bryan Kam, KHNL/KFVE

Jay Park, KGMB-TV9

Bob Pritchard, KMTV

Lori Silva, KHON-TV2

Candy Suiso, Wai'anae High School

Leslie Wilcox, PBS, CEO

John Wray, KITV-TV

## Faculty and Staff

### Arts and Humanities Division

Division Office: FA 109

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Division Secretary: Terry Richter

Lu'ukia Archer, Associate 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

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, Associate Professor CC, History; AA, Leeward Community College; BA, University of Hawai'i -West O'ahu; MA, PhD, University of Hawai'i at Mānoa

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

Paul Lococo, Professor CC, History; BA, MA, PhD, University of Hawai'i at Mānoa

Tracie K.C. Losch, 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**, Associate CC, 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

**Jay S. Sakashita**, Professor CC, Religion; BA, MA, University of Hawai'i at Mānoa; PhD, The University of Stirling

**Suzette Scotti**, Associate 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**, Associate 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

**Naiad Wong**, Assistant Professor CC, History; BA, MA, University of Hawai'i at Mānoa

## **Business Division**

**Division Office:** BE 213

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**Division Secretary:** Melinda Lee

**Business Counselor:** Joy Lane

**Academic Specialist:** Rien Vidad

**Rose Bumanglag**, RHIT, CCS, Instructor CC, Health Information Technology, AAS Heald College

**Kathleen Cashman**, Assistant Professor CC, Health Information Technology; AAS, Heald College; BA, University of Hawai'i at Mānoa

**Douglas Choy**, Associate Professor CC, Management; BBA, University of Hawai'i at Mānoa; MBA, Hawai'i Pacific University

**Faustino Dagdag**, Assistant Professor CC, Management; BBA, University of Hawai'i at Mānoa

**Ross Higa**, Assistant Professor CC, Management; BBA, University of Hawai'i at Mānoa

**Tina Lee**, Associate Professor CC, Accounting, BBA, MAcc, University of Hawai'i at Mānoa

**Lynette Kuipo 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

**Melissa Moody**, Instructor CC, Accounting; BBA University of Hawai'i at Mānoa; MAcc University of Scranton

**Rien Vidad**, Academic Specialist; BS, University of Arizona

**Evelyn Wong**, Associate 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

**Frances K. Boydston**, Assistant Professor CC, English; BA, De Pauw University; MFA, Eastern Washington University

**Jeremiah Boydston**, 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**, Assistant Professor 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

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**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

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**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

**Susan Waldman**, Associate Professor CC, English; BA, University of Massachusetts; MFA, Emerson College

**Frances K. Boydston**, 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

**Tasha Williams**, Instructor CC, English; BA, MA, Southern Illinois University Edwardsville

#### **Language Arts Division-Office of International Programs**

**Aya Hara-Joesting**, Educational Specialist, MA, University of Redlands

## **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

**PBT, IIT Counselor:** Amy Amper

**William M. Albritton**, Professor CC, Information and Computer Science; BA, Physics, Oberlin College; MS, ICS, University of Hawai'i at Mānoa

**Michael J. Bauer**, Professor CC, Information and Computer Science; BS, University of Wisconsin-Parkside, MBA, University of Hawai'i at Mānoa

**Justin Carland**, Instructor CC, Engineering, BS, MS, Electrical Engineering, University of Hawai'i at Mānoa

**Daniel Cordial**, CTE Academic Advisor; BA, Psychology, University of Hawai'i at Mānoa; MS, Counseling Psychology, Chaminade University of Honolulu

**Jasmin D. Dela Cruz**, Math Lab Manager; BS, Mathematics, Washington State University

**Patricia F. Domingo**, Lab Manager; BS, University of Hawai'i at Mānoa

**Daniela Dutra Elliott**, Assistant Professor CC, M.S. Horticultural Sciences-Environmental, University of Florida; Ph.D. Botany, 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. Lewis**, 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**, Associate Professor CC, General Science; BS Integrated Sci, PhD Microbiology and Immunology, University of British Columbia

**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**, Assistant Professor CC, B.S. Biology, M.S. Fisheries Oceanography, University of Massachusetts Dartmouth; Ph.D. Molecular Biosciences and Bioengineering, University of Hawai'i at Mānoa

**Krystin Manguba-Glover**, Instructor CC, Mathematics, BS, Mathematics, University of Notre Dame; MS, Mathematics, University of Hawai'i at Mānoa

**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, B.S. Agriculture, University of Aberdeen, Scotland; Ph.D. Molecular Biology, University of Exeter, England.

**Jennifer R. McFatridge**, Instructor CC, Physics; BS, MS, Physics, University of Hawai'i at Mānoa

**Christina Mende**, Instructor CC, Mathematics; BA, MA, University of Hawai'i at Mānoa

**Kakkala Mohanan**, Associate 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 Francis**, 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

**James Ogg**, Assistant Professor CC, Mathematics; BS, Grove City College; BGS, Roosevelt University; MBA, University of Hawai'i at Mānoa

**Reina M. Ojiri**, Assistant Professor CC, Mathematics; 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**, 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

**Danielle Tai**, Academic Advisor, BA, University of Hawaii-West Oahu

**Jennifer Watada**, Professor CC, Mathematics; BA, MEd, University of Hawai'i at Mānoa

**Donn Viviani**, Instructor CC, Oceanography; MS, PhD, Oceanography, University of Hawai'i at Mānoa

**Huafeng (Hannah) Yang**, Instructor CC, Chemistry; BS in Chemistry, Ocean University of China, China; MS in Analytical Chemistry, The Chinese Academy of Sciences; PhD in Chemistry, The University of Manchester, England

## Professional Arts and Technology Division

**Division Office:** GT 116

**Telephone:** 455-0300

**Division Chair:** Donald Maruyama

**Division Secretary:** Fabiola Castellano

**PAT Counselor:** Melissa Jones

**Academic Specialist:** Paras "Tami" 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

**Lee Alan Dung**, Instructor CC, Culinary Arts; BS, University of Hawai'i at Mānoa; AS, Kapi'olani Community College; Certified Executive Chef (CEC), American Culinary Federation (ACF); Certified Hospitality Educator (CHE), American Hotel & Lodging Educational Institute (AHLEI)

**Matthew Egami**, Assistant Professor CC, Culinary Arts; AS, Culinary Arts, Kapi'olani Community College; Certified Hospitality Educator (CHE), American Hotel & Lodging Educational Institute (AHLEI)

**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**, Assistant Professor CC, Culinary Arts; Certified Hospitality Educator (CHE), American Hotel & Lodging Educational Institute (AHLEI)

**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 Sabrina de Mirbeck; Certified Hospitality Educator (CHE), American Hotel & Lodging Educational Institute (AHLEI)

**Donald Maruyama**, Professor CC, Culinary Arts; BA, Grinnell College; Certified Hospitality Educator (CHE), American Hotel & Lodging Educational Institute (AHLEI)

**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, Digital Media; 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 O'ahu; ASE Certified Master Technician; ASE Advanced Level Technician; Certified Mechanic, State of Hawai'i

**Irwin Yamamoto**, Assistant Professor CC, Digital Media; AA, Liberal Arts, Leeward Community College; BA, Speech, MEd, Educational Technology, University of Hawai'i at Mānoa

**Paras "Tami" Williams**, Academic Specialist; BS, Pepperdine University; MS, Troy State University

## **Social Sciences Division**

**Division Office:** FA-220

**Telephone:** 455-0360

**Division Chair:** Eiko Kosasa

**Division Secretary:** Kristina Rodrigues

**Office Assistant:** Elizabeth Mangrobang

**Education Counselor:** Jean StavRue-Pe'ahi

**Corey Adler**, Professor CC, Sociology; BA, University of Maryland College Park; MA, PhD, University of Hawai'i at Mānoa

**Kelsie Aguilera**, Associate 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**, Associate Professor CC, Sociology; BA, Arizona State University, MPH, MA, University of Hawai'i at Mānoa

**Eunice Brekke**, 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**, Professor CC, Education; BA Sociology, University of Buffalo (SUNY); MA Education Policy and Leadership, University of Maryland; PhD Education, University of Hawaii

**Anika Gearhart**, Instructor CC, Psychology; BA, Mount Holyoke College, MA; MS, Sacred Heart University, CT; ABD, University of Hawai'i at Mānoa

**Brian Ichida**, Assistant Professor CC, Education; MEd, University of Hawai'i at Mānoa

**Jeffrey Judd**, 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**, Assistant Professor 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

**Lilian Rebamonte-Smith**, Instructor, Education; BS, Early Childhood Education, MEd, Special Education, University of Nevada Las Vegas.

**Cameron Rivera**, Student Support Specialist, Education Program; BBA, Marketing; MEd, Educational Technology, University of Hawai'i at Mānoa

**Jaydene Kale'a Silva**, Associate 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

**Marie McKenzie**, Instructor CC, Geography; BA, Geography, University of Hawai'i at Hilo; BS Environmental Science, University of Hawai'i at Hilo; MA, Geography and the Environment, 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  
Telephone: 454-4702

**Wai'anae Moku Coordinator:** Danny Wyatt, Associate Professor CC, English; MA, Southern Illinois University

**Secretary:** Walterbea Aldeguer

**Office Assistant:** Danielle Saito

**Counselor:** Leon Florendo

**Counselor:** Christopher Pokipala

**Darwin Bohnet**, Assistant Professor CC, Science; BS Biology, Brigham Young University, HI; MS, Biology, Eastern New Mexico University

**Summer Barrett**, Associate Professor, CC; BS, University of Puget Sound; MET, University of Hawai'i at Mānoa

**Lucy Gay**, Associate Professor CC, MEd, Educational Psychology, University of Hawai'i at Mānoa

**Rick Kang**, Title III G2FO/ATE Coordinator, BA Hawaiian Studies, 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

**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

## **Emeritus/Faculty**

**Mazie S. Akana**, Professor CC, Mathematics

**Robert N. Asato**, Professor CC, Chemistry

**Tommylynn Benavente**, Professor CC, Professional Arts and Technology

**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

**Pat Kamalani Hurley**, Professor CC, English

**Amy K. Inowe**, Professor CC, Business

**Janice S. Ito**, Professor CC, Biological Sciences

**Roy Kamida**, Professor CC, Accounting

**Donald G. Klim**, Professor CC, Oceanography

**Cary Kuroda**, Professor CC, Computer Aided Drafting and Design

**Robin R. Lyons**, Professor CC, Geography

**Cindy Martin**, Professor, CC, Staff Development

**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

**Jennie Thompson**, Professor CC, Math

**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**

**Interim Dean of Academic Services:** Leanne Riseley  
**Office:** Learning Commons Building LC 301B  
**Telephone:** 455-0440  
**Secretary:** Stella Yamamoto

## **Educational Media Center**

**Educational Media Center Coordinator:** Rachael Inake  
**Secretary (TA):** Deanne Ishida  
**Office:** LC 116  
**Telephone:** 455-0222

**Copy Center Manager:**

**Ronald Felipe**, AA, Liberal Arts, Leeward Community College; BA, Public Administration/General Public Administration, University of Hawai'i-West O'ahu

**Educational Technologists:**

**Brent Hirata**, 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

**Electronics Technicians:**

**Garrett Chaves**, AA, Liberal Arts, Leeward Community College; A.S., Digital Media, Leeward Community College; Certificate, Process Technology, Office of Continuing Education - Leeward Community College; Certificate, School of Emerging Technologies, Extron Institute Anaheim CA

**Iban Urmeneta**, AAS., Electronics Technology, Heald College; Certifications in Crestron and Extron

**Media Design and Production Specialist:**

**Camden Barruga**, AS, Television Production, Leeward Community College

## **Information Technology Group**

**Office:** BS 109A

**Telephone:** 455-0595

**IT Coordinator:** Byron Watanabe, BBA., University of Hawai'i at Mānoa

**IT Specialists:**

**Randall Araki**, BA, University of San Diego, BGS, Roosevelt University

**Troy Oshiro**, BS, Hawai'i Pacific University

**Lionel Shigemura**, BA, Communication, Political Science, University of Hawai'i at Mānoa

**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

## **Innovation Center for Teaching and Learning**

**Office:** Learning Commons, LC 111

**Telephone:** 455-0483

**Erin N.K. Thompson**, Innovation Center Coordinator, Professor CC, BBA, MEd, EdD, University of Hawai'i at Mānoa

## **Learning Resource Center**

**Office:** Learning Commons, 2nd Floor

**Telephone:** 455-0412, 455-0414

**Coordinator:** Tasha Williams Moses, Instructor CC, English BA, MA Southern Illinois University Edwardsville

## **Disability Services Office**

**Kris Hernandez**, KI Program Coordinator/Disabilities Specialist, Assistant Professor, CC; BA, MEd, University of Hawai'i at Mānoa

**Allan Nebrija**, Disabilities Specialist, Instructor, CC; BA, Psychology, University of Hawai'i-West O'ahu; MS, Counseling Psychology, Chaminade University

## **Leeward Theatre**

**Donald J. Ranney, Jr.**, Technical Directory, BA, Chaminade University, MFA, University of Hawai'i at Mānoa

**Sarah Whitehead**, Assistant Technical Director, BA, University of Hawai'i West O'ahu

## **Library**

**Office:** Learning Commons Building, LC 301

**Telephone:** 455-0377

**Wayde Oshiro**, Interim Learning Commons & Library Coordinator, Associate Professor CC, BA, MLIS, University of Hawai'i at Mānoa

**Jennifer Sunada**, Secretary

**Natalie Wahl**, Instruction Librarian/Reference Librarian, Instructor CC, AA, San Bernardino Valley College; BA, California State University San Bernardino; MLIS, San Jose State University

**Junie Hayashi**, Public Services Librarian / Reference Librarian, Professor, CC; BBA, University of Washington; MBA, MLISc, University of Hawai'i at Mānoa; JD, Hastings College of the Law

**Ralph Toyama**, Systems Librarian/Reference Librarian, Associate Professor CC, BA, MLIS, University of Hawai'i at Mānoa

**Jue Wang**, Technical Services Librarian/Reference Librarian, Associate Professor CC, BA, Nanjing Normal University, China; MLIS, University of Hawai'i at Mānoa; MSIS, Hawai'i Pacific University

**Annemarie Paikai**, Hawai'i - Pacific Resources Librarian/ Reference Librarian, Instructor CC; BA, University of Hawai'i at Hilo; MLIS, University of Hawai'i at Mānoa

### **Academic Specialists:**

**An Hollowell**, BA, East Carolina University

**Kalekona Kingsbury**, BA, MLIS, University of Hawai'i at Mānoa

**Cheryl Urasaki**, BA, MLIS, University of Hawai'i at Mānoa

Eileen Sakamoto, Library Assistant

## **Student Services**

**Interim Dean of Student Services:** Kami Kato

**Student Services Coordinator:** Lexer Chou

**Secretary:** Charlene Mimuro

**Telephone:** 455-0260

**Michelle Igarashi**, Interim Student Services Program Officer, MA, University of Hawai'i at Mānoa; PhD, State University of New York at Stony Brook

## **Admissions and Records**

**Grant Helgeson**, Registrar, BA, MEd, University of Hawai'i at Mānoa

**Sheryl Higa**, Assistant Registrar, BBA, University of Hawai'i at Mānoa

**Melissa Arriba**, Transcript Evaluator, BBA, MEd, University of Hawai'i at Mānoa

**Office Assistants:**

**Deanne Ishida**

**Melody Montecillo**

## **Student Health Center**

**Dr. Sharon Hiu**, Physician, Doctor of Osteopathic Medicine College of Osteopathic Medicine of the Pacific, CA

**Shari Imanaka**, Registered Nurse

## **Mental Health Office**

**Lori Lum**, LMHC, Licensed Professional Mental Health Professional MA, Counseling Psychology, Santa Clara University

## **Counseling and Advising**

**Amy Amper**, Instructor, CC Counselor; BS, MS Chaminade University

**LeeAnne Egan**, Assistant Professor, CC Counselor; BA, MPA, University of Hawai'i at Mānoa

**Leon F. Florendo**, Associate Professor CC, Counselor; BA, Psychology and MEd, University of Hawai'i at Mānoa

**Lorraine Gershun**, Instructor, CC Counselor; BA, University of California, Los Angeles; MS, Western Governors University

**Anna Pi'ikea Hardy-Kahaleo'umi**, Associate Professor, CC Counselor; BS, Chaminade University; MA, John F. Kennedy University

**Blake Hunrick**, Professor, CC Counselor; AA, Diablo Valley College; BA, University of California, Santa Barbara; MS, Oregon State University

**Nicole Keim-Fortuno**, Associate Professor, CC Counselor; AA, Leeward Community College; BS, MS, Colorado State University

**Joy Lane**, Associate Professor, CC Counselor; BA, MEd, University of Hawai'i at Mānoa

**Jordan Lewton**, Instructor, CC Counselor; BS, Iowa State University; MEd., University of West Florida

**Laurie Libarios**, Associate Professor, CC Counselor; AA, Leeward Community College; BS, University of Maryland; MS, Chaminade University

**Tiana Loo**, Professor, CC Counselor; BA, Chapman University; MEd, University of Hawai'i at Mānoa

**Christopher Pokipala**, Assistant Professor CC, Counselor; BA, Hawaiian Studies, MSW, University of Hawai'i at Mānoa

**Leilani Puchalski**, Instructor, CC Counselor; BA Hawaiian Studies & Hawaiian Language, University of Hawai'i at Mānoa; MEd, Nova Southeastern University

**Jan M. Shimabukuro Lee**, Professor, CC Counselor; BA, MEd, University of Hawai'i at Mānoa

**Jean StavRue-Pe'ahi**, Associate Professor, CC Counselor; BA, Hawai'i Pacific University; MS, Chaminade University

**Aaron Ruiz**, Assistant Professor, CC Counselor; BA, University of Hawai'i -West O'ahu; MS, Chaminade University

**Heather Takamatsu**, Associate Professor, CC Counselor; BEd, University of Hawai'i at Mānoa; MS, Chaminade University

**Stuart Uesato**, Professor, CC Counselor; BA, University of Hawai'i at Mānoa; MA, New York University

**Syreeta Washington**, Instructor CC, 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

## **Financial Aid**

**Gregg Yoshimura**, Financial Aid Manager, 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

**Pearl Nakagawa**, BS, University of Washington

## **Recruiting Office**

**Franalyn Barnett**, Recruiter, BS, MEd, University of Hawai'i at Mānoa

**Emeli Maualuga**, Student Services Specialist

## **Job Prep Services**

**Cori Conner**, Job Prep Specialist, BA, Communications, University of Nevada, Las Vegas

## **Student Life**

**Lexer Chou**, Professor CC, Student Life Coordinator; BS, University of CA, Davis, M. Ed., California State University, Sacramento

**May Lapa**, Office Assistant, BA in Public Administration, University of Hawai'i-West O'ahu

## **Office of Continuing Education & Workforce Development**

**Office:** Continuing Education Building CE 101

**Telephone:** 455-0699

**Grace Yoshimura**, Secretary, BA, University of Hawai'i at Mānoa

**Lisa Daclison**, Office Assistant, AA, Leeward Community College

**Dayna Lapina**, Educational Specialist, BA, Chaminade University

**Elyse Matsumoto**, Fiscal Specialist, BA, Finance, University of Hawai'i at Mānoa

### **Coordinators:**

**Patrick S. Leddy**, Associate Professor & Workforce Development Coordinator, CC, BA, St. Anthony Seminary College, Hudson, NH, MS, PhD Kansas State University, Manhattan, KS

**William Labby**, Assistant Professor, CC (Workforce Development Coordinator), BS, Hawai'i Pacific University, MS, Central Michigan University

**Michael Scully**, Associate Professor CC, Culinary Arts; AS, Kapi'olani Community College, BA, MBA, University of Hawai'i at Mānoa

## **Human Resources Office**

**Human Resources Manager & EEO/AA Coordinator:** Lori Lei Hayashi, 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:**

**Nicole Ogawa**, BBA., University of Hawai'i at Mānoa; MLS (Human Resources), Arizona State University

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**

Cecilia B. Lucas, Fiscal Administrator, 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 Bursar Specialist:**

Patty Umetsu, Senior Fiscal Specialist (Bursar)

### **Account Clerks:**

Ann Gorospe

Brynn "Hana" Manuel

### **Cashier:**

Chana Tamura

## **Bookstore**

University of Hawai'i at Mānoa, Campus Services

Jodee Dang, BA, University of Hawai'i at Mānoa

## **Commercial and Auxiliary Enterprise Operations**

William K. Akama, III, AA Leeward Community College

Nelson Toda, BA, Hawaii Pacific University

## **Security**

Chris Segawa, Supervisor

Johnnuel Alves, Sergeant

Lionel Spencer

Michael Curtis

Matthew McKnight

Mary Nahaku

Phillip Yee

## **Auxiliary and Facilities Services**

**Grant Okamura**, Auxiliary and Facilities Services Manager, BS, Hawai'i Pacific University

**Joy Soma**, Auxiliary and Facilities Services Officer, BS, University of Hawai'i at Mānoa

### **Custodial Services:**

**Theresa Lum**, Supervisor

**Nicholas Arakawa**, Working Supervisor

**Pepito "Pito" Ancheta**

**Rhunoel "Noel" Bali**

**Rendell "Rendy" Banis**

**Betty Barayuga**

**Jason Bartels**

**Virgilio "Gil" Custodio**

**Anselmo "Dong" Gandule**

**Jonathan Gay**

**Matt Maeda**

**Lovelyn Mericle**

**Wilfred "Fred" Simpliciano**

**Derek Tamashiro**

**Pablito "Lito" Villanueva**

### **Maintenance:**

**Jae Han**, Supervisor

**Donald Nishida**, Working Supervisor

**Marianito "Manny" Fiesta**



**Shawn Hino**

**Jeffrey Matute**

**General Laborers:**

**Jonathan Benicta**

**Ronaldo "Ron" Montecillo**

**Garis Paracuelles**

**William "Bill" White**

## Lecturers

**Year-round Lecturers:**

David Carr

David R. Chong

Tammy Cotton-Jennings

Richard L. Crandall

Hye Ri Joo

Hyeyon Kim

Frances Kwock

Didier Lenglaré

Kevin W. Magnuson

Paula Mejia Velasquez

Edward T. Meyer

Angela Nishimoto

Donald C. Oberheu

Sharolyn L. Pastor

Adrienne L. Sentell

Nicholas Takebayashi

Emily Uribe

Janet L. Wang-Lee

Forrest W. Young

## 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 2020.*

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, AD 113, 455-0308

Chancellor, AD 102, 455-0215

Chemistry Lab, PS 213, 455-0263

Children's Center (Child Care), DA 107, 455-0488

College Computing Labs, LC 201, 455-0623

Computer Help Desk, LC 101, 455-0271

Counseling & Academic Advising, Welcome Center, AD 201, 455-0233

Dean, Arts & Sciences, AD 101B, 455-0668

Dean, Career & Technical Education, AD 101A, 455-0228

Dean, Academic Services, LC 301B, 455-0440

Dean, Student Services, AD 227, 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, AD 223, 455-0515

Ho'oulu, Native Hawaiian CTE Program, DA 107A, 455-0225

Human Resources Office, AD 121, 455-0326

Innovation Center for Teaching & Learning, LC 111, 455-0483

International Programs Office, BE 109, 455-0570

Job Prep Services, DH-D 106, 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

Mental Health Office: AD 224, 455-0652  
The Pearl, CC 220, 455-0475  
Professional Arts and Technology Division Office, GT 116, 455-0300  
Security, LA 238, 455-0611  
Social Sciences Division Office, FA 220, 455-0360  
Student Life Office, AD 229, 455-0208  
Student Government Office, CC 2nd Fl, 455-0603  
Services for Students with Disabilities Kāko'o'lke, 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  
Veterans Resource Center, BS 103, 455-0410  
Vice Chancellor, Administrative Services, AD 112, 455-0213  
Wai'anae Moku Education Center, 454-4702  
Writing Center, LC 2nd Fl, 455-0409

#### **Online Connections**

[www.facebook.com/LeewardCC](http://www.facebook.com/LeewardCC)  
<http://twitter.com/LeewardCC>  
[www.flickr.com/photos/leewardcc/](http://www.flickr.com/photos/leewardcc/)  
[www.youtube.com/theleewardchannel](http://www.youtube.com/theleewardchannel)

Map of the campus can be found online:  
[www.leeward.hawaii.edu/campus-map](http://www.leeward.hawaii.edu/campus-map)

## **University of Hawai'i Board of Regents**

Benjamin Asa Kudo, Vice-Chair  
Randolph G. Moore, Chair  
Alapaki Nahale'a, Vice-Chair  
Simeon Acoba  
Kelli K.K. Acopan  
Eugene Bal III  
William F. Haning III  
Wayne Higaki  
Diane Paloma  
Robert Frank Westerman  
Ernest Wilson

# University of Hawai'i System Administration

David Lassner, President

Michael Bruno, UH Mānoa Provost

Vacant, Vice President for Academic Planning and Policy

Jan Gouveia, Vice President for Administration

Kalbert Young, Vice President for Budget and Finance/Chief Financial Officer

Erika Lacro, Vice President for Community Colleges

Garret Yoshimi, Vice President for Information Technology/Chief Information Officer

Carrie K. S. Okinaga, Vice President for Legal Affairs/University General Counsel

Vassilis L. Syrmos, Vice President for Research and Innovation

Nainoa Thompson, Special Advisor to the President on Hawaiian Affairs

Tim Dolan, Vice President for Advancement

# Degrees and Certificates Accounting

## Contact Information

Program Coordinator: **Melissa Moody**  
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Business Program Counselor: **Joy Lane**  
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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 Liberal Arts 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: 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 solve business problems.
- Perform accounting tasks 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.
- Prepare payroll reports in accordance with wage/hour, payroll taxes and Hawaii General Excise Tax laws.
- Demonstrate the use of resources in searching for a job.
- Perform duties at a worksite according to industry standards.

## Contact Information

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## Notes

This degree requires only one credit for BUSN 193V.

Please see an Academic Advisor for help in choosing ACC 124 or ACC 201 and BUSN 188, MATH 103, MATH 115 or BUS 250.

- ACC 124 and ACC 125
- ACC 201 and ACC 202

\*Combinations of Introductory Accounting Courses for Associate in Science Degree:

- ACC 201 and ACC 202
- ACC 124, ACC 125, and ACC 202

The sequence of ACC 124, 125 and 202 is equivalent to the sequence of ACC 201 and 202 and vice versa. Therefore, credit will not be given for both sequences. A student who has completed ACC 124 or ACC 125 may not use ACC 201 as an elective for any AS or AAS degree. Similarly, a student who has completed ACC 201 may not use ACC 124 and ACC 125 as an elective for any AA degree. Note, UH Manoa will only accept credit for the combination of ACC 201 and ACC 202 or ACC 124, ACC 125, and ACC 202.

\*\*BUSN 188 is not recommended for transfer to a four year program.

\*\*\*MATH 103 and MATH 115 articulate with UH West O'ahu as a General Education Foundations Symbolic Reasoning (FS) course and will satisfy the lower division math requirement for the Bachelor of Arts in Business Administration, Accounting degree.

\*\*\*BUS 250 meets the UH Manoa FQ General Education Core.

\*\*\*\*Business Elective: Any course with ACC, BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM alphas may be taken. In order to obtain an accounting certificate or degree, students must pass all required accounting (ACC) courses with a grade of "C" or better.

\*\*\*\*Highly Recommended, in addition to degree requirements:

- ACC 137 Business Income Tax Preparation (3)

**Type:** Associate in Science (AS)

## Semester 1

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

## 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

## 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

## 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
<b>Total credits:</b>		<b>60-63</b>

## 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: **Mellissa Moody**  
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Business Program Counselor: **Joy Lane**  
 Location: BE 210  
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 Email: [joylane@hawaii.edu](mailto:joylane@hawaii.edu)

## Note

Please see an Academic Advisor for help in choosing ACC 124 or ACC 201 and BUSN 188, MATH 103, MATH 115 or BUS 250.

Combination of Introductory Accounting Courses For Certificate of Achievement:

- ACC 124 and ACC 125
- ACC 201 and ACC 202.

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

Note: UH Mānoa will only accept credit for the combination of ACC 201 and ACC 202 or ACC 124, ACC 125 and ACC 202.

MATH 103 and MATH 115 articulate with UH West Oahu as a General Education Foundations Symbolic Reasoning (FS) course and will satisfy the lower division math requirement for the Bachelor of Arts in Business Administration, Accounting degree. \*\*BUS 250 meets the UH Mānoa FQ General Education Core.

In order to earn the certificate, students must pass all required accounting (ACC) courses with a grade of "C" or better.

**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

## 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
<b>Total credits:</b>		<b>31</b>

## 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: **Melissa Moody**  
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Business Program Counselor: **Joy Lane**  
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## Notes

Students who took **ACC 124** in Semester 1, must take **ACC 125** Principles of Accounting II.

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

In order to obtain an accounting certificate or degree, students must pass all required accounting courses with a grade of "C" or better. Recommended schedules for full-time students: please see an academic advisor for help in choosing ACC 124 or ACC 201.

**Type:** Certificate of Competence (CO)

## Semester 1

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

## Semester 2

Item #	Title	Credits
ACC 252	Using Quickbooks® in Accounting	3
ACC 132	Payroll and Hawai'i General Excise Tax	3
<b>Total credits:</b>		<b>12-15</b>

## Accounting: Academic Subject Certificate Description

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.

## 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: **Melissa Moody**  
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Business Program Counselor: **Joy Lane**  
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Email: [joylane@hawaii.edu](mailto:joylane@hawaii.edu)

## Notes

ACC 124 and ACC 125 can be taken to meet the ACC 201 requirement. Please see an Academic Advisor for help in choosing ACC 124 and ACC 125 or ACC 201. UH Mānoa will only accept credit for the combination of ACC 201 and ACC 202 or ACC 124, ACC 125 and ACC 202. Students must earn a grade of "C" or better in all accounting (ACC) courses.

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

**Type:** Academic Subject Certificate (ASC)

## Semester 1

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



## Semester 2

Item #	Title	Credits
ACC 202	Introduction to Managerial Accounting	3
	Accounting Electives (Options)	6
	<b>Total credits:</b>	<b>15-18</b>

# Automotive Technology

Program Coordinator: **Nolan Miyahara**  
Location: ET 111A  
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Email: [nolanmm2@hawaii.edu](mailto:nolanmm2@hawaii.edu)

CTE Counselor: **Blake Hunrick**  
Location: GT 111  
Phone: (808) 455-0243  
Email: [hunrick@hawaii.edu](mailto: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 the National Institute for Automotive Service Excellence Education Foundation (ASEEF) for technician training.

Entering students must purchase or provide a basic toolset 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 ASE Education Foundation (ASEEF), 1503 Edwards Ferry Rd., NE Suite 401, Leesburg, VA 20176, (703) 669-6650. To file a complaint with ASEEF, email: [info@ASEEducationFoundation.org](mailto:info@ASEEducationFoundation.org) or visit <https://aseeducationfoundation.org/>

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

All students must possess a valid Driver's License.

## 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 \$2,200. 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 the required AMT 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.
- Apply principles necessary for practical applications within the automotive industry.

## Notes

All AMT courses must be completed with a grade of C or better.

## Contact Information

Program Coordinator: **Nolan Miyahara**  
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CTE Counselor: **Blake Hunrick**  
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**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 or MATH 100	3

## 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	3

## 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 - CTE)	3-4

## 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
	<b>Total credits:</b>	<b>63</b>

## 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 courses with a grade of C or better.. Students earning this certificate have demonstrated the knowledge and skills required to enter the automotive industry with the goal of becoming an automotive technician. The recipient will be capable of working at private facilities and automotive service centers.

## 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.
- Apply principles necessary for practical applications within the automotive industry.

## Notes

All AMT courses must be completed with a grade of C or better.

## Contact Information

Program Coordinator: **Nolan Miyahara**

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CTE Counselor: **Blake Hunrick**

Location: GT 111

Phone: (808) 455-0243

Email: [hunrick@hawaii.edu](mailto:hunrick@hawaii.edu)

**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 or MATH 100	3

## 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	3
	<b>Total credits:</b>	<b>30</b>

## 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 courses with a grade of C or better.. 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.
- Apply principles necessary for practical applications within the automotive industry.

### Contact Information

Program Coordinator: **Nolan Miyahara**

Location: ET 111A

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CTE Counselor: **Blake Hunrick**

Location: GT 111

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**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 or MATH 100	3
	<b>Total credits:</b>	<b>15</b>

# Business Technology

Program Coordinator: **Stanley May**

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CTE Counselor: **Joy Lane**

Location: BE 210

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The overall objective of the Business Technology Program is to prepare students (and to upgrade/retrain business professionals) for employment in administrative support positions in office settings in both private and public business and related industries. The curriculum provides for career mobility. Articulation agreements have been established with both the University of Hawai'i–West O'ahu and Hawai'i Pacific University. In order to obtain a Business Technology certificate or degree, students must pass all required business (BUS), business technology (BUSN), management (MGT), accounting (ACC), and law (BLAW) courses with a grade of C or better.

## 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 complete all business technology (BUSN) courses with a grade of C or better.

### Program Learning Outcomes

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

- Demonstrate behaviors associated with being 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.
- Create and manage documents using current and emerging technologies effectively 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.

### Contact Information

Program Coordinator: **Stanley May**

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CTE Counselor: **Joy Lane**

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### Notes

The BTEC program helps students attain their career goals through a high-quality career and technical education program to obtain business technology positions.

Certificate of Achievement students cannot use ACC 124 as a 100-level elective if taking ACC 201 for Associate in Science Degree.

Recommended: ECON 130 or ECON 131 for Social Science (DS)

**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

## Semester 2

Item #	Title	Credits
BUSN 166	Professional Employment Preparation	1
	Math Requirement (AS-BTEC-E2020)	3
BUSN 232	Microsoft Excel for Business	3
ENG 100	Composition I	3
	SP 151 or SP 251	3
	Business Technology Approved Electives	3

## Semester 3

Item #	Title	Credits
	Business Technology Approved Electives	3
	Business Technology Approved Electives	3
	DA or DH (3cr)	3
	BTEC Specialization (E2021)	3
	BTEC Specialization (E2021)	3

## Semester 4

Item #	Title	Credits
BUSN 269	Supervision	3
	BUSN 193V (2cr)	2
	BTEC Specialization (E2021)	3
	Diversification Biological Sciences (DB) or Physical Sciences (DP)	3
	DS (AS-BTEC)	3
	<b>Total credits:</b>	<b>60</b>

## 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. In order to obtain a Business Technology certificate or degree, students must pass all Business Technology (BUSN) courses with a grade of C or better.

### Program Learning Outcomes

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

- Demonstrate behaviors associated with 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.

Type: Certificate of Achievement (CA)

## 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

## Semester 2

Item #	Title	Credits
BUSN 166	Professional Employment Preparation	1
	BUS 250 or BUSN 188 or MATH 103 or MATH 115 or higher	3
BUSN 232	Microsoft Excel for Business	3
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
	Business Technology Approved Electives	3
	<b>Total credits:</b>	<b>31</b>

## 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.

**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
<b>Total credits:</b>		<b>15</b>

## 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.

**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

### 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
<b>Total credits:</b>		<b>23</b>

## 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: **Stanley May**

Location: BE 221

Phone: (808) 455-0617

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CTE Counselor: **Joy Lane**

Location: BE 210

Phone: (808) 455-0220

Email: [joylane@hawaii.edu](mailto:joylane@hawaii.edu)

**Type:** Academic Subject Certificate (ASC)

## Required Courses

Item #	Title	Credits
	BUSN 121 OR BUSN 123	3
BUSN 166	Professional Employment Preparation	1
BUSN 164	Career Success	3
	BUSN 188 OR BUS 250 OR MATH 103 or higher (STEM) OR MATH 115	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3
	<b>Total credits:</b>	<b>19</b>



# Culinary Arts

Program Coordinator: **Matthew Egami**  
Location: GT 106  
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CTE Counselor: **Blake Hunrick**  
Location: GT 111  
Phone: (808) 455-0243  
Email: [hunrick@hawaii.edu](mailto: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](http://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.

## 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.

**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

## 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

## 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

## 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
<b>Total credits:</b>		<b>64</b>

## 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.

**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

## Semester 2

Item #	Title	Credits
CULN 150	Fundamentals of Baking	5
CULN 224	Asian/Continental Cuisine	5
	ENG 100 or higher	3
<b>Total credits:</b>		<b>30</b>

## 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.

**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
<b>Total credits:</b>		<b>10</b>

## 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.

**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
<b>Total credits:</b>		<b>18</b>

## 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.

**Type:** Certificate of Competence (CO)

## Semester 1

Item #	Title	Credits
CULN 112	Sanitation and Safety	2
CULN 120	Fundamentals of Cookery	5

## Semester 2

Item #	Title	Credits
CULN 125	Fundamentals of Cookery II	5
<b>Total credits:</b>		<b>12</b>

# Digital Media Production

Program Coordinator: **Irwin Yamamoto**  
Location: GT 112  
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CTE Counselor: **Blake Hunrick**  
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## Digital Media Production: 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 skillsets. Students receive integrated digital media training in one of four specializations: Animation and Motion Graphics, Digital Photography, and Digital Video for the Web. Students become life-long learners, developing the skills required for a vast array of digital media communications, two-dimensional and three-dimensional animation, video gaming, and interactive media.

### Program Learning Outcomes

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

- Utilize critical thinking and problem-solving skills for digital media projects by planning and using necessary collaborative skills.
- Communicate in a clear and concise manner visual, verbal and written skills 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.

**Type:** Associate in Science (AS)

### Core Requirements

Item #	Title	Credits
DMED 160	Media Literacy and Ethics	3
DMED 200	Electronic Portfolio	3
DMED 251	Media Entrepreneurship	3
DMED 261	Digital Media Marketing and Online Distribution	3

## General Education Requirements

Item #	Title	Credits
	Foundations - Written Communications (FW)	3
	MATH 100 or Higher, or FQ (DMED-E2022)	3
	Foundations - Global Multicultural Perspectives (FG-3cr)	3
	Diversification Social Sciences (DS-3cr)	3
	Diversification Biological Sciences (DB) or Physical Sciences (DP)	3

## Specialization: Animation and Motion Graphics

Item #	Title	Credits
ART 112	Intro to Digital Arts	3
ART 113	Introduction to Drawing	3
ART 113D	Introduction to Digital Drawing	3
ART 229	Interface Design I	3
DMED 133	Sound Design for Digital Media	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

## Specialization: Digital Photography

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 115D	Introduction to 2D Digital Design	3
ART 202	Digital Imaging	3
ART 207D	Intermediate Digital Photography	3
ART 241	Documentary Photography	3
ART 277D	Studio Photography	3
ART 287	Industrial Photography	3
DMED 150	Film Analysis & Storytelling	3
DMED 295	Project Production	3

## Specialization: Digital Video for the Web

Item #	Title	Credits
DMED 150	Film Analysis & Storytelling	3
TVPR 126	Introduction to Digital Camera Operation, Composition, & Lighting Principles	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 226	Applied Digital Camera Operation, Composition, & Lighting	3
TVPR 227	Advanced Film and Video Storytelling and Scriptwriting	3
TVPR 251	Applied Film & Video Editing & Post-production Audio	3
TVPR 291	Film & Video Directing-Studio/ Location Production	3
TVPR 292	Media Project Production	3
TVPR 294	Advanced Editing & Audio	3
<b>Total credits:</b>		<b>60</b>

## Digital Media Production: 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 multimedia in various specialization areas including Animation and Motion Graphics, Digital Photography, and Digital Video for the Web.

### Program Learning Outcomes

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

- Create collaborative Digital Media projects using critical thinking and aesthetic judgments.
- Demonstrate proficient-level skills using design software necessary to gain entry-level employment in Digital Media.
- Communicate clearly, concisely, visually, verbally, and in writing, using techniques appropriate for the intended audience.
- Compile a portfolio of projects at the conclusion of the Certificate of Achievement program.

**Type:** Certificate of Achievement (CA)

## Core Requirements

Item #	Title	Credits
DMED 160	Media Literacy and Ethics	3
DMED 200	Electronic Portfolio	3
	DMED 251 or DMED 261	3

## General Education Requirements

Item #	Title	Credits
	Foundations - Written Communications (FW)	3
	MATH 100 or Higher, or FQ (DMED-E2022)	3

## Electives

Item #	Title	Credits
	Electives (CA-DMED-E2022)	15
<b>Total credits:</b>		<b>30</b>

## 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.

**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
<b>Total credits:</b>		<b>9</b>

## 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, shooting, editing, and directing.

### Program Learning Outcomes

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

- Create video productions that communicate its intended message.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Demonstrate proficiency in the use of editing software.
- Demonstrate proficiency in the use of video cameras.

**Type:** Certificate of Competence (CO)

### Required Courses

Item #	Title	Credits
DMED 150	Film Analysis & Storytelling	3
TVPR 126	Introduction to Digital Camera Operation, Composition, & Lighting Principles	3
TVPR 151	Introduction to Film & Video Editing Principles	3
<b>Total credits:</b>		<b>9</b>

## 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.

**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
<b>Total credits:</b>		<b>9</b>

## 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 literacy 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.

**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
<b>Total credits:</b>		<b>9</b>

## 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.

**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
ICS 111	Introduction to Computer Science I	3

## 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
<b>Total credits:</b>		<b>21</b>

## Digital Art (Photographic Emphasis): Academic Subject Certificate

### Description

This Academic Subject Certificate in Digital Art encompasses a focus on visual art produced digitally, which emphasizes digital photography. This certificate program 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 photographic art.
- Demonstrate skills in art and digital media to prepare for further academic study or the workplace in digital photography.
- Communicate effectively with customers and co-workers in an organizational setting.

### Contact Information

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

**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
ART 277D	Studio Photography	3

## Electives: Choose 1 of the following

Item #	Title	Credits
ART 115	Introduction to Design	3
ART 115D	Introduction to 2D Digital Design	3
DMED 131	Introduction to Digital Video	3
<b>Total credits:</b>		<b>18</b>



# Education

Program Coordinator: **Jeff Judd**  
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Counselor: **Jean StavRue-Pe'ahi**  
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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).

## 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:

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

- Analyze and implement developmentally appropriate instructional and assessment strategies and positive learning environments to ensure growth for all learners and evaluate his/her own effectiveness.
- Analyze, design, implement, and assess standards-based lesson plans that are contextually, culturally, and technologically relevant to reach all learners and evaluate his/her own effectiveness.
- Engage in ongoing professional learning and use evidence to continually evaluate practice, particularly the effects of choices and actions on others, and adapt practice to meet the needs of each learner.

**Type:** Associate in Science (AS)

## Core Education Courses\*

Item #	Title	Credits
ED 277	Introduction to Multicultural Education	3
ED 285	Classroom Management in the Instructional Process	3
ED 290	Foundations of Education	3
ED 291	Developing Language & Literacy I	3
ED 295	Field Experience in Education	1

## 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 Multidisciplinary Team	3
ED 282C	Collaboration and Teaming Practicum	1
ED 283	Family-Professional Partnerships in Education	3
ED 284	Foundations of Inclusion in Teaching	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

## General Education Requirements

Item #	Title	Credits
	Foundations - Written Communications (FW)	3
	Foundations - Quantitative Reasoning (FQ)	3
	Foundations - Global Multicultural Perspectives (FG-6cr)	6
	Diversification Arts (DA)	3
	Diversification Social Sciences (DS) (AS-TCH2-E2022)	3
	Diversification Biological Sciences (DB)	3
	Diversification Physical Sciences (DP)	3
	Diversification Laboratory (DY)	1

## 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 or HDFS 230	3
	SP 151, SP 251, or COM 210H	3
	<b>Total credits:</b>	<b>62</b>

## 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.

**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
	<b>Total credits:</b>	<b>11</b>

## 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.

**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
<b>Total credits:</b>		<b>17</b>

## 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.

**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
<b>Total credits:</b>		<b>13</b>

## 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.

**Type:** Certificate of Competence (CO)

## Required Courses

Item #	Title	Credits
ED 282	Collaboration: Roles and Responsibilities as a Member of the Multidisciplinary Team	3
ED 283	Family-Professional Partnerships in Education	3
ED 284	Foundations of Inclusion in Teaching	3
ED 285	Classroom Management in the Instructional Process	3
ED 289	Educational Psychology	3
	ED 143 or ED 282C	1
<b>Total credits:</b>		<b>16</b>

## 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.

**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 143 or ED 282C	1
<b>Total credits:</b>		<b>16</b>

## Special Education PK-12: Advanced Professional Certificate

### Description

The Advanced Professional Certificate in SPED PK-12 is a 19-credit 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 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 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.

### Admission

Requirements for the APC in SPED include: bachelor-level degree in any field, 2 letters of recommendation, a personal statement, and contact Christina Keaulana ([ctk8@hawaii.edu](mailto:ctk8@hawaii.edu)) for application.

**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

### Year 1 (Spring)

Item #	Title	Credits
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

### Year 2 (Fall)

Item #	Title	Credits
ED 336	Student Teaching Portfolio	3
ED 393S	Practicum II	1
<b>Total credits:</b>		<b>19</b>

# Hawaiian Studies

Program Coordinator **Lu'ukia Archer**  
Office DH E 108E  
Phone 455-0660  
[archer@hawaii.edu](mailto:archer@hawaii.edu)

Program Counselor **Pi'ikea Hardy-Kahaleoumi**  
Office DH-C 103A  
Phone 455-0314  
[annahk@hawaii.edu](mailto: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 Hawai'i'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 Hawai'i 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.

## Contact Information

Program Coordinator: **Lu'ukia Archer**  
Location: DH E 108E  
Phone: (808) 455-0660  
Email: [archer@hawaii.edu](mailto:archer@hawaii.edu)

Discipline Coordinator: **John Kalei Laimana**  
Location: DH E 108B  
Phone: (808) 455-0343  
Email: [johnlaim@hawaii.edu](mailto:johnlaim@hawaii.edu)

**Type:** Associate in Arts (AA)

## General Education Requirements (Foundation)

Item #	Title	Credits
	Foundations - Written Communications (FW)	3
	Foundations - Quantitative Reasoning (FQ)	3
	Foundations - Global Multicultural Perspectives (FG-6cr)	6

## General Education Requirements (Diversification)

Item #	Title	Credits
	Diversification Arts, Humanities, and Literatures (DA, DH, DL-AA-HWST-E2022)	6
	Diversification Social Sciences (DS-AA-HWST-E2022)	6
	Diversification Natural Sciences (DB, DP, DY-AA-HWST-E2022)	7

## HWST 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

## Hawaiian Focused Electives

Item #	Title	Credits
	'Āina (Environmental Science) (E2022)	
	Hana No'eau (Arts) (E2022)	
	Ho'oulu Lāhui (Nation Building) (E2022)	
	Mo'olelo (History/Literature) (E2022)	
	'Ōlelo (Language and Literature) (E2022)	

## Graduation Requirements

Item #	Title	Credits
	Focus Course for HWST (ETH)	
	Focus Course for HWST (HAP)	
	Focus Course for HWST (OC)	
	Focus Course for HWST (WI)	
	<b>Total credits:</b>	<b>60</b>

## 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 Hawai'i.

### 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: **John Kalei Laimana**

Location: DH E 108B

Phone: (808) 455-0343

Email: [johnlaim@hawaii.edu](mailto:johnlaim@hawaii.edu)

**Type:** Academic Subject Certificate (ASC)

### Required Courses

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

### Elective Courses (Select One)

Item #	Title	Credits
HWST 105	Mea Kanu Hawai'i: Hawaiian Ethnobotany	3
HWST 128	Introduction to Hula Kahiko	3
HWST 129	Introduction to Hula 'Auana	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	Ho'okele 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
<b>Total credits:</b>		<b>17</b>

# Health Information Technology

## Contact Information

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

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

## Health Information Technology: Associate in Science Description

The Associate in Science (AS) Program of Study builds upon the Health Information Technology (HIT) foundation presented in the Certificate of Competence (CO) and Certificate of Achievement (CA) Programs of Study. Students will expand their records and information management skills in medical coding and medical records, including electronic records. Combined with the biological science, health statistics, and management courses, the students will be able to pursue careers as an Admissions Clerk, Cancer Registrar, Coder, Health Information Management (HIM) Technologist, Patient Access Supervisor, Privacy Officer, and/or Release of Information Technologist.

## 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.

## Contact Information

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

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

**Type:** Associate in Science (AS)

## Required Courses

Item #	Title	Credits
HIT 101	Healthcare Delivery Systems	3
HIT 102	Health Data, Records, and Documentation	3
BUS 101	Business Information Systems	3
HLTH 110	Medical Terminology	2
BIOL 130	Anatomy and Physiology	4
BIOL 130L	Anatomy and Physiology Lab	1
HIT 108	Introduction to Diagnosis Coding	3
HIT 109	Introduction to Procedure Coding	3
HIT 200	Disease Pathology and Pharmacology	3
HIT 120	Intro to Healthcare Data Management & Analytics	3
ENG 100	Composition I	3
HIT 208	Advanced Coding I	3
HIT 209	Advanced Coding II	3
HIT 115	Reimbursement Methodologies	3
HIT 215	Quality Management	3
HIT 220	Healthcare Data Management & Analytics	3
HIT 176	Health Information Statistics	3
HIT 192	Professional Practice Experience 3 and Registered Health Information Technologist Exam Prep	3
HIT 225	Health Information Management (HIM) Supervisory Management	3
HWST 107	Hawai'i: Center of the Pacific	3
	ECON 130 OR ECON 131	3
<b>Total credits:</b>		<b>61</b>



## Health Information Technology: Certificate of Achievement

### Description

The Certificate of Achievement 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 healthcare 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:

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

### Contact Information

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

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

**Type:** Certificate of Achievement (CA)

## Required Courses

Item #	Title	Credits
HIT 101	Healthcare Delivery Systems	3
HIT 102	Health Data, Records, and Documentation	3
BUS 101	Business Information Systems	3
HLTH 110	Medical Terminology	2
ENG 100	Composition I	3
BIOL 130	Anatomy and Physiology	4
BIOL 130L	Anatomy and Physiology Lab	1
HIT 108	Introduction to Diagnosis Coding	3
HIT 109	Introduction to Procedure Coding	3
HIT 200	Disease Pathology and Pharmacology	3
HIT 120	Intro to Healthcare Data Management & Analytics	3
<b>Total credits:</b>		<b>31</b>

## 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.

## Contact Information

Program Coordinator: **Kathleen Cashman**

Location: BE 220

Phone: (808) 455-0621

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

CTE Counselor: **Joy Lane**

Location: BE 210

Phone: (808) 455-0220

Email: [joylane@hawaii.edu](mailto:joylane@hawaii.edu)

**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
<b>Total credits:</b>		<b>16</b>

# Human Services

## Contact Information

Program Coordinator: **Gwen Williams**

Location: FA 206

Phone: (808) 455-0365

Fax: (808) 455-0633

Email: [gwenw@hawaii.edu](mailto:gwenw@hawaii.edu)

Enrollment in the COSAC program offers learners opportunities to develop the knowledge and skills required by the International Certification and Reciprocity Consortium (ICRC), which governs Hawai'i state certification of substance use disorder counselors. The certificate fulfills most of the substance use disorder specific education requirements for Hawai'i state certification and may satisfy a portion of the experiential hours requirement.

Our program provides education and skill development for people interested in pursuing a career as substance use disorder counselors, as well as for people currently working in the field who wish to hone their knowledge and skills. The certificate program in substance use disorder counseling may offer an additional specialization for people with advanced degrees in such areas of social work, psychology, counseling, 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 use disorder 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 use disorder 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 a substance use disorder 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 they currently

have 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 education and experiential requirement with the potential for securing 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 criteria, or previously have completed ENG 100.

The 18 credits for the program does 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 use disorder treatment facilities and the potential completion of 200 hours each semester for a total of 400 hours, and requires 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 use disorder counseling program, the focus is on developing both basic and intermediate-level knowledge and skills required of entry-level substance use disorder counselors and emphasizes 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 the development of micro skills and group facilitation skills, mock assessments, and goal development, as well as an 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](mailto: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 effects of use disorder and addiction with regard to alcohol and other drugs
- Identify Hawai'i's prevention/intervention and treatment system, its strengths and limitations
- Develop an awareness of issues and other personal values/biases that might impact one's effectiveness as a substance use disorder counselor
- Demonstrate knowledge and application of the Twelve Core Functions engaged by the alcohol and drug use disorder 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

**Type:** Certificate of Competence (CO)

### First Semester (Fall) Requirements

Item #	Title	Credits
HSER 140	Individual Counseling	3
HSER 268	Survey of Substance Use Disorders	3

### Second Semester (Spring) Requirements

Item #	Title	Credits
HSER 245	Group Counseling	3
HSER 270	Substance Use Disorders Counseling	3

### Third Semester (Fall) Requirements

Item #	Title	Credits
HSER 294	Seminar & Fieldwork I	3

### Fourth Semester (Spring) Requirements

Item #	Title	Credits
HSER 295	Seminar & Fieldwork II	3
<b>Total credits:</b>		<b>18</b>

# Information & Computer Science

## Contact Information

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

Program Counselor: **Amy Amper**  
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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: 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 four areas of specialty: Network Support Specialist, Information Security Specialist, Software Developer Specialist, and Cloud Security 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 Manoa, 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.
- Develop object-oriented computer programs in at least two programming languages.
- Apply mathematics to solve computing problems.
- 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 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:

- Cloud Support Specialist: Utilize methodologies and tools that assist with discovering and securing data in the cloud.
- Information Security Specialist: Apply the tools and techniques of information security to secure physical and digital information.
- Network Support Specialist: Apply computer-networking principles to build and troubleshoot networks.
- Software Developer Specialist: Develop a foundation in computer in computer programming, data structures, and discrete mathematics.

**Type:** Associate in Science (AS)

Item #	Title	Credits
	ICS 101 or ICS 103	3
	ICS 110M or ICS 110P	3
ICS 111	Introduction to Computer Science I	3
	ICS 125 or ICS 131	3
ICS 129	Introduction to Databases	3
ICS 171	Introduction to Computer Security	3
ICS 184	Introduction to Networking	3
ICS 231	Introduction to Linux	3
ICS 270	Systems Analysis	3

Item #	Title	Credits
ENG 100	Composition I	3
	ENG 209 or ENG 225	3
	ICS 141 or MATH 103 or MATH 135 or higher	3
ICS 170	Ethics for the Digital World	3
	SP 151 or SP 251	3
	Diversification Social Sciences (DS-3cr)	3
	Foundations - Global Multicultural Perspectives (FG-3cr)	3

### Elective Requirements

Item #	Title	Credits
	ICS Elective (any ICS course 100 3 or higher that is not used for other ICS program requirements)	3

### Cloud Support Specialty

Item #	Title	Credits
ICS 215	Introduction to Scripting	3
ICS 281	Ethical Hacking	3
ICS 284	Cloud Security	3

### Information Security Specialty

Item #	Title	Credits
ICS 215	Introduction to Scripting	3
ICS 281	Ethical Hacking	3
ICS 282	Computer Forensics	3

### Network Support Specialty

Item #	Title	Credits
ICS 215	Introduction to Scripting	3
ICS 273	Network Design and Administration	3
ICS 274	Advanced Network Routing and Optimization	3

### Software Developer Specialty

Item #	Title	Credits
ICS 211	Introduction to Computer Science II	3
ICS 212	Program Structure	3
ICS 241	Discrete Mathematics for Computer Science II	3
	<b>Total credits:</b>	<b>60</b>

## 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:

- Develop 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.

**Type:** Certificate of Achievement (CA)

### First Semester Requirements

Item #	Title	Credits
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
ICS 231	Introduction to Linux	3

### Second Semester Requirements

Item #	Title	Credits
ICS 101	Digital Tools for the Information World	3
ICS 129	Introduction to Databases	3
ICS 215	Introduction to Scripting	3
ICS 281	Ethical Hacking	3
ICS 282	Computer Forensics	3
	<b>Total credits:</b>	<b>30</b>

## 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.

**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 or higher	3
	ICS 110M or ICS 110P	3

## 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 or SP 251	3
	<b>Total credits:</b>	<b>30</b>

## 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.

**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
	<b>Total credits:</b>	<b>6</b>

## 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.

**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
	<b>Total credits:</b>	<b>6</b>

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

### Description

Students will be introduced to the essentials of computer security in the cloud. 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 use tools to validate user's identity and prevent data from leaving an organization's perimeter. Students will learn tools to deploy a zero trust network.

### Program Learning Outcomes

- Utilize methodologies and tools that assist with discovering and securing data in the cloud.
- Apply techniques involved with Ethical Hacking.
- Utilize methodologies and tools that will assist in deploying a zero trust network.

**Type:** Certificate of Competence (CO)

### Required Courses

Item #	Title	Credits
ICS 215	Introduction to Scripting	3
ICS 281	Ethical Hacking	3
ICS 284	Cloud Security	3
<b>Total credits:</b>		<b>9</b>

## 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.

**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 Help Desk Elective - any ICS 3 course (not used for other program requirements), DMED course, or MGT 121		
SP 151 or SP 251		3
<b>Total credits:</b>		<b>18</b>

## 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.

**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
<b>Total credits:</b>		<b>9</b>

## 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.

**Type:** Certificate of Competence (CO)

### Semester 1

Item #	Title	Credits
ICS 211	Introduction to Computer Science II	3
ICS 184	Introduction to Networking	3

### 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
<b>Total credits:</b>		<b>15</b>

## 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.

**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
<b>Total credits:</b>		<b>9</b>

## 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.

**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
	<b>Total credits:</b>	<b>15</b>

# Integrated Industrial Technology

## Contact Information

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

Program Counselor: **Amy Amper**  
Location: GT 113B  
Phone: (808) 455-0235  
Email: [amyamper@hawaii.edu](mailto: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 O'ahu 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.

**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

## 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

### 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

### 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
<b>Total credits:</b>		<b>61</b>

### Integrated Industrial Technology: Certificate of Achievement Description

The Integrated Industrial Technology program at Leeward CC was developed in order to provide students on O'ahu 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.

**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

### 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
<b>Total credits:</b>		<b>31</b>

### Integrated Industrial Technology: Certificate of Competence Description

The Integrated Industrial Technology program at Leeward CC was developed in order to provide students on O'ahu 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.

**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
	<b>Total credits:</b>	<b>15</b>

## 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.

### 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 Hawai'i'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 Hawai'i 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.

### Contact Information

Program Coordinator: **Lu'ukia Archer**  
Location: DH E 108E  
Phone: (808) 455-0660  
Email: [archer@hawaii.edu](mailto:archer@hawaii.edu)

Discipline Coordinator: **John Kalei Laimana**  
Location: DH E 108B  
Phone: (808) 455-0343  
Email: [johnlaim@hawaii.edu](mailto:johnlaim@hawaii.edu)

**Type:** Associate in Arts (AA)

## General Education Requirements (Foundation)

Item #	Title	Credits
	Foundations - Written Communications (FW)	3
	Foundations - Quantitative Reasoning (FQ)	3
	Foundations - Global Multicultural Perspectives (FG-6cr)	6

## General Education Requirements (Diversification)

Item #	Title	Credits
	Diversification Arts, Humanities, 6 and Literatures (DA, DH, DL-AA-HWST-E2022)	6
	Diversification Social Sciences (DS-AA-HWST-E2022)	6
	Diversification Natural Sciences (DB, DP, DY-AA-HWST-E2022)	7

## HWST 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

## Hawaiian Focused Electives

Item #	Title	Credits
	'Āina (Environmental Science) (E2022)	
	Hana No'eau (Arts) (E2022)	
	Ho'oulu Lāhui (Nation Building) (E2022)	
	Mo'olelo (History/Literature) (E2022)	
	'Ōlelo (Language and Literature) (E2022)	

## Graduation Requirements

Item #	Title	Credits
	Focus Course for HWST (ETH)	
	Focus Course for HWST (HAP)	
	Focus Course for HWST (OC)	
	Focus Course for HWST (WI)	
	<b>Total credits:</b>	<b>60</b>

## 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.

**Type:** Associate in Arts (AA)

### Foundations Requirements

Item #	Title	Credits
	Foundations - Written Communications (FW)	3
	Quantitative Reasoning (FQ) - 2020	3
	Global Multicultural Perspectives (FG)	6

### 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

## Elective Requirements

Item #	Title	Credits
	Electives	29

## Graduation Requirements

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

## Business: Academic Subject Certificate Description

The Certificate in Business is designed to provide a 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 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.

### Notes

For math courses: This certificate requires BUS 250, MATH 103, MATH 115, or higher MATH. Students need to check receiving institution (to which they are transferring) for specific math requirement or see an academic adviser for appropriate math course.

- UH Mānoa transfers: BUS 250 meets the Shidler College of Business, UH Mānoa FQ General Education Core.
- UH West O'ahu transfers: MATH 103, MATH 115, or higher MATH articulate with UH West O'ahu as a General Education Foundations Symbolic

Reasoning (FQ) course and will satisfy the lower division math requirement for the Bachelor of Arts in Business Administration

**Type:** Academic Subject Certificate (ASC)

## Required Courses

Item #	Title	Credits
ENG 100	Composition I	3
	SP 151, SP 251 (Options)	3
	ACC 124, ACC 125, and ACC 202 OR ACC 201 and ACC 202	6-9
ECON 130	Principles of Microeconomics	3
ECON 131	Principles of Macroeconomics	3
	BUS 101 or ICS 101	3
	BUS 250 or MATH 103 or MATH 115 or higher	3
<b>Total credits:</b>		<b>24-27</b>

## 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, Wai'anae  
Phone 454-4713  
[summerls@hawaii.edu](mailto: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.

**Type:** Academic Subject Certificate (ASC)

## Semester 1

Item #	Title	Credits
HWST 107	Hawai'i: 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

## Semester 2

Item #	Title	Credits
HWST 291	Contemporary Hawaiian Issues	3
<b>Total credits:</b>		<b>16</b>

## 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 Hawai'i 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 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.
- Demonstrate cross-cultural knowledge and appreciation using second language skills.



## Contact Information

Program Coordinator: **Abdul-Karim Khan, PhD**  
Location: FA 213  
Phone: (808) 455-0358  
Email: [khana@hawaii.edu](mailto:khana@hawaii.edu)

## Notes

To fulfill the elective requirement (3-4 credits), students may take any of the core courses not previously selected as one of the core requirements, or choose from the listed electives.

**Type:** Academic Subject Certificate (ASC)

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

Item #	Title	Credits
	Culture, Society and Globalization (ASC-GLST-E2021)	3
	Global Business and Economics (ASC-GLST-E2021)	3
	Global History, Philosophy and Religion (ASC-GLST-E2021)	3
	Global Arts (ASC-GLST-E2021)	3
	Hawaiian and Foreign Language (ASC-GLST-E2021)	3-4

## Electives: Choose 1 course from the list

Item #	Title	Credits
	Electives (ASC-GLST-E2021)	3-4
	<b>Total credits:</b>	<b>18-20</b>

## 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](mailto: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.

**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
	<b>Total credits:</b>	<b>19</b>

## History: Academic Subject Certificate Description

The Academic Subject Certificate in History will provide students with a strong foundation in geohistorical, cultural, and global connections. The courses in this certificate provide the basis for basic writing, critical thinking, and problem-solving skills to help students in a wide range of fields. The certificate fulfills most of the core requirements for the Associate of Arts degree (AA degree), as well as the WI requirements, and some additional elective requirements. The certificate will be a guided path for students who intend to earn a Bachelor's Degree in history. It will also provide a general foundation for a career in teaching, the travel industry, the service industry, and other fields such as health and law. The certificate will encourage students to attend a four-year college in the University of Hawaii system or transfer to a mainland college. Nearly all the 200-level courses are offered throughout American colleges and universities. The certificate will meet the Written Communication, Quantitative Literacy and Human Cultures requirements of the WICHE passport.

## Program Learning Outcomes

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

- Analyze cause and effect relationships in history.
- Summarize key ideas in history, including major world philosophies, religions, and political theories and systems.
- Compare and contrast historical experiences across cultures and time.
- Describe major historical events, places, people, and other items of historical import.
- Evaluate the historical roots of current events.

- Analyze global processes from prehistory to the present (e.g. human migration, ecological forces, spread of world religions, creation of empires, technological innovation and integration).

#### Contact Information

Program Coordinator: **Naiad Wong**

Location: DH-E 107

Phone: (808) 455-0357

Email: [naiad@hawaii.edu](mailto:naiad@hawaii.edu)

**Type:** Academic Subject Certificate (ASC)

#### Core Requirements (12 credits)

Item #	Title	Credits
ENG 100	Composition I	3
PHIL 111	Intro to Inductive Logic	3
HIST 151	World History to 1500	3
HIST 152	World History Since 1500	3

#### History Concentration (9 credits)

Item #	Title	Credits
HIST 231	Modern European Civilizations I	3
HIST 232	Modern European Civilizations II	3
HIST 241	Civilizations of Asia I	3
HIST 242	Civilizations of Asia II	3
HIST 244	Introduction to Japanese History	3
HIST 251	Islamic Civilization	3
HIST 260	Twentieth Century World History	3
HIST 281	Introduction to American History I	3
HIST 282	Introduction to American History II	3
HIST 284	History of the Hawaiian Islands	3
HIST 288	Oceania Survey	3
<b>Total credits:</b>		<b>21</b>

#### 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 Associate in Arts 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 Learning Outcomes

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

- Describe how the ocean relates to Hawai'i's economy, society, and lifestyle.
- Evaluate how career and educational opportunities can be influenced by the surrounding marine environment.
- Explain the ocean and its impacts on Hawai'i.
- Create and execute an experiential learning project (Skill Project).

#### Contact Information

Program Coordinator: **Alyssa MacDonald**

Office: BS 205

Phone: (808) 455-0285

Email: [alyssa.macdonald@hawaii.edu](mailto:alyssa.macdonald@hawaii.edu)

**Type:** Academic Subject Certificate (ASC)

#### Group 1: Marine Survey and Ocean-Related Courses

Item #	Title	Credits
	MO Subgroup A: Marine Survey Courses	4
	MOP 1B: Ocean-Related Electives	4-6

#### Group 2: Required Courses (OCN 101 is required)

Item #	Title	Credits
OCN 101	Marine Option Program Seminar 1	1
OCN 199	Independent Study	2-3
<b>Total credits:</b>		<b>11-14</b>

#### 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](mailto:frary@hawaii.edu)

**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

### 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

### Music Electives (Choose 6 credits from list)

Item #	Title	Credits
	Music Electives	6
	<b>Total credits:</b>	<b>18</b>

## 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:

- Accurately perform solo or in an ensemble in dance, music, or theatre before an 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: **Loretta Tan (Loretta Chen)**  
Location: FA 122  
Phone: (808) 455-0356  
Email: [ltan@hawaii.edu](mailto:ltan@hawaii.edu)

**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

## Dance Track (Complete 10 credits)

Item #	Title	Credits
DNCE 108	Hatha Yoga: Beginning	3
DNCE 121	Beginning Ballet I	3
DNCE 122	Beginning Ballet II	3
DNCE 131	Modern Dance I	3
DNCE 132	Modern Dance II	3
DNCE 180	Dance Production	3
HWST 128	Introduction to Hula Kahiko	3
HWST 129	Introduction to Hula 'Auana	3
THEA 200B	Beginning Theatre Practicum: Acting	1

## Theatre Track (Complete 10 credits)

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
DNCE 131	Modern Dance I	3

## Music-Guitar Track (Complete 11 credits)

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

## Music-'Ukulele Track (Complete 11 credits)

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
<b>Total credits:</b>		<b>22-23</b>

## 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](mailto: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.

**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

## Recommended Electives (optional)

Item #	Title	Credits
SSCI 101	Self-Development	3
FIL 201	Intermediate Filipino I	4
FIL 202	Intermediate Filipino II	4
<b>Total credits:</b>		<b>17</b>

## Sustainability

### Description

This certificate is designed to provide an interdisciplinary focus on local and global issues of sustainability, and connect students with an interest in sustainability.

### Program Learning Outcomes

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

- Define sustainability on local, national and international levels.
- Identify personal values and attitudes that can facilitate sustainable living.
- Describe how the individual relates to the wider issues of sustainability.
- Measure one's impact on the triple bottom line: People, Planet, Profit.
- Identify the sociocultural values and attitudes that facilitate sustainable living at the local, regional and global levels.
- Apply concepts of sustainability to local, regional and/or global challenges.
- Describe how concepts of sustainability are connected to local, regional, and global issues.
- Describe how traditional and indigenous perspectives inform sustainable practices.

### Contact Information

Program Coordinator: **Cara Chang**

Location: LA 209

Phone: (808) 455-0335

Email: [cmchang@hawaii.edu](mailto:cmchang@hawaii.edu)

**Type:** Academic Subject Certificate (ASC)

## Science Courses (4 cr)

Item #	Title	Credits
AG 112	Introduction to Organic Agriculture	4
AG 264	Plant Propagation	3
BIOL 124	Environment and Ecology	3
BIOL 124L	Environment and Ecology Lab	1
BOT 130	Plants in the Hawaiian Environment	3
BOT 130L	Plants in the Hawaiian Environment Laboratory	1
GEOG 101	The Natural Environment	3
GEOG 101L	The Natural Environment Lab	1

## Electives (12 cr)

<b>Total credits:</b>	<b>16</b>
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## 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](mailto: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.

**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
	Diversification Literatures (DL-3cr)	3
	ENG 207, ENG 208, or ENG 211	6

## 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
	BUSN 269, BUSN 277, or BUSN 279	6
	<b>Total credits:</b>	<b>18</b>

# Management

Program Coordinator: **Douglas Choy**  
Location: BE 201  
Phone: (808) 455-0614  
Email: [dchoy@hawaii.edu](mailto:dchoy@hawaii.edu)

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

## Management: Associate in Science Description

The Associate in Science degree in Management is designed primarily to prepare students for future managerial positions and provides continuing education for current managers.

### Program Learning Outcomes

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

- Apply 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.
- Demonstrate knowledge of training, motivating, and supervising employees/associates to attain the goals of a business.
- Establish and promote a collaborative work environment.
- Identify the ethical, legal, and regulatory parameters on the industry.
- Calculate, compile, and analyze financial records to make correct 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.
- Describe positive interaction strategies that effectively support the work to be accomplished and customer satisfaction with internal and external customers.
- Describe work behaviors that maximize the opportunity continued employment and growth within an organization.
- Outline key components of the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.

## Contact Information

Program Coordinator: **Douglas Choy**  
Location: BE 201  
Phone: (808) 455-0614  
Email: [dchoy@hawaii.edu](mailto:dchoy@hawaii.edu)

**Type:** Associate in Science (AS)

## First Semester Requirements

Item #	Title	Credits
ENG 100	Composition I	3
MGT 121	Service Excellence	3
BUS 120	Principles of Business	3
	SP 151 or SP 251	3
	BUS 101 or ICS 101	3

## Second Semester Requirements

Item #	Title	Credits
MKT 120	Principles of Marketing	3
MGT 124	Human Resource Management	3
	BUS 250 or BUSN 188 or MATH3103 or MATH 115 or higher	
	ENG 209 OR BUSN 242	3
	Special Electives (AS-MGMT-E2020)	3

## Third Semester Requirements

Item #	Title	Credits
MGT 120	Principles of Management	3
MGT 122	Human Relations in Management	3
	ACC 124, ACC 201 (Options)	3
	Special Electives (AS-MGMT-E2020)	3
	GE NS or DB/DP (AS-MGMT-E2020)	3

## Fourth Semester Requirements

Item #	Title	Credits
	ECON 131, ECON 130, ECON 120 (Options)	3
	GE A&H Elective or DA/DH/DL (AS-MGMT-E2020)	3
	Special Electives (AS-MGMT-E2020)	3
	Special Electives (AS-MGMT-E2020)	3
MGT 200	Integrated Topics in Management	3
	<b>Total credits:</b>	<b>60</b>



## 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.

**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	Principles of Marketing	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	3
<b>Total credits:</b>		<b>24-27</b>

## 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.

**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
<b>Total credits:</b>		<b>6-9</b>

## 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.

**Type:** Certificate of Competence (CO)



## Required Courses

Item #	Title	Credits
MGT 121	Service Excellence	3
BUSN 164	Career Success	3
Total credits:		6

## 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.

**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
Total credits:		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.

**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
Total credits:		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.

**Type:** Certificate of Competence (CO)

## Required Courses

Item #	Title	Credits
MGT 120	Principles of Management	3
MKT 120	Principles of Marketing	3
MGT 124	Human Resource Management	3
Total credits:		9

## 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.

### Contact Information

Program Coordinator: **Douglas Choy**  
Location: BE 201  
Phone: (808) 455-0614  
Email: [dchoy@hawaii.edu](mailto:dchoy@hawaii.edu)

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

**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
<b>Total credits:</b>		<b>18-21</b>

## 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.

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

### Program Learning Outcomes

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

- Communicate orally, and in writing, at levels that would help students succeed in bachelor's degree travel industry management programs.
- Apply basic computer skills to create documents and produce information to assist with problem solving within the travel industry.
- Utilize logical and analytical problem solving skills to succeed in bachelor's-level travel industry management programs.

## Contact Information

Program Coordinator: **Douglas Choy**

Location: BE 201

Phone: (808) 455-0614

Email: [dchoy@hawaii.edu](mailto:dchoy@hawaii.edu)

**Type:** Academic Subject Certificate (ASC)

## Required Courses

Item #	Title	Credits
ENG 100	Composition I	3
	BUS 250 OR MATH 203 OR MATH 241 or higher	3-4
	SP 151 or SP 251	3
ECON 130	Principles of Microeconomics	3
HOST 101	Introduction to Hospitality and Tourism	3
	BUS 101 or ICS 101	3
	ACC 124, ACC 125, and ACC 202 OR ACC 201 and ACC 202	6-9
	<b>Total credits:</b>	<b>24-28</b>

# Natural Science

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

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

The curriculum in this program will allow students to complete a two year degree while fulfilling the coursework for the first two years of study towards a baccalaureate degree in one of four STEM fields of study. Students will have the option of choosing from one of four concentrations - Biological Sciences, Engineering, Information and Communications Technology, and Physical Sciences.

## AS-Natural Science: Biological Sciences Description

The curriculum in this program will allow students to complete a two year degree while fulfilling the coursework for the first two years of study towards a baccalaureate degree in one of four STEM fields of study. Students will have the option of choosing from one of four concentrations - Biological Sciences, Engineering, Information and Communications Technology, and Physical Sciences.

## Program Learning Outcomes

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

- Communicate STEM-field specific ideas and/or principles clearly, correctly, and effectively.
- Apply quantitative reasoning in solving mathematical, programming, biological, physical, or chemical problems, with a special emphasis on Hawaii, where appropriate.
- Analyze and apply STEM concepts and/or techniques to one of the four concentrations (i.e. Biological Sciences, Engineering, Information and Communication Technology, and Physical Sciences).

## Contact Information

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

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

## Notes

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

Optional elective courses: Students may take up to four semesters of sequential Hawaiian or Second Language (HSL) courses.

Twelve, 12, credits of the requirements must be earned at Leeward CC.

Cumulative grade point average (GPA) of 2.0 or higher for all courses used to meet the degree requirement.

**Type:** Associate in Science (AS)

## Foundation Requirements

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

## General Education: Diversification Requirements

Item #	Title	Credits
	Diversification Social Sciences (DS-3cr)	3
	DA/DH/DL Requirement (ASNS-3 BS/ICT/PS-E2021)	
	Diversification Physical Sciences (DP+DY-ASNS)	4

## Concentration Requirements

Item #	Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
BIOL 171	Introduction to Biology I	3
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 & 273L or BIOL 275 & 275L (ASNS-BS-E2020)	5

## Electives

Item #	Title	Credits
	ASNS-BS-Electives (E2021)	15

## Hawaiian Asian Pacific

Item #	Title	Credits
	Hawaiian, Asian, & Pacific Issues (HAP)	
	<b>Total credits:</b>	<b>60</b>

## AS-Natural Science: Engineering Description

The curriculum in this program will allow students to complete a two year degree while fulfilling the coursework for the first two years of study towards a baccalaureate degree in one of four STEM fields of study. Students will have the option of choosing from one of four concentrations - Biological Sciences, Engineering, Information and Communications Technology, and Physical Sciences.

## Program Learning Outcomes

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

- Communicate STEM-field specific ideas and/or principles clearly, correctly, and effectively.
- Apply quantitative reasoning in solving mathematical, programming, biological, physical, or chemical problems, with a special emphasis on Hawaii, where appropriate.
- Analyze and apply STEM concepts and/or techniques to one of the four concentrations (i.e. Biological Sciences, Engineering, Information and Communication Technology, and Physical Sciences).

## Contact Information

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

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

## Notes

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

All credits count toward the degree must be earned from the courses numbered 100 and above.

Twelve, 12, credits of the requirements must be earned at Leeward CC.

Cumulative grade point average (GPA) of 2.0 or higher for all courses used to meet the degree requirement.

**Type:** Associate in Science (AS)

## General Education: Foundation Requirements

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

## General Education: Diversification Requirements

Item #	Title	Credits
	DS Requirement (ASNS-E-E2021)	3
	DA/DH/DL Requirement (ASNS-3 E-E2021)	
	Diversification Physical Sciences 4 (DP+DY-ASNS)	4

## Concentration Requirements

Item #	Title	Credits
CHEM 162	General Chemistry II	3
	Programming Requirement (ASNS-E-E2020)	3-4
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 (ASNS-E-2020)	3-4

## Electives

Item #	Title	Credits
	ASNS-E Electives (E2021)	7-9

## Hawaiian Asian Pacific

Item #	Title	Credits
	Hawaiian, Asian, & Pacific Issues (HAP)	

## AS-Natural Science: Information and Communication Technology

### Description

The curriculum in this program will allow students to complete a two year degree while fulfilling the coursework for the first two years of study towards a baccalaureate degree in one of four STEM fields of study. Students will have the option of choosing from one of four concentrations - Biological Sciences, Engineering, Information and Communications Technology, and Physical Sciences.

### Program Learning Outcomes

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

- Communicate STEM-field specific ideas and/or principles clearly, correctly, and effectively.
- Apply quantitative reasoning in solving mathematical, programming, biological, physical, or chemical problems, with a special emphasis on Hawaii, where appropriate.
- Analyze and apply STEM concepts and/or techniques to one of the four concentrations (i.e. Biological Sciences, Engineering, Information and Communication Technology, and Physical Sciences).

### Contact Information

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

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

### Notes

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

All credits count toward the degree must be earned from the courses numbered 100 and above.

Optional elective courses: Students may take up to four semesters of sequential Hawaiian or Second Language (HSL) courses.

Twelve, 12, credits of the requirements must be earned at Leeward CC.

Cumulative grade point average (GPA) of 2.0 or higher for all courses used to meet the degree requirement.

**Type:** Associate in Science (AS)

## General Education: Foundation Requirements

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

## General Education: Diversification Requirements

Item #	Title	Credits
	Diversification Social Sciences (DS-3cr)	3
	DA/DH/DL Requirement (ASNS-3 BS/ICT/PS-E2021)	
	Diversification Physical Sciences (DP+DY-ASNS)	4

## Concentration Requirements: Information & Communication Technology

Item #	Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
	Diversification Biological Sciences (DB)	3
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 212	Program Structure	3
ICS 241	Discrete Mathematics for Computer Science II	3

## Electives

Item #	Title	Credits
	ASNS-ICT Electives (E2021)	11

## Hawaiian Asian Pacific

Item #	Title	Credits
	Hawaiian, Asian, & Pacific Issues (HAP)	
	<b>Total credits:</b>	<b>60</b>

## AS-Natural Science: Physical Sciences Description

The curriculum in this program will allow students to complete a two year degree while fulfilling the coursework for the first two years of study towards a baccalaureate degree in one of four STEM fields of study. Students will have the option of choosing from one of four concentrations - Biological Sciences, Engineering, Information and Communications Technology, and Physical Sciences.

## Program Learning Outcomes

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

- Communicate STEM-field specific ideas and/or principles clearly, correctly, and effectively.
- Apply quantitative reasoning in solving mathematical, programming, biological, physical, or chemical problems, with a special emphasis on Hawaii, where appropriate.
- Analyze and apply STEM concepts and/or techniques to one of the four concentrations (i.e. Biological Sciences, Engineering, Information and Communication Technology, and Physical Sciences).

## Contact Information

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

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

## Notes

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

All credits count toward the degree must be earned from the courses numbered 100 and above.

Optional elective courses: Students may take up to four semesters of sequential Hawaiian or Second Language (HSL) courses.

Twelve, 12, credits of the requirements must be earned at Leeward CC.

Cumulative grade point average (GPA) of 2.0 or higher for all courses used to meet the degree requirement.

**Type:** Associate in Science (AS)

## General Education: Foundation Requirements

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

## General Education: Diversification Requirements

Item #	Title	Credits
	Diversification Social Sciences (DS-3cr)	3
	DA/DH/DL Requirement (ASNS-3 BS/ICT/PS-E2021)	
	Diversification Physical Sciences 4 (DP+DY-ASNS)	4

## Concentration Requirements

Item #	Title	Credits
CHEM 162	General Chemistry II	3
CHEM 162L	General Chemistry II Lab	1
	Diversification Biological Sciences (DB)	3
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 or EARTH 101 & 101L or CHEM 272 & 272L (ASNS-PS-E2020)	3-5

## Electives

Item #	Title	Credits
	ASNS-PS Electives (E2021)	12-14

## Hawaiian Asian Pacific

Item #	Title	Credits
	Hawaiian, Asian, & Pacific Issues (HAP)	
	<b>Total credits:</b>	<b>60</b>



# Sustainable Agriculture

Program Coordinator: **Daniela Elliott**  
Location: BS 205  
Phone: (808) 455-0398  
Email: [ddutra@hawaii.edu](mailto:ddutra@hawaii.edu)

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

The Associate in Science (AS) in Sustainable 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 sustainable crop production, pest management, business principles, food systems, agriculture and the environment.

Note: Sustainable Agriculture is formerly Plant Biology, and Tropical Agriculture.

## Sustainable Agriculture: Associate in Science Description

The Associate in Science (AS) in Sustainable 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 sustainable crop production, pest management, business principles, food systems, 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 explain how to 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 explain how to manage agronomic and agribusiness challenges and opportunities.
- Analyze contemporary issues involving food, agriculture and the environment.

## Contact Information

Program Coordinator: **Daniela Elliott**

Location: BS 205

Phone: (808) 455-0398

Email: [ddutra@hawaii.edu](mailto:ddutra@hawaii.edu)

Program Counselor: **Amy Amper**

Location: GT 113B

Phone: (808) 455-0235

Email: [amyamper@hawaii.edu](mailto:amyamper@hawaii.edu)

## Notes

When AG 112 or AG 251 is used to count as a concentration requirement, it cannot also count as an elective.

The program is organized in an order that the student builds a foundation (CO = 12-13 credits; CA at least 25 credits; AS = minimum 60 credits) as progressing through a recommended group of courses. Courses with required knowledge have prerequisites, and the counselors will have the program information to guide the student into the proper course sequence. Students who have earned 58 credits are required to earn at least 2 more credits from either the **concentration** or **electives** sections.

**Type:** Associate in Science (AS)

## General Education Requirements

Item #	Title	Credits
	FW Requirement (AS-PBS-E2020)	3
	FQ MATH Requirement (AS-PBS-E2020)	3
	FG Requirement (AS-PBS)	6
	DS Requirement (AS-PBS)	3
	DA/DH/DL Requirement (AS-PBS)	3
	DP+DY Requirement (AS-PBS)	4

## Concentration Requirements (At least 24 credits)

Item #	Title	Credits
	BOT 101+101L or BOT 130+130L or AG 110+110L	4
	AG 112 or AG 251	4
AG 100	Orientation to Hawai'i Agriculture Industry	1
AG 122	Soil Technology	3
AG 141	Integrated Pest Management	3
	AG 200 and AG 200L	4
AG 264	Plant Propagation	3
AG 104	Food Safety & Post-Harvest Handling	1
AG 293V	Sustainable Agriculture Internship	1-4

## 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 112 or AG 251	4
	AG 170, AG 170L	4
AG 210	Introduction to Environmental Science	3

## Additional Requirements

Item #	Title	Credits
	ICS 101 (or higher) or BUS 101	3
	ENT 125, BUSN 164	3
	<b>Total credits:</b>	<b>60</b>

## Sustainable Agriculture: Certificate of Achievement

### Description

The Certificate of Achievement (CA) in Sustainable 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 sustainable tropical crop production.

### Program Learning Outcomes

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

- Identify and analyze the biotic and abiotic factors that affect agricultural production and explain how to 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 explain how to manage agronomic and agribusiness challenges and opportunities.
- Interpret contemporary issues involving food, agriculture and the environment.

## Contact Information

Program Coordinator: **Daniela Elliott**

Location: BS 205

Phone: (808) 455-0398

Email: [ddutra@hawaii.edu](mailto:ddutra@hawaii.edu)

Program Counselor: **Amy Amper**

Location: GT 113B

Phone: (808) 455-0235

Email: [amyamper@hawaii.edu](mailto:amyamper@hawaii.edu)

## Note

When AG 112 or AG 251 is used to count as a concentration requirement, it cannot also count as an elective.

Students would need to complete or concurrently enrolled in CHEM 151/CHEM 151L or CHEM 161/CHEM 161L or GEO 101 or GEO 101L if taking AG 200.

The program will provide comprehensive courses in plant science and sustainable agriculture. The subjects included plants, soils, crop production, pest management, food, agricultural systems, business, and landscaping. The CA program builds on Certificate of Competence (CO) program, utilizing several existing courses in Sustainable Agriculture. Students will have an opportunity to pursue an Associate in Science (AS) degree, which builds upon this program.

**Type:** Certificate of Achievement (CA)

## Core Requirements

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 or AG 200 & 200L (CA-PBS-E2020)	4
	BOT 130+130L or AG 110+110L	4

## Electives (PBS)

Item #	Title	Credits
AG 112	Introduction to Organic Agriculture	4
	AG 200 and AG 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	Sustainable Agriculture Internship	1-4
	<b>Total credits:</b>	<b>25</b>

## Sustainable Agriculture: Aquaponics Technician

### Description

This is an industry aligned, entry-level commercial aquaponics certification of competency (CO) standardized and offered across the University of Hawai'i Community College system. The proposed technician certification of competency is slated to be the nation's first comprehensive third-party certified technician education and training program to address the need for a university-trained and properly prepared, entry-level aquaponics labor force in the commercial aquaponics industry.

### 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.
- Work in a professional setting through an experiential-learning environment.

## Contact Information

Program Coordinator: **Daniela Elliott**

Location: BS 205

Phone: (808) 455-0398

Email: [ddutra@hawaii.edu](mailto:ddutra@hawaii.edu)

Program Counselor: **Amy Amper**

Location: GT 113B

Phone: (808) 455-0235

Email: [amyamper@hawaii.edu](mailto:amyamper@hawaii.edu)

**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 110+110L or AG 112 or AG 200+200L	4
AG 293V	Sustainable Agriculture Internship	1-4
	<b>Total credits:</b>	<b>10-13</b>

## Sustainable Agriculture: Certificate of Competence

### Description

The Certificate of Competence (CO) in Sustainable 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 explain how to manage agronomic and agribusiness challenges and opportunities.
- Interpret contemporary issues involving food, agriculture and the environment.

## Contact Information

Program Coordinator: **Daniela Elliott**

Location: BS 205

Phone: (808) 455-0398

Email: [ddutra@hawaii.edu](mailto:ddutra@hawaii.edu)

Program Counselor: **Amy Amper**

Location: GT 113B

Phone: (808) 455-0235

Email: [amyamper@hawaii.edu](mailto:amyamper@hawaii.edu)

## Notes

The program will provide comprehensive courses in plant science and agriculture. The subjects include plants, soils, pest management and agricultural systems. Students will have an opportunity to pursue CA and AS degree, which build upon this program.

**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

## Diversification Requirements

Item #	Title	Credits
	Diversification Requirements 4cr 4 (CO-PBS-E2020)	

## Elective Requirements (3-4 cr)

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 and BIOL 124L	4
<b>Total credits:</b>		<b>12-13</b>

## Sustainable Agriculture: Academic Subject Certificate

### Description

The Academic Subject Certificate (ASC) in Sustainable Agriculture is designed to prepare students for a career in agriculture through hands-on practice and classroom instruction. It will provide farmers, returning non-traditional students and youth who are interested in agriculture with fundamental skills, knowledge and experiences in sustainable tropical crop production.

## Program Learning Outcomes

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

- Identify opportunities to succeed in Hawaii's diversified agriculture and natural resource management workforce.
- Identify options for transfer to four-year institutions majoring in agriculture and natural resource management.
- Describe entrepreneurship opportunities in diversified agriculture.

## Contact Information

Program Coordinator: **Daniela Elliott**

Location: BS 205

Phone: (808) 455-0398

Email: [ddutra@hawaii.edu](mailto:ddutra@hawaii.edu)

Program Counselor: **Amy Amper**

Location: GT 113B

Phone: (808) 455-0235

Email: [amyamper@hawaii.edu](mailto:amyamper@hawaii.edu)

**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
AG 141	Integrated Pest Management	3
AG 271	Introduction to Crop Improvement	3
AG 293V	Sustainable Agriculture Internship	1-4
	BIOL/BOT Requirement (ASC- PBS-E2020)	4
	CHEM 151&151L or CHEM 161&161L	4
	BUS 101 or ICS 101	3
	<b>Total credits:</b>	<b>26-29</b>

# Television Production

CTE Counselor: **Melissa Jones**  
Location: GT 111  
Phone: (808) 455-0392  
Email: [Melissa.jones@hawaii.edu](mailto:Melissa.jones@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

Advanced level professional digital production and digital cinematography. Graduates will be qualified for more advanced level production positions that can function with minimal supervision and minimal additional on the job training.

### 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.
- Demonstrate professional qualities demanded by the business consistently.
- Develop and produce concepts, treatments, storyboards, scripts, budgets, and pitch these preproduction tools in a professional manner.
- Demonstrate knowledge of and be able to use contemporary digital video studio cameras and digital camcorders and camera mounting equipment as required by the industry.
- Explain the history, theory, and aesthetics of television, film, and the moving image.
- Discuss media literacy and elaborate on professional ethics as applied to the moving image.
- Demonstrate knowledge of and operate current nonlinear digital editing equipment.
- Demonstrate knowledge of and apply current television and film lighting techniques.
- Demonstrate knowledge of and use current sound sources and audio equipment specific to sound acquisition, recording, sweetening, editing, and postproduction.

- 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.
- 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.
- 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.

### Contact Information

CTE Counselor: **Melissa Jones**

Location: GT 111

Phone: (808) 455-0392

Email: [Melissa.jones@hawaii.edu](mailto:Melissa.jones@hawaii.edu)

Type: Associate in Science (AS)

### Semester 1

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 151	Introduction to Film & Video Editing Principles	3
English Requirement (AS-TVPR-E2020)		3

### Semester 2

Item #	Title	Credits
TVPR 121	Film and Video Graphics	3
TVPR 142	Film & Video Audio Acquisition & Recording	3
TVPR 211	Introduction to Film and Video Storytelling and Scriptwriting	3
TVPR 226	Applied Digital Camera Operation, Composition, & Lighting	3
Math Requirement (AS-TVPR-E2020)		3

## Semester 3

Item #	Title	Credits
TVPR 210	Film & Video History, Criticism, Ethics, & Aesthetics	3
TVPR 227	Advanced Film and Video Storytelling and Scriptwriting	3
TVPR 251	Applied Film & Video Editing & Post-production Audio	3
TVPR 276	Advanced Digital Cinematography, Composition & Lighting	3
	Natural Science Requirement (AS-TVPR-E2020)	3

## Semester 4

Item #	Title	Credits
TVPR 291	Film & Video Directing-Studio/ Location Production	3
TVPR 292	Media Project Production	3
TVPR 294	Advanced Editing & Audio	3
TVPR 293C	Internship & Career Preparation	3
	Social Science Requirement (AS-TVPR-E2020)	3
	Arts and Humanities Requirement (AS-TVPR-E2020)	3
	<b>Total credits:</b>	<b>63</b>

## Television Production: Certificate of Achievement

### Description

Intermediate level digital video and digital cinematography film style production will qualify graduates for higher level production positions as well as upgraded and updated training in existing job positions.

### 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 pitch these preproduction tools in a professional manner.
- Use contemporary digital video studio cameras and digital camcorders and camera mounting equipment as required by industry.

### Contact Information

CTE Counselor: **Melissa Jones**

Location: GT 111

Phone: (808) 455-0392

Email: [Melissa.jones@hawaii.edu](mailto:Melissa.jones@hawaii.edu)

**Type:** Certificate of Achievement (CA)

## Required Courses

Item #	Title	Credits
TVPR 101	Film & Video Production Process3 & Business Operations	
TVPR 126	Introduction to Digital Camera Operation, Composition, & Lighting Principles	3
TVPR 136	Audio/Video Engineering	3
TVPR 151	Introduction to Film & Video Editing Principles	3
TVPR 121	Film and Video Graphics	3
TVPR 142	Film & Video Audio Acquisition & Recording	3
TVPR 211	Introduction to Film and Video Storytelling and Scriptwriting	3
TVPR 226	Applied Digital Camera Operation, Composition, & Lighting	3
	<b>Total credits:</b>	<b>24</b>

## Television Production: Certificate of Competence

### Description

This program provides students with entry level skills to begin working as production assistants in TV and film facilities.

### 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

### Contact Information

CTE Counselor: **Melissa Jones**

Location: GT 111

Phone: (808) 455-0392

Email: [Melissa.jones@hawaii.edu](mailto:Melissa.jones@hawaii.edu)

**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 151	Introduction to Film & Video Editing Principles	3
<b>Total credits:</b>		<b>12</b>



## About Courses

### Prerequisites

Prerequisites 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 also exist 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 Community College (CC). Some prerequisite statements may include "or consent of instructor." This applies to 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 allows 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.

## 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. A student cannot earn credit for both ACC 124 and ACC 201.

**Credits:** 3

**Prerequisites:**

Placement in ENG 22 or higher or Instructor consent

**Recommended Prep:**

BUSN 188

### 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. A student cannot earn credit for both ACC 125 and ACC 201.

**Credits:** 3

**Prerequisites:**

ACC 124 with a grade of C or better or equivalent or Instructor consent

### 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 124 or ACC 201 with a grade of C or better or concurrent enrollment or equivalent or Instructor consent

### 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

**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

**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. A student cannot earn credit for both ACC 201 and ACC 124 or ACC 201 and ACC 125.

**Credits:** 3

**Prerequisites:**

Placement into ENG 100 or equivalent or Instructor consent

**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 equivalent or ACC 124 and ACC 125 with a grade of C or better or equivalent or Instructor consent

**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 or equivalent and BUS 101, ICS 100 or ICS 101 with a grade of C or better or concurrent enrollment or equivalent or Instructor consent

**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 or equivalent and BUS 101, ICS 100 or ICS 101 with a grade of C or better or equivalent or Instructor consent

## 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

### **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

#### **Recommended Prep:**

BUS 101, ICS 101

### **AG 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. (Formerly HORT 110)

**Credits:** 3

#### **Prerequisites:**

AG 110L with a grade of C or better or concurrent enrollment and Placement in ENG 100

### **AG 110L: Hawaii Horticulture and Nutrition Lab**

Companion course to AG 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. (Formerly HORT 110L)

**Credits:** 1

#### **Prerequisites:**

AG 110 with a grade of C or better or concurrent enrollment and Placement in ENG 100

### **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

### **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

#### **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

### **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

#### **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

**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 and CHEM 151 and 151L or CHEM 161 and 161L or GEO 101 and 101L with a grade of C or better or concurrent enrollment and AG 110, AG 112, BIOL 171, BOT 101, or BOT 130 with a grade of C or better or Instructor consent

**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

**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

**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

**Prerequisites:**

AG 110 and AG 110L or AG 112 or AG 200 and AG 200L with a grade of C or better or Instructor consent

**Recommended Prep:**

AG 110, AG 110L, AG 112

**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

**Prerequisites:**

AG 100, AG 112, AG 200, or BOT 130 with a grade of C or better or Instructor consent

**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

**Prerequisites:**

AG 200 and AG 200L with a grade of C or better or Instructor consent

**Recommended Prep:**

CHEM 151, CHEM 151L

**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

**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

**Recommended Prep:**

AG 200, AG 200L

**AG 293V: Sustainable 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 of 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:**

Complete at least 2 courses from AG 200-299 with a grade of C or better or Instructor consent

**Recommended Prep:**

AG 200, AG 200L, 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:**

Placement in ENG 100

## **ANTH 152: Culture and Humanity**

This course 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.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100

## **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 only in the Fall semester. Must be taken concurrently with ANTH 215L.

**Credits:** 3

**Prerequisites:**

ANTH 215L with a grade of C or better or concurrent enrollment and Placement in ENG 100

## **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. Offered only in the Fall semester.

**Credits:** 1

**Prerequisites:**

ANTH 215 with a grade of C or better or concurrent enrollment and Placement in ENG 100

# 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. Artistic composition, screen processing, stencil making using photographic and hand-manipulated imagery, 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 of visual art as well as an extensive range of practical photographic techniques needed for entry into the photographic workplace and/or for personal 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 approval

**Recommended Prep:**

ART 112 and BUS 101, BUSN 121, or ICS 100

## **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

**Recommended Prep:**

BUS 101, ICS 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, vector 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 output 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

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

**ART 202: Digital Imaging**

Studio experience in intermediate-level digital imaging concepts and techniques including image capture, manipulation, image creation, and output in various media using industry standard imaging editing software.

**Credits:** 3

**Prerequisites:**

ART 112 and ART 107D with a grade of C or better or Instructor approval

**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 or Instructor approval

**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**

This course introduces students to the development principles related to graphic design terminology, tools and media, and layout design concepts. There is an emphasis on typesetting and composing for print and web products.

**Credits:** 3

**Prerequisites:**

ART 112 with a grade of C or better or Instructor approval

**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 224: Painting from Life**

This course is an intensive studio experience of painting from the model. Contemporary methods of application and theory will be explored while learning the history of figure painting.

**Credits:** 3

**Prerequisites:**

ART 113 and ART 214 with a grade of C or better

**Recommended Prep:**

ART 123, ART 213

**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 241: Documentary Photography**

An introduction to the genre of documentary photography. The course covers the history, techniques and ethics of documentary photography as well as practical field work, post production and presentation modes in photographic projects. Written journaling to preserve information related to the photographs adhering to the AP Stylebook, interpersonal strategies, editorial planning (preshoot), ethical editing of images, and various means of presentations (for print and online sites) will be covered.

**Credits:** 3

**Prerequisites:**

ART 107D with a grade of B or better and ENG 100 with a grade of C or better or Instructor approval

**Recommended Prep:**

ART 207D, Basic computer, internet, and keyboarding skills.

**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 (flash, strobe, and light modifiers) and modified available light photography. Students will learn how to control natural and artificial lighting for studio portraiture, work with subjects, and compose a scene with the human form.

**Credits:** 3

**Prerequisites:**

ART 112 with a grade of B or better and ART 207D with a grade of B or better or concurrent enrollment or Instructor consent

**ART 287: Industrial Photography**

The course introduces the student to applications of digital photography in the professional production ("industrial") environment, and includes preplanning, shooting and post production of works that will include still life, architectural, product, food, events (including weddings), standardized head shots and portraiture, for print, multimedia, and web, in the studio and on location.

**Credits:** 3

**Prerequisites:**

ART 207D with a grade of B or better or Instructor approval

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

**ART 290: The Arts of Africa, Native Americas, and the Pacific**

This course focuses on formal and contextual study of art from selected areas in Africa, the Pacific, and Native Americas.

**Credits:** 3

## 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:**

Placement in MATH 100 or equivalent and Placement in ENG 100 or equivalent or Instructor Consent

**Recommended Prep:**

PHYS 100, PHYS 100L

### **ASTR 295: Astronomy Undergraduate Research Project**

This course introduces students to methods in astronomical scientific research using telescopes, spectrometers, and CCD cameras. Students enrolled in the course are provided the opportunity to operate telescopes, plan, and design group-oriented research projects, and learn the importance of group work in scientific research. Furthermore, participants get to learn the art of stellar image acquisition, data analysis, and interpretation of their results. Finally, students have the opportunity to publish their research work in scientific journals by completing the required manuscript. Potential research topics may include but are not limited to, observing and collecting data of double stars, variable stars, exoplanets, asteroids, and comets.

**Credits:** 1

**Prerequisites:**

MATH 100 with a grade of C or better or equivalent and Placement in ENG 100 or Instructor consent

**Recommended Prep:**

ASTR 110

# Automotive Technology (AMT)

## **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:**

Complete or concurrently enrolled in MATH 100 or QM 107C or equivalent or higher

## **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 Completed or concurrently enrolled in ENG 100 or equivalent or higher

## **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 Complete or concurrently enrolled in MATH 100 or QM 107C or equivalent or higher

## **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 Complete or concurrently enrolled in MATH 100 or QM 107C or equivalent or higher

## **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 Complete or concurrently enrolled in MATH 100 or QM 107C or equivalent or higher and Complete or concurrently enrolled in a Natural Science 100 level course

## **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 Complete or concurrently enrolled in MATH 100 or QM 107C or equivalent or higher and AMT 145 with a grade of C or better or concurrent enrollment

**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 Complete or concurrently enrolled in MATH 100 or QM 107C or equivalent or higher

**Co-Requisites:**

AMT 162

**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 Completed or concurrently enrolled in ENG 100 or equivalent or higher

**Co-Requisites:**

AMT 164

**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

**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

**AMT 193V: 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. This course is for the Ford ASSET students and optional for the AMT AAS Program. This course may be repeated up to a maximum of 15 credits, 96 work hours per credit. (Formerly AMT 93D)

**Credits:** 1-4

**Prerequisites:**

AMT 100 and AMT 141 with a grade of C or better

**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 Complete or concurrently enrolled in MATH 100 or QM 107C or equivalent or higher and AMT 145 and AMT 149 with a grade of C or better or concurrent enrollment

**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

# 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:**

Placement in ENG 100 or equivalent or Instructor approval

**Recommended Prep:**

CHEM 100 or higher or biochemistry course; or college level biology or zoology course.

## **BIOL 130L: Anatomy and Physiology Lab**

BIOL 130L focuses on gross and microscopic anatomy on the human body with special emphasis upon the skeleton, muscles, heart and blood vessels, and the nervous system.

**Credits:** 1

**Prerequisites:**

BIOL 130 with a grade of C or better or concurrent enrollment or Instructor approval

**Recommended Prep:**

Basic Computer Skills Ability to use the Internet

## **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:**

BIOL 171L with a grade of C or better or concurrent enrollment or Instructor approval

**Recommended Prep:**

High school level biology course



**BIOL 171L: Introduction to Biology I Lab**

Laboratory to accompany BIOL 171

**Credits:** 1

**Prerequisites:**

BIOL 171 with a grade of C or better or concurrent enrollment or Instructor approval

**Recommended Prep:**

High school level biology course

**BIOL 172: Introduction to Biology II**

Continuation of BIOL 171. Topics covered include: anatomy and physiology of plants and animals; systematics of plants and animals; and ecology of populations and communities.

**Credits:** 3

**Prerequisites:**

BIOL 171 and BIOL 171L with a grade of C or better and BIOL 172L with a grade of C or better or concurrent enrollment

**BIOL 172L: Introduction to Biology II Lab**

Laboratory to accompany BIOL 172. Topics covered include: anatomy and physiology of plants and animals; systematics of plants and animals; ecology of populations and communities; biosphere and ecosystem function.

**Credits:** 1

**Prerequisites:**

BIOL 171 and BIOL 171L with a grade of C or better and BIOL 172 with a grade of C or better or concurrent enrollment and ENG 100

**BIOL 200: Coral Reefs**

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, evolution, and cultural significance of coral reef organisms. Topics are discussed in the context of sustainability, global climate change, and the management of human impacts on coral reefs. Emphasis is on Hawaii's coral reefs, but comparisons are made among reefs from other areas. Companion course to BIOL 200L Coral Reefs Laboratory. Class meets for 3 hours of lecture per week.

**Credits:** 3

**Prerequisites:**

BIOL 200L with a grade of C or better or concurrent enrollment and Placement in ENG 100

**BIOL 200L: Coral Reefs Lab**

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, evolution, and cultural significance of coral reef organisms. Topics are discussed in the context of sustainability, global climate change, and the management of human impacts on coral reefs. Emphasis is on Hawaii's coral reefs, but comparisons are made among reefs from other areas. Companion laboratory to BIOL 200 Coral Reefs. Class meets for 3 hours of laboratory and field activities per week.

**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

## **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

**Recommended Prep:**

Placement in ENG 100

## **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.

**Recommended Prep:**

ENG22, ESL 22, BUSN 121

## **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

**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:**

Placement in ENG 100 or equivalent and BUS 101, ICS 100 or ICS 101 with a grade of C grade or better or equivalent and BUSN 121 or BUSN 123 with a grade of C or better or equivalent and BUSN 164 with a grade of C or better or equivalent or Instructor consent

## **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.

**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

**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 Association of Records Managers and Administrators (ARMA) rules for alphabetic, geographic, numeric, and subject methods. This course prepares students to assist a business or organization to meet its fiscal, legal, and governmental requirements by managing its information systems.

**Credits:** 3

**Recommended Prep:**

ENG 22, ESL 22

## **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

**Recommended Prep:**

Placement in ENG 100

**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:**

Placement in ENG 100 or instructor consent

**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.

**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 101, BUSN 121, or BUS 123 with a grade of C or better or equivalent or keyboarding or typewriting skills and computer knowledge or Instructor consent

**Recommended Prep:**

ENG 100

**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:**

Placement in ENG 100

**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:**

Placement in ENG 100 or Instructor consent

**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:**

Placement in ENG 100

# 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**

CHEM 161 is the first course of a two-course sequence designed to meet the one-year requirement of general college chemistry. It covers the basic principles of inorganic chemistry including scientific measurement, one dimensional analysis, atomic structure, chemical bonding, both physical and chemical properties of matter, solution chemistry, thermochemistry, and gas laws.

**Credits:** 3

**Prerequisites:**

MATH 103 with grade of C or better or higher MATH STEM course or Instructor approval

**Recommended Prep:**

CHEM 151, High School Chemistry

## **CHEM 161L: General Chemistry I Lab**

CHEM 161L is a laboratory course, which accompanies CHEM 161. This course is open to students who have earned at least a C grade or concurrently enrolled in CHEM161. This course allows students to gain familiarity with laboratory techniques and apparatus, and to apply their knowledge of concepts from CHEM 161 in a laboratory situation. Prior to each lab, students read the lab manual and complete a pre-laboratory report if applied. All students must complete mandatory safety training to participate in the course, this training is provided at the first class meeting.

**Credits:** 1

**Prerequisites:**

MATH 103 with a grade of C or better or higher MATH STEM course and CHEM 161 with a grade of C or better or concurrent enrollment

**Recommended Prep:**

CHEM 151, 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 or Instructor approval

**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 or Instructor approval

**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.

## 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)

The College does not offer an Associate degree program in Communication; however, these courses can be used to meet requirements for other degrees and/or certificates.

### **COM 145: Interpersonal Communication**

Introduction to communication strategies and outcomes through participation in interpersonal communication activities.

**Credits:** 3

**Prerequisites:**

ENG 100 with a grade of C or better or equivalent

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

### **COM 210H: Intercultural Communication**

This course provides an overview of culture and communication. Students examine similarities and differences across cultures that affect cultural intergroup and intercultural communication.

**Credits:** 3

**Prerequisites:**

ENG 100 with a grade of 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

## **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

## **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

## **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 concurrent enrollment or Instructor consent

## **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 and CULN 112 with a grade of C or better or concurrent enrollment

## **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

## **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

## **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 125 and CULN 150 with a grade of C or better or CULN 160 with a grade of C or better or concurrent enrollment or Instructor consent

**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 125 with a grade of C or better and CULN 150 with a grade of C or better or concurrent enrollment or Instructor consent

**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

**CULN 243: Farm-to-Retail: Value-Added Product Development**

Students will produce a variety of value-added food products with retail market potential from locally farmed, raised, cultivated, and sourced produce, meats, poultry, seafood, fish, etc. Various food preparation, cooking, baking, and preservation techniques will be utilized to create pickles; sauces; vinaigrettes, dressings & marinades; flavored oils & vinegars; condiments, such as mustards, chutneys & compotes; juices; cured, brined, and/or smoked meats, poultry, & seafood; sausages & other charcuterie; and baked goods & preserves, such as quick breads, cookies, curds, jams, & candies.

**Credits:** 3

**Prerequisites:**

Completed or concurrently enrolled in CULN 112 or instructor approval.

**Recommended Prep:**

CULN 120, CULN 150

**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

**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 and CULN 125 with a grade of C or better and MATH 100 with a grade of C or better or higher or Instructor consent

**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

**Recommended Prep:**

ENG 100

**CULN 293C: 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. (Formerly CULN 293E)

**Credits:** 2

**Prerequisites:**

CULN 150, CULN 160, CULN 223, CULN 224, and CULN 273 with a grade of C or better or Instructor consent

# 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 121: Beginning Ballet I**

Students will be introduced to basic vocabulary and movement techniques that identify ballet as a unique performance art. Each class period, students will engage in physical practice to gain mastery in the fundamentals of ballet technique. Students will be required to purchase appropriate footwear. Formerly DNCE 197B

**Credits:** 3

## **DNCE 122: Beginning Ballet II**

This course provides a continuing course in the art and performance of Ballet at a beginning level. Students will develop their understanding of ballet vocabulary and mastery of ballet techniques through continued physical practice in combinations of increasing complexity.

**Credits:** 3

### **Prerequisites:**

DNCE 121 with a grade of C or better or instructor consent

### **Recommended Prep:**

Dance experience, Ballet experience

## **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:**

ENG 22 or ENG 24 with a grade of C or better or equivalent or Instructor consent

**Recommended Prep:**

ICS 100

## **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 or Instructor consent

**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 Instructor consent

**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 with a grade of C or better or equivalent or Instructor consent

**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 with a grade of C or better or equivalent or Instructor consent

**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 with a grade of C or better or equivalent or Instructor consent

**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 with a grade of C or better or equivalent or Instructor consent

## **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 Instructor consent

**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 with a grade of C or better or equivalent or Instructor consent

**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:**

Concurrent enrollment in ENG 22 or Placement in ENG 100

**DMED 200: Electronic Portfolio**

This course instructs students on the contemporary methodologies to digitize and store student portfolio projects using a range of technologies and multimedia elements. Students summarize all work done in previous courses and develop them into a presentation format that reflects current media trends.

**Credits:** 3

**Prerequisites:**

DMED 240, DMED 242, DMED 243, TVPR 251, TVPR 294, ART 207D or ART 277D with a grade of C or better or concurrent enrollment or Instructor approval

**DMED 235: Digital Video Pre-production for the Web**

Students build on skills learned in DMED 131 Introduction to Digital Video, DMED 132 Principles of Video Editing, and 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 and DMED 236 with a grade of C or better or concurrent enrollment and Placement in ENG 100 or Instructor consent

**Recommended Prep:**

DMED 130, DMED 150

**DMED 236: Advanced Digital Video for the Web**

Students build on skills learned in DMED 131 Introduction to Digital Video, 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 and DMED 235 with a grade of C or better or concurrent enrollment and Placement in ENG 100 or Instructor consent

**Recommended Prep:**

DMED 130, 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 Instructor consent

**Recommended Prep:**

DMED 130

**DMED 241: 3D Motion Graphics**

This course trains students to create broadcast-quality motion graphics for TV and Internet. Building on skills learned in DMED141, students will conceive and develop 3D motion graphic projects such as station identifications, 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 Instructor consent

**Recommended Prep:**

DMED 140, 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 Instructor consent

**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 Instructor consent

**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 207D, ART 277D, DMED 240, DMED 242, or TVPR 294 with a grade of C or better or concurrent enrollment or Instructor approval

**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:**

Placement in ENG 100 or Instructor consent

**Recommended Prep:**

DMED 131

**DMED 295: Project Production**

This is a capstone course for the AS in Digital Media with a Specialization in Digital Photography. It requires students to integrate the knowledge gained in the Associate in Science in Digital Media program. Students will collaborate with faculty and each other to design and create a cohesive body of work and present it in both digital and printed formats.

**Credits:** 3

**Prerequisites:**

ART 277D with a grade of C or better or Instructor approval

## 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.

# Earth Sciences (ERTH)

## **ERTH 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, ERTH 101L, is offered and students could register concurrently in the lab course (Formerly GG 101).

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 and placement in MATH 100 or equivalent or instructor consent

## **ERTH 101L: Introduction to Geology Lab**

Laboratory course offered as an optional part of the Dynamic Earth 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 timescale. On-campus field trips conducted to learn about surface phenomena are optional. Class meets for 3 hours of lab per week (Formerly GG 101L).

**Credits:** 1

**Prerequisites:**

ERTH 101 or ERTH 103 with a grade of C or better or concurrent enrollment or equivalent or Instructor approval

## **ERTH 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. Field trips arranged (Formerly GG 103).

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or instructor consent

# Economics (ECON)

## **ECON 120: Introduction to Economics**

One semester survey of the principles of microeconomics and macroeconomics to enable students in all disciplines to understand current economic events.

**Credits: 3**

## **ECON 130: Principles of Microeconomics**

Examination of the decision-making process of both households and firms. Analysis of the functioning of a competitive market system, using supply and demand models and the role of government in cases where the market system fails. Additional topics include the effects of international rate on the welfare of a nation and the effects of different competitive market structures on society.

**Credits: 3**

## **ECON 131: Principles of Macroeconomics**

An introduction to macroeconomics—the study of the overall economy. Topics include the determination of national income, causes and effects of inflation, unemployment, and income inequality; causes and consequences of international differences in economic growth; sources of business cycle expansions and contractions; role of government policy in stabilizing the economy and promoting long-term growth; financial markets and monetary policy; taxes, spending, consequences of budget deficits, determination of trade imbalances, exchange rate fluctuations, and balance of payment crises.

**Credits: 3**

# Education (ED)

## **ED 100: Introduction to Education and Teaching**

This 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 implementing standards-based lesson plans will be covered.

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor consent

## **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

## **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

## **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

## **ED 279: Educational Media and Technology**

Introduction to theories, application of principles, and acquisition of practical skills of educational media relevant to teaching/learning situations in the classroom as well as non-school settings. (formerly ED 297A)

**Credits:** 3

### **Prerequisites:**

Placement of ENG 100 or equivalent or Instructor consent

**ED 282: Collaboration: Roles and Responsibilities as a Member of the Multidisciplinary 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:**

Placement in ENG 100 or Instructor consent

**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

**ED 283: Family-Professional Partnerships in Education**

Partnership in Education 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:**

Placement in ENG 100 or Instructor consent

**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 explores potential teachers' perspectives on bias, growth mindset, and professionalism in an inclusive educational setting. We examine both historical and contemporary educational contexts as it applies to laws, policies, and practices that support special student populations. The curriculum is focused on the demonstration and application of supportive, diverse, and developmentally-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, English Language Learners, and all students with Individualized Education Programs and special needs.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or Instructor consent

**Recommended Prep:**

Education Major

**ED 285: Classroom Management in the Instructional Process**

Classroom management is an introductory course that offers students an opportunity to explore the foundations of teaching and learning. Students will gain a comprehensive overview of the general concepts and issues related to organizing a positive and collaborative learning environment as well as managing students during instruction. Students will explore essential elements of classroom management alongside practical strategies that address a variety of classroom experiences and issues. These elements include school and classroom values, behavioral expectations, procedures and routines, student engagement, clear and diverse instructional delivery, assessment, and professional and ethical decision making in behavior management. Ten hours of field experience and/or observation are required. Students develop a case study of a classroom with particular attention to the management of the social and cultural learning environment as well as instruction.

**Credits:** 3

**Prerequisites:**

ENG 100 with a grade of C or better or Instructor consent

**Recommended Prep:**

Education major

**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

**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 100 with a grade of C or better or Instructor consent

**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 education classrooms. Through a balanced literacy approach, instruction will include all areas of Language Arts including listening, speaking, reading, and writing. 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:**

Placement in ENG 100 or equivalent or Instructor consent

**ED 295: Field Experience in Education**

Field Experience in Education is a culmination of the knowledge, skills, and dispositions learned in the Associate in Science in Teaching (AST) 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).

**Credits:** 1

**Prerequisites:**

ED 277, ED 285, ED 290, and ED 291 with a grade of C or better or Instructor consent

**ED 296: Introduction to Art, Music and Creative Movement in the Classroom**

This introductory course will introduce students to the principles, concepts and values of integrating the arts into elementary or special education classrooms. Engaging students visually, auditorily and kinesthetically will enhance learning and support instruction. This course will emphasize the arts as a support for a balanced program of instruction across all content areas.

**Credits:** 3

**Prerequisites:**

ENG 100 with a grade of C or better or equivalent or Instructor consent

**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 285 and ED 285A)

**Credits:** 3

**Prerequisites:**

ENG 100 with a C or better or equivalent or Instructor approval and Acceptance into the Alternative Certification for CTE Teacher Licensure program

**ED 311A: Foundations of Inclusion in Teaching for CTE Teacher Candidates**

This course is designed to help teacher candidates become more effective teachers, being especially considerate of the diversity of students we will find in our classrooms. The Foundations of Inclusion in Teaching for Career and Technical Education (CTE) helps candidates explore educational practices that support ALL learners, including unique and special education student populations. The course curriculum is focused on developing an understanding of the diversity in your classroom and creating accessible, diverse, developmentally appropriate, and supported instructional goals, learning experiences, and assessments. The inclusive setting in our classrooms includes a unique focus on students from low-income communities and all students with Individualized Education Programs (IEPs) and other special needs. (Formerly ED 284 and ED 284A.)

**Credits:** 3

**Prerequisites:**

Completed ENG 100 or Instructor approval

**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:**

ENG 100 and PSY 100 with a grade of C or better or Instructor approval and Acceptance into the Alternative Certification for CTE Teacher Licensure Program.

**ED 330: SPED Law and IEP Development**

This course will give students the opportunity to review special education law, with an emphasis upon Hawaii Administrative Rules, Chapter 60 and the 2004 Reauthorization of the Individuals with Disabilities Act (IDEA). Heavy emphasis will be on Individualized Education Program (IEP) 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:**

Associates Degree in any discipline and Academic Advisor approval

**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:**

Associates Degree in any discipline and Academic Advisor approval

**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:**

Associates Degree in any discipline and Academic Advisor approval



**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:**

Associates Degree in any discipline and Academic Advisor approval

**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:**

Associates Degree in any discipline and Academic Advisor approval

**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 Hawaii 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 Special Education (SPED) PK-12 in the state of Hawaii.

**Credits:** 3

**Prerequisites:**

ED 330 and ED 331 with a grade of C or better and Bachelor's degree in any discipline and Academic Advisor approval

**Recommended Prep:**

ED 332, ED 334, 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.

**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

# 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 or instructor consent.

# English (ENG)

## **ENG 16: Fundamentals of Reading and Writing**

Provides practice in building essential college reading, reasoning, and writing skills. Through analytical reading, critical discussion, summarizing of concepts, and incorporating ideas into writing, students will learn the skills necessary to succeed in college and the workplace.

**Credits:** 3

### **Prerequisites:**

Placement in ENG 16 or ENG 24 or equivalent or  
Permission of Division Chair in Language Arts

## **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.

**Credits:** 6

### **Prerequisites:**

Placement in ENG 24 or ENG 16 or equivalent or  
Permission of Division Chair in Language Arts

### **Recommended Prep:**

Experience in using computers for word processing.

## **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 or ENG 24 with a grade of CR or Permission of Division Chair in Language Arts

## **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 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 better; 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 better; or approval from the Language Arts Division.

**Recommended Prep:**

Experience in using computers for writing.

**ENG 207: Fiction Workshop**

This course 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.

**Credits:** 3

**Prerequisites:**

ENG 100 or equivalent with a grade of C or better; or approval from the Language Arts Division.

**Recommended Prep:**

ENG 204; experience using computers for writing.

**ENG 208: Poetry Workshop**

This course 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.

**Credits:** 3

**Prerequisites:**

ENG 100 or equivalent with a grade of C or better; 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 grade of C or better, 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 with a grade of C or better or equivalent or Approval of Language Arts Division

**Recommended Prep:**

Ability to use computer for word processing and research.

**ENG 225: Technical Writing**

Provides practice in creating, designing, and transmitting technical information for specialists and laypersons.

**Credits:** 3

**Prerequisites:**

ENG 100 with a grade of C or better or equivalent or Approval of 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.

**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

## **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 a grade of C or better or equivalent or Instructor approval

## **FIL 107: Introduction to Filipino Studies**

This course provides an introduction to the cultures, languages, and histories of the Philippines and Filipinos in diaspora. This introductory course will provide an overview of the historical and contemporary experiences of Filipinos in Hawai'i, the continental United States, and the global diaspora, focusing primarily on issues related to race, ethnicity, culture, place, representation, and globalization. Using a social sciences approach we will use various theories to specifically examine how social processes and structures (such as shared histories of U.S. colonialism in the Philippines and in Hawai'i and plantation society and culture in the islands) help us understand the societal dynamics of present-day Filipino communities and their relationships to Native Hawaiians, Pacific Islanders and other communities in Hawai'i. (Formerly ASAN 107)

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

### **Recommended Prep:**

Basic computer, internet, and keyboarding skills along with familiarity with word processing applications.

## **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.

## **FIL 253: Filipino Culture, History, and the Arts**

A study of Filipino history, politics, society, culture and art forms from pre-history to the present. Selected topics are approached through integrating Humanities disciplines and Artistic forms of music, dance, theater, the visual arts, and poetry as ways of engaging with and understanding cultural, historical, societal, and political issues. (Formerly ASAN 203)

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

### **Recommended Prep:**

Computer, Internet, typing skills, familiarity with word processing applications.

## **FIL 254: 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. (Formerly ASAN 204)

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

### **Recommended Prep:**

Computer, Internet, typing skills, familiarity with word processing applications.

**FIL 255: 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. (Formerly ASAN 205)

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

**Recommended Prep:**

Computer, Internet, typing skills, familiarity with word processing applications.

## 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

## **FSHN 185: The Science of Human Nutrition**

Integration of natural science concepts basic to the study of human nutrition. Emphasis placed on nutrient requirements of healthy individuals and the function of nutrients and their food sources.

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

## 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

### **FR 102: Elementary French II**

FR 102 builds upon the foundation of FR 101, which covers 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. More emphasis is placed upon reading and writing skills and improving oral communication.

**Credits:** 4

#### **Prerequisites:**

FR 101 with a grade of C or better or equivalent or Instructor approval

### **FR 201: Intermediate French I**

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. 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 Instructor approval

### **FR 202: Intermediate French II**

FR 202 builds upon the foundation of FR 201. Students will hone basic language skills acquired in FR 101-201 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. Special attention will be given to French-speaking Oceania, in particular Tahiti and New Caledonia. More emphasis is placed upon reading more complex texts and writing with richer and wider vocabulary.

**Credits:** 3

#### **Prerequisites:**

FR 201 with a grade of C or better or equivalent or Instructor approval



# Geography & Environment (GEO)

## **GEO 101: The Natural Environment**

This course explores 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. Global and local environmental processes are explored with an emphasis on Hawai'i and the Pacific. (Formerly GEOG 101)

**Credits:** 3

**Recommended Prep:**

MATH 82X, Placement in ENG 100

## **GEO 101L: The Natural Environment Lab**

This course is a laboratory exploration of Earth's natural systems including the atmosphere, lithosphere, biosphere, and hydrosphere with an emphasis on Hawai'i and the Pacific. The course includes lab work, field data collection, analysis, and reporting. (Formerly GEOG 101L)

**Credits:** 1

**Prerequisites:**

GEOG 101 with a grade of C or better or concurrent enrollment

**Recommended Prep:**

MATH 82X, Placement in ENG 100

## **GEO 102: World Regional Geography**

This course is an introductory survey in world regional geography. Each of the world's major cultural regions are examined with emphasis on geographic aspects of contemporary economic, political and environmental conditions. (Formerly GEOG 102)

**Credits:** 3

**Recommended Prep:**

Placement in ENG 100

## **GEO 122: Geography of Hawai'i**

This course examines the physical, biotic, cultural, and socio-economic elements of Hawai'i. 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. (Formerly GEOG 122)

**Credits:** 3

**Recommended Prep:**

Placement in ENG 100

## **GEO 151: Geography and Contemporary Society**

This is an introductory course in human geography. It examines patterns of population and migration, cultural diffusion and change, globalization, economic development, political systems, agriculture and urbanization, with an emphasis on the ways human activities shape the natural environment. (Formerly GEOG 151)

**Credits:** 3

**Recommended Prep:**

Placement in ENG 100

# 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 drills and practice in the classroom.

**Credits: 4**

## **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 drills and practice in the classroom.

**Credits: 4**

### **Prerequisites:**

HAW 101 with a grade of C or better or equivalent or Instructor approval

## **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 or Instructor approval

## **HAW 202: Intermediate Hawaiian II**

This course 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 or Instructor approval

# 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.

## **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

## **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.

## **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

**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

## **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

## **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

**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

**HWST 270: Hawaiian Mythology**

An introduction to Hawaiian mythology and mo'olelo as a basis of understanding (or a reflection) of Hawaiian culture, values, metaphor and Worldviews. This course will investigate and analyze oral and written Hawaiian literary sources and the roles of akua, 'aumakua, kupua and kānaka.

**Credits:** 3

**Prerequisites:**

HWST 107 with a grade of C or better.

**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

**Recommended Prep:**

HWST 107

**HWST 281: Ho'okele 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 or PACS 108 with a grade of C or better or Instructor Consent

**Recommended Prep:**

HAW 101

**HWST 281L: Ho'okele I: Hawaiian Astronomy and Weather Lab**

Companion laboratory to HWST 281 (Ho'okele 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

**HWST 282: Ho'okele II: Hawaiian Voyaging and Seamanship**

Introduction to the modern revival of voyaging arts in Hawai'i and the Pacific. Relearning the traditional knowledge of voyaging and navigation. Skills needed to prepare, sail and navigate double hull voyaging canoes along with an overview of weather and sea conditions in Hawai'i and the Pacific.

**Credits:** 3

**Prerequisites:**

HWST 281 with a grade of C or better or Instructor consent

**HWST 282L: Ho'okele II: Hawaiian Voyaging and Seamanship Lab**

Companion laboratory to HWST 282 (Ho'okele II: Hawaiian Voyaging and Seamanship). The laboratory and field activities in HWST 282L provide students with an opportunity to apply the basic principles, techniques, and methods of voyaging and seamanship learned in HWST 282.

**Credits:** 1

**Prerequisites:**

HWST 282 with a grade of C or better or concurrent enrollment

**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.

**HWST 292: Kūkulu Mana'o: 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.

## 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 or equivalent or Instructor approval

### **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 Technology (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. Topics include integrating medical records, records management cycle, and complying with state and federal regulations and laws.

**Credits:** 3

**Recommended Prep:**

ENG 22, ENG 24

## **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 have the opportunity to design, develop, and process health information data.

**Credits:** 3

**Recommended Prep:**

ENG 22, ENG 24

## **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:**

BIOL 130 and BIOL 130L or PHYL 141, PHYL 141L, PHYL 142 and PHYL 142L with a grade of C or better and HLTH 110 with a grade of C or better and HIT 200 with a grade of C or better or concurrent enrollment or Instructor consent

## **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:**

BIOL 130, BIOL 130L or PHYL 141, PHYL 141L, PHYL 142 and PHYL 142L with a grade of C or better or equivalent and HLTH 110 with a grade of C or better or Instructor consent

**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 equivalent or Instructor consent

**Recommended Prep:**

ENG 22, ENG 24, BUS 101

## **HIT 120: Intro to Healthcare Data Management & Analytics**

This course introduces students to the concepts and terminology used in the field of healthcare data management and analytics. Students will be introduced to general data characteristics and exploratory data analysis techniques and be asked to evaluate data dictionaries and data sets. Students will be introduced to Structured Query Language (SQL) in relation to healthcare data. Exploratory data analysis will focus on exploring health data to understand the data's underlying structure and variables to develop intuition about the data set, to consider how the data set came into existence.

**Credits:** 3

**Prerequisites:**

BUS 101 with a grade of C or better or equivalent or Instructor consent

**Recommended Prep:**

ICS 129

**HIT 171: Health Data, Information, Law, and Ethics**

An introductory course into medical records which integrates all phases of the records management cycle while complying with state and federal regulations and laws. Topics include privacy and access laws, release of medical information, e-discovery, privacy and security audits; Health Insurance Portability and Accountability Act (HIPAA); American Recovery and Reinvestment Act (ARRA); and The Patient Protection and Affordable Care Act (PPACA) and the impact on health information. (Formerly BUSN 171)

**Credits:** 3

**Recommended Prep:**

ENG 22, ENG 24

**HIT 176: Health Information Statistics**

This course 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 with a grade of C or better or concurrent enrollment

**Recommended Prep:**

BUS 101, Mathematical skills and practice consistent with Common Core High School standards

**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. The activities will represent the 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 enrollment or Equivalent or Instructor consent

**Recommended Prep:**

ENG 22, 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:**

BIOL 130 and BIOL 130L or PHYL 141, PHYL 141L, PHYL 142 and PHYL 142L with a grade of C or better or equivalent and HLTH 110 with a grade of C or better or equivalent or Instructor consent

**Recommended Prep:**

ENG 22, BUS 101

**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 are covered. Students also analyze the impact of coding complications on healthcare reimbursements.

This course may be taken concurrently with HIT 209, Advanced Coding II.

**Credits:** 3

**Prerequisites:**

HIT 108 and HIT 109 with a grade of C or better or equivalent or Instructor consent

**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 are covered. Students also analyze the impact of coding complications on healthcare reimbursements.

This course may be taken concurrently with HIT 208, Advanced Coding I.

**Credits:** 3

**Prerequisites:**

HIT 108 and HIT 109 with a grade of C or better or equivalent or Instructor consent

**Recommended Prep:**

ENG 22, ENG 24

**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 Health Information Management (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 with a grade of C or better or Instructor approval

**Recommended Prep:**

HIT 101, HIT 102, BUS 101

**HIT 220: Healthcare Data Management & Analytics**

Students learn how computers and technology are used in various healthcare settings, and about software applications that are specific to health information technology and data analytics. Security, privacy, electronic healthcare records, electronic records, and technology implementation issues are also covered.

**Credits:** 3

**Prerequisites:**

HIT 101, HIT 102, and HIT 120 with a grade of C or better or Instructor consent

**Recommended Prep:**

ENG 22, ENG 24

**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 equivalent or Instructor consent

**Recommended Prep:**

ENG 22, ENG 24



# 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

## **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

## **HIST 156: World History of Human Disease**

World History of Human Disease examines how disease has affected humans in terms of society, culture, politics, religion, and economics. The class explores the impact over a broad range of time periods, from prehistory to the present/future.

**Credits:** 3

### **Recommended Prep:**

To successfully complete this course, students will need an up-to-date computer, access to the internet, and basic keyboard skills.

## **HIST 231: Modern European Civilizations I**

Political evolution and major economic, social, and cultural development of European states, 1500-1800 CE.

**Credits:** 3

### **Prerequisites:**

ENG 100 with a grade of C or better or equivalent or Instructor approval

### **Recommended Prep:**

HIST 152, Basic computer and internet skills

## **HIST 232: Modern European Civilizations II**

Continuation of HIST 231; Major political, social, and economic, and cultural trends in Europe from the 1800s to the present.

**Credits:** 3

### **Prerequisites:**

ENG 100 with a grade of C or better or equivalent or Instructor approval

### **Recommended Prep:**

HIST 152

## **HIST 241: Civilizations of Asia I**

A survey of Asian history with emphasis upon Japan, China, Korea, South Asia, and Southeast Asia from their earliest development to approximately 1500 CE.

**Credits:** 3

### **Recommended Prep:**

HIST 151

## **HIST 242: Civilizations of Asia II**

HIST 242 is a continuation of HIST 241. Survey of East, South, and Southeast Asian history from 1500 CE to the present.

**Credits:** 3

### **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

### **Recommended Prep:**

HIST 151, 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, REL 150

## **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 or Instructor approval

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

**HIST 288: Oceania Survey**

Survey major events, themes, and issues that make up the diverse histories of Oceania, including Hawai'i, from ancestral origins to the present, with an emphasis on writing.

**Credits:** 3

**Prerequisites:**

ENG 100 with a grade of C or better or equivalent or Instructor approval

# 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

## **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

**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

**Recommended Prep:**

HOST 101.

# Human Development & Family Studies (HDFS)

## **HDFS 230: Human Development**

HDFS 230 is a survey of human development from birth to death with an emphasis on biological, cognitive, and psychosocial development. (Formerly FAMR 230)

**Credits: 3**

# Human Services (HSER)

## **HSER 100: Self Exploration**

This group process course provides an opportunity for learners to explore self within society, their values, and attitudes, functional and dysfunctional patterns of behavior. The learners are encouraged to assess personal characteristics that may be hampering growth and be able to establish goals and action plans for change. Learners critically self-reflect through a biopsychosocial life-stage model of development that spans our lives from birth through death. The course supports the adoption of knowledge and skills for developing healthy interpersonal relationships and for working with a diversity of issues and people. The course is particularly applicable for those entering the field of human service and/or the helping professions as well as education, health sciences, or justice, etc.

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

## **HSER 140: Individual Counseling**

This course provides an introduction to counseling skills and theory. Learners will practice interviewing and micro-skills through role-plays and will be exposed to theories of counseling, assessment, treatment interventions, and ethical guidelines for work in the field of human services and the helping professions.

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

### **Recommended Prep:**

HSER 100, Basic computer and Internet navigation skills needed

## **HSER 160: Ecology of the Family System**

The course explores the ecology and socialization of children, youth, and the family system. It identifies effective and harmful parenting styles and family interactions, as well as the impact of socialization agents such as media, peer groups, and community on family members and their functioning in society. The content also includes a review of various emotional, cognitive, and social-cultural influences that impact individual and family system development.

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or Instructor approval

### **Recommended Prep:**

HSER 100, Basic computer and Internet navigation skills.

## **HSER 245: Group Counseling**

The course includes theoretical and experiential training in facilitating groups. The course is designed to encourage understanding and skill development in selecting group members, establishing group norms and goals, and attending to ethical codes of conduct. Skill development includes setting group climate, developing group activities, promoting group and individual growth, and making appropriate group interventions with attention to special populations. Learners will be members of an in-class group and will be co-facilitating a group.

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

### **Recommended Prep:**

HSER 100, Basic computer and Internet navigation skills needed

## **HSER 248: Case Management**

This course provides a systems-based orientation to the development of knowledge and skills needed to become a case manager in health and human services. The course incorporates an ethical, culturally appropriate, strength-based and client-centered approach. Skill development includes intake, assessment, service planning, care coordination, discharge planning, referral, advocacy, and documentation and exploration of ethical mandates. (Previously offered as experimental course HSER 297L.)

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

### **Recommended Prep:**

HSER 100, Computer and Internet skills

**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 or Instructor approval

**Recommended Prep:**

HSER 100, WS 151, Basic internet, computer knowledge and navigation ability

**HSER 268: Survey of Substance Use Disorders**

The course focuses on the continuum of substance use. It analyzes historical, societal, and cultural perceptions, and examines the impact of substance use and behavioral disorders on the individual, the family, and the community. We will review current trends, legal responses, and the effectiveness of various approaches utilized in the field.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

**Recommended Prep:**

HSER 100, Basic computer and Internet navigation skills needed.

**HSER 270: Substance Use Disorders Counseling**

This course provides theoretical and experiential training in prevention, intervention, treatment, and aftercare approaches applicable to a diverse substance use disorder population. We cover aspects of the counseling process, specifically, the 12 Core Functions utilized by the substance use disorder counselor and ethical and legal issues encountered in the field.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

**Recommended Prep:**

HSER 100 Basic computer and Internet navigation skills needed

**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 Use Disorder Counseling Program a graduated internship experience in which a learner may complete 200 hours of onsite fieldwork in an approved substance use disorders treatment facility. In the weekly seminar, the learner examines the 12 Core Functions applied by the substance use disorders counselor and ethical and legal mandates under which they 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 use disorders counselor by applying the knowledge, skills, and attitudes that they have 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:**

HSER 100, HSER 140, HSER 245, HSER 268, and HSER 270 with a grade of C or better or Instructor approval

**Recommended Prep:**

Basic computer and Internet navigation skills needed.

**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 Use Disorder Counseling Program a graduated internship experience in which s/he is able to complete 200 hours of onsite fieldwork in an approved substance use disorders treatment facility. In the weekly seminar, the learner examines the 12 Core Functions of the substance use disorders counselor and the ethical and legal mandates under which they must practice. One's individual strengths and challenges are identified in relationship to the onsite experience and the learner begins to develop a professional identity as a substance use disorders counselor by applying the knowledge, skills, and attitudes that they have 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:**

HSER 294 with a grade of C or better or Instructor approval

# 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

## **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

## **ICS 102: Introduction to Data Science**

Overview of the field of data science. Introduction to subjects such as data format, processing, visualization, and storage. Special emphasis on historical and wider context, and simple practical examples.

**Credits:** 3

## **ICS 103: Introduction to Computer Science Principles**

General course to provide a broad overview of computer science. Will address abstraction, data and information, algorithms, programming, the Internet and the global impact of computers.

**Credits:** 3

## **ICS 110M: 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. Not ICS 110.

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

**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 multiple ICS 110 courses if the alpha differs.

**Credits:** 3

**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 with a grade of C or better and MATH 82X with a grade of CR or Higher STEM MATH or Instructor consent

## **ICS 125: Personal Computer Maintenance and Repair**

Introduction to the hardware components of microcomputer systems. This course provides conceptual and practical foundations in PC maintenance and repair. The specification, selection, installation, and configuration of these components include motherboards, memory, video, sound, network cards, storage devices, monitors, and printers. Opportunities for hands-on activities include installation, configuration, and troubleshooting of components and operating systems (OS).

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 and Placement in MATH 103 or higher STEM MATH or Instructor consent

**Recommended Prep:**

ICS 100, 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

**ICS 131: Introduction to Virtualization**

This course will introduce students to installation, configuration, networking and management of virtual machines. Students will have the opportunity to utilize virtual environments to create, manage and secure virtual machines.

**Credits:** 3

**Prerequisites:**

ICS 184 with a grade of C or better or concurrent enrollment

**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

**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

**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 enrollment or Instructor approval

**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. The course also introduces the student to network security concepts.

**Credits:** 3

**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 C or better or Instructor approval

**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 C or better or Instructor approval

**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 grade of B or better or Instructor consent

**ICS 231: Introduction to Linux**

This course will introduce students to various aspects of the Linux operating system. This course will examine and explore the structure, basic functionality, user administration, troubleshooting, system, and application software installation. Advanced topics of shell scripting, system security, maintenance, and essential services will be covered. (Formerly ICS 240.)

**Credits:** 3

**Prerequisites:**

ICS 111 with a grade of C or better or concurrent enrollment or Instructor consent

**ICS 235: Machine Learning Methods**

Introduction to contemporary mathematical methods for empirical inference, data modeling, and machine learning.

**Credits:** 3

**Prerequisites:**

Placement in MATH 135 and ICS 110P with a grade of C or better or Instructor approval

**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 better or Instructor consent



**ICS 262: Data Analysis Using R and Python**

Students will learn concepts, principles, and tools used in Data Analytics. An introduction to the R statistical programming language will be provided. Students will analyze data using both R and Python.

**Credits:** 3

**Prerequisites:**

ICS 110P and ICS 129 with a grade of C or better and ICS 235 with a grade of C or better or concurrent enrollment or Instructor approval

**ICS 263: Data Visualization**

Introduction to data visualization through practical techniques for turning data into images to produce insight.

**Credits:** 3

**Prerequisites:**

ICS 262 with a grade of C or better or concurrent enrollment or Instructor approval

**Recommended Prep:**

ICS 129

**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

**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

**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

**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, ICS 171, and ICS 231 with a grade of C or better or Instructor consent

**Recommended Prep:**

ICS 184 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, ICS 171, and ICS 231 with a grade of C or better or Instructor consent

**Recommended Prep:**

ICS 184

**ICS 284: Cloud Security**

The cloud provides so many advantages over on-premise hosting of systems and data. There are many security challenges due to locating systems and data in an internet-accessible environment. This course will address the security challenges and remedies of hosting applications and data in the cloud.

**Credits:** 3

**Prerequisites:**

ICS 281 with a grade of C or better or Instructor consent

**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:**

Earned at least 12 credits of ICS courses and Placement in AS-ICS and Earned a minimum grade of C in all ICS courses and Have a cumulative GPA of 2.0 or higher in all courses taken at Leeward Community College. and If a student obtains/obtained a paid co-op, then the student must be eligible for employment.

# 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

## **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

## **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

## **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

## **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

## **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.

## **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.

## **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.

### **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.

**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.

**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.

**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.

# Interdisciplinary Studies (IS)

## **IS 10: College Success Seminar**

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.

## **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 self-awareness and personal and career goals for lifelong learning.

**Credits: 3**

## **IS 103B: Introduction to College**

This course is a modular one-credit course providing students fundamental college success skills, i.e. using college resources, life management, goal setting, life planning, IS 103B is the one credit to the three-credit IS 103 course. (Formerly IS 100A)

**Credits: 1**

## **IS 104: Career/Life Exploration and Planning**

This is a survey course offering preparation for initial career exploration and planning. Emphasis is 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 Development and Life Planning**

This course will focus on workforce and career preparation through the survey of occupational clusters and updated industry information. Students will be taken through the career development process in addition to self exploration/assessment and planning. Students will have the opportunity to prepare a professional resume and cover letter in addition to a panel mock interview session. Upon completion of this course students will have a deeper understanding of their career goals and action plan.

**Credits: 3**

## **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**

## **IS 115: 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 and career success. This is repeatable for credit. (Formerly SSCI 101)

**Credits: 3**

## **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 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, katakana and some kanji.

**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 additional introduction of kanji.

**Credits: 4**

### **Prerequisites:**

JPN 101 with a grade of 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

## 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

### **KOR 102: Elementary Korean II**

This course 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 or Instructor consent

### **KOR 201: Intermediate Korean I**

This course 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 develops students' communicative skills in oral and written modes. Instructional activities aim to help students to comprehend reading and listening passages on daily topics and engage in conversations and personal correspondences. Korean culture is also introduced.

**Credits:** 4

#### **Prerequisites:**

KOR 102 with a grade of C or better or equivalent or Instructor consent

### **KOR 202: Intermediate Korean II**

This course is a continuation of the Intermediate Korean I (KOR 201). This course covers all four language skills at the intermediate level in Korean: listening, speaking, reading, and writing. Vocabulary and grammar are also emphasized. This course aims to develop students' communicative skills in oral and written modes. Instructional activities aim to help students to comprehend reading and listening passages on culturally specific topics in Korea and to engage in formal and informal conversations in a real-life situation. Korean culture is introduced and embedded throughout the course.

**Credits:** 4

#### **Prerequisites:**

KOR 201 with a grade of C or better or equivalent or Instructor consent

# 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:**

Placement in ENG 100

**Recommended Prep:**

Experience in using computers for writing.



# 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:**

Placement in ENG 100

**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.

## **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.

**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.

## **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. This is a capstone course and should be completed in the last semester.

**Credits:** 3

**Prerequisites:**

BUS 120, MGT 120, MGT 124, MKT 120, MGT 121, and MGT 122 with a grade of C or better and ACC 124 or ACC 201 with a grade of C or better

# Marketing (MKT)

## **MKT 120: Principles of Marketing**

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. Students will develop an understanding of the marketing process, analyze marketing opportunities and develop strategies to fulfill the needs of target markets.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or Instructor approval

**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; finance and control, operations, personnel, merchandising and sales promotion.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or Instructor Consent

**Recommended Prep:**

BUS 120, MKT 120

# Mathematics (MATH)

## **MATH 78: College Math Companion**

MATH 78 provides students concurrently enrolled in MATH 100 or MATH 115, as scheduled, 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 and concurrently enrolled in MATH 100 or MATH 115

## **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

**Prerequisites:**

Concurrently enrolled in MATH 100, MATH 111, or MATH 115

## **MATH 82X: Expanded Algebraic Foundations**

This course 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. Basic computer, internet, and keyboarding skills.

## **MATH 88: College Algebra Companion**

This course 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

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

## **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 82X with a grade of CR or Concurrent enrollment in MATH 78 or MATH 78B or Placement in MATH 100

**Recommended Prep:**

Qualification for or completion of ENG100 or equivalent. Basic computer, internet, and keyboarding skills.

## **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

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

**MATH 111: Math for Elementary Teachers I**

This course 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. MATH 111 covers problem-solving techniques, number systems and operations, and additional companion topics. Due to potential variation in topic sequencing, 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 82X with a grade of CR or Concurrent enrollment in MATH 78B or Placement in MATH 111

**Recommended Prep:**

Math skills at High School Common Core levels Basic computer, internet, and keyboarding skills

**MATH 112: Math for Elementary Teachers II**

This course is the second in a two-course sequence (MATH 111 - MATH 112) designed to give elementary education students a depth of understanding necessary to teach mathematics at that level. The emphasis will be on understanding, representing and communicating mathematical ideas and procedures; solving problems; and reasoning mathematically. MATH 112 further develops operations, and covers geometry, introductory probability and statistics, and additional companion topics. Due to potential variation in topic sequencing, 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 or concurrent enrollment in MATH 111, only when the concurrent MATH 111 section and the MATH 112 section are offered as sequential part-of-term courses

**MATH 115: Introduction to Statistics and Probability**

This course 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 82X with a grade of CR or Concurrent enrollment in MATH 78 or MATH 78B or Appropriate MATH placement

**Recommended Prep:**

Qualification for or completion of ENG100 or equivalent. Basic computer, internet, and keyboarding skills.

**MATH 135: Pre-calculus: Elementary Functions**

This course investigates linear, quadratic, polynomial, rational, exponential, logarithmic functions, and related topics. The course is the first part of the precalculus sequence.

**Credits:** 3

**Prerequisites:**

MATH 103 with a grade of C or better

**Recommended Prep:**

ENG 100 and basic computer, internet, and keyboarding skills

**MATH 140: Pre-calculus: Trigonometry and Analytic Geometry**

This course studies trigonometric functions, analytic geometry, polar coordinates, vectors, and related topics. This course is the second part of the precalculus sequence.

**Credits:** 3

**Prerequisites:**

MATH 135 with a grade of C or better

**Recommended Prep:**

ENG 100 and basic computer, internet, and keyboarding skills

**MATH 140X: Accelerated Pre-calculus: Elementary Functions, Trigonometry, & Analytic Geometry**

This course 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 and analytic trigonometry; polar coordinates; and conic sections. Credit may not be earned for both MATH 140 and MATH 140X.

**Credits:** 4

**Prerequisites:**

MATH 103 with a grade of A or MATH 135 with a grade of C or better or Placement in MATH 140X

**Recommended Prep:**

Basic computer, Internet, and keyboarding skills  
Qualification for or completion of ENG 100

**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 or Placement in MATH 241

**Recommended Prep:**

Basic computer, internet, and keyboarding skills  
Qualification for or completion of ENG 100

**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

**Recommended Prep:**

Basic computer, internet, and keyboarding skills

**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

**Recommended Prep:**

Basic computer, internet, and keyboarding skills

**MATH 244: Calculus IV**

The final courses 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

**Recommended Prep:**

Basic computer, internet, and keyboarding skills

# 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.

**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 the music of the western hemisphere from the listener's point of view.

**Credits:** 3

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

## **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

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

## **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.

**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 classical guitar playing: solos and ensembles, song accompaniment, technique, music reading, interpretation, stage deportment and music literature.

**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.

**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: 'Ukulele 1**

Introductory classroom instruction in Hawaiian 'ukulele playing: technique, music reading, chord symbols, song accompaniment, stage deportment and ensembles.

**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.

**Credits:** 2

**Prerequisites:**

MUS 121D with a grade of C or better or Instructor approval

**MUS 122Z: 'Ukulele 2**

A continuation of MUS 121Z, 'Ukulele 1, with classroom instruction in Hawaiian and popular styles of 'ukulele playing: technique, music reading, chord symbols, song accompaniment patterns, improvisation, stage deportment and ensembles.

**Credits:** 2

**Prerequisites:**

MUS 121Z with a grade of C or better or Instructor approval

**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 learning activities.

**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 203D: Keyboard Ensemble**

This course explores and develops repertoire for piano ensemble, on both one piano and two pianos and small groups of two or more keyboards.

**Credits:** 2

**Prerequisites:**

MUS 121C with a grade of C or better or Instructor consent

**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.

**Credits:** 2

**Prerequisites:**

MUS 103 with a grade of C or better or Instructor approval

**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; fifteen 30-minute lessons).

**Credits:** 1

**Prerequisites:**

Instructor's approval via audition.

**Co-Requisites:**

MUS 114

**Recommended Prep:**

MUS 121B

**MUS 232G: Applied Music: Classical Guitar**

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.

**Credits:** 1

**Prerequisites:**

Audition and instructor approval

**Co-Requisites:**

MUS 203G

**Recommended Prep:**

MUS 122D

**MUS 232R: Applied Music: Trumpet**

Private instruction in the art of trumpet playing for intended music majors. May be repeated for additional credits. See section on Repetition of courses in order to determine the number of repeat allowed. (7.5 lecture hours; fifteen 30-minute lessons).

**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.

# Ocean & Earth Science & Tech (OEST)

## **OEST 101: Natural Hazards**

Science of natural hazards: impact on human civilization of events in the lithosphere, atmosphere, biosphere, and hydrosphere (e.g., earthquakes, hurricanes, red tides, and floods), and impact of humans on their exposure to and mitigation of the hazards. This course is transdisciplinary in nature and will use real data to teach foundational principles in geological (earthquakes), oceanographic (tsunamis), and atmospheric science (hurricanes) and more importantly the close connections between these science disciplines. We will examine how people become vulnerable to natural hazards, how society is affected by them, how people contribute to causing them, and how societies cope-or fail to cope-with them.

**Credits: 3**

# 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 Hawai'i. 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 103: Introduction to Philosophy: Environmental Philosophy**

This course offers a critical examination of the history of multi-cultural philosophical and ethical systems and their implications for interactions with, and relationships between, humans and non-humans. The critical examination will take place in the context of contemporary environmental/ecological issues.

**Credits:** 3

### **Prerequisites:**

Placement in ENG 100 or Instructor consent

## **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 131: Introduction to World Philosophy II**

Philosophy attempts to understand the human being and the societies they form. Introduces students to the notion of world philosophy, focusing upon thinkers who have helped to shape our present.

**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**

Calculus-based general physics course covering the mechanics of particles and rigid bodies: kinematics, force, energy, momentum, rotation, gravitation, oscillations and waves, and thermodynamics.

**Credits:** 4

**Prerequisites:**

MATH 242 with a grade of C or better or concurrent enrollment or Instructor approval

**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 or Instructor approval

## **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 or Instructor approval

## **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 or Instructor approval

**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. (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.

## **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**

The scientific study of personality, including theories, assessment, development, and relationships to cultural-social determinants.

**Credits:** 3

**Prerequisites:**

PSY 100 with a grade of C or better or Instructor approval

## Quantitative Methods (QM)

### **QM 78: Quantitative Methods Companion**

This course 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

### **QM 107C: Quantitative Methods in Automotive Tech**

This course 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 the Automotive Technology program's degree and certificates, but does not satisfy the Foundation-Quantitative Reasoning (FQ) core requirement of an Associate in Arts degree.

**Credits:** 3

**Prerequisites:**

Placement in QM 107C or concurrent enrollment in QM 78 or Instructor approval

**Recommended Prep:**

Basic computer, internet, and keyboarding skills 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:**

Placement in ENG 100 or equivalent or Instructor approval

## **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:**

Placement in ENG 100 or equivalent or Instructor approval

## **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:**

Placement in ENG 100 or equivalent or Instructor approval

### **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 Instructor approval

## **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 or equivalent with a grade of C or better or Instructor approval

### **Recommended Prep:**

REL 150

## **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:**

Placement in ENG 100 or equivalent or Instructor approval

### **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 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:**

Placement in ENG 100 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 practices and its impact to people, community, and the environment. Students will also evaluate social justice issues related to current social movements that have emerged to address these issues. (Formerly GEOG 197)

**Credits:** 3

**Prerequisites:**

Placement in ENG 100

**Recommended Prep:**

SOC 100

## **SOC 214: Introduction to Race & Ethnic Relations**

This course examines the historical and current social constructions of race and ethnicity in shaping social relations in Hawai'i, the United States, and other countries. The primary focus of this course is to explore racial and ethnic experiences and inequalities by applying sociological theoretical perspectives.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or Instructor approval

## **SOC 218: Introduction to Social Problems**

Introduction to the sociological analysis of social problems. Examines cultural and societal responses to social problems such as poverty, inequality and crime. Topics vary by semester.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or Instructor consent

## **SOC 231: Introduction to Juvenile Delinquency**

This course focuses on juvenile delinquency in the U.S. and examines: the nature of and trends in juvenile 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.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or Instructor consent

## **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

## **SOC 250H: Community Forces in Hawai'i: Honors Course**

This is an honors course. It is always offered with a writing intensive focus and entails a research assignment. It 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:**

Placement in ENG 100 or equivalent or Instructor consent

**Recommended Prep:**

Acceptance into the Leeward CC Honors Program.

**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, single-hood, divorce, separation or widowhood. Examines current issues in family such as career and family conflicts, alternative family forms, cultural differences, family planning and parenthood, and family violence.

**Credits:** 3

**Prerequisites:**

Placement in ENG 100 or equivalent or Instructor consent

# Spanish (SPAN)

## **SPAN 101: Elementary Spanish I**

This course covers the basic structures of the Spanish language emphasizing speaking, writing, listening and reading comprehension. Students learn to communicate in Spanish through directed drills and practice in class.

**Credits:** 4

## **SPAN 102: Elementary Spanish II**

This course continues the basic structures of the Spanish language acquired in 101 emphasizing speaking, writing, listening and reading comprehension. Students further develop communication skills through directed drills and practice in class.

**Credits:** 4

### **Prerequisites:**

SPAN 101 with a grade of C or better or equivalent or Instructor approval

## **SPAN 201: Intermediate Spanish I**

This course covers the intermediate Spanish language structures and refines the information acquired in 102 emphasizing speaking, writing, listening and reading comprehension. Students communicate and become more proficient in Spanish by gaining knowledge of more complex structures through directed drills and practice in class.

**Credits:** 3

### **Prerequisites:**

SPAN 102 with a grade of C or better or equivalent or Instructor approval

## **SPAN 202: Intermediate Spanish II**

This course continues the intermediate Spanish language structures acquired in 201 emphasizing speaking, writing, listening and reading comprehension. Students continue to communicate and become more proficient in Spanish by gaining knowledge of more complex structures through directed drills and practice in class.

**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:**

Placement in ENG 100

### **SP 251: Principles of Effective Public Speaking**

This course involves extensive practice in preparing and presenting effective public speeches with special emphasis on organization, outlining, audience analysis, analytical reasoning, and delivery skills.

**Credits:** 3

**Prerequisites:**

ENG 100 with a grade of C or better

**Recommended Prep:**

Basic computer, internet, and keyboarding skills.

# 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

### **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:**

TVPR 151 with a grade of D or better and TVPR 142 and TVPR 226 with a grade of D or better or concurrent enrollment or Instructor consent

## **TVPR 126: Introduction to Digital Camera Operation, Composition, & Lighting Principles**

This course introduces students to contemporary digital video cameras, operating controls, monitoring, and camera mounting systems. Topics covered include the use of field and studio cameras and basic lighting principles with an emphasis on safety and operation as illustrated in theory and application.

**Credits:** 3

### **Prerequisites:**

TVPR 151 with a grade of C or better or concurrent enrollment or Instructor approval

### **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 and TVPR 151 with a grade of D or better or concurrent enrollment or Instructor consent

### **Recommended Prep:**

ENG 100, MATH 100

## **TVPR 142: Film & Video Audio Acquisition & Recording**

This course delivers the theory, knowledge, and skills required for audio acquisition and recording as applied to film and video production. Topics to be covered include 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.

**Credits:** 3

### **Prerequisites:**

TVPR 126 with a grade of C or better or concurrent enrollment or Instructor approval

### **Recommended Prep:**

ENG 100, MATH 100

## **TVPR 151: Introduction to Film & Video Editing Principles**

This course is an introduction to editing film and video in non-linear digital formats. Topics will include the grammar of the edit, continuity editing, pacing, timing, integration of graphics, contemporary formats, editing strategies and methodologies, contemporary editing software operation, manipulation of audio and creation of simple soundtracks.

**Credits:** 3

### **Prerequisites:**

TVPR 126 with a grade of C or better or concurrent enrollment or Instructor approval

### **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:**

Placement in ENG 100 or equivalent or Instructor consent

**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

**Prerequisites:**

TVPR 151 with a grade of C or better and Placement in ENG 100 or Instructor approval

**Recommended Prep:**

ENG 100, MATH 100

**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:**

TVPR 126 and TVPR 151 with a grade of C or better or Instructor approval

**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 a grade of C or better or Instructor approval

**TVPR 251: Applied Film & Video Editing & Post-production Audio**

This course combines editing methods with multi-track audio channels to produce a complete film or video product. Topics include, mastery of the tools of edit, context, transitions, graphics, 2-D motion, time expansion and contraction, complex editing, video manipulation, and advanced aesthetics will be emphasized. In addition, advanced audio techniques utilizing multi-track soundtracks and audio effects will be integrated with pictures in order to produce a unified video production.

**Credits:** 3

**Prerequisites:**

TVPR 226 with a grade of C or better or concurrent enrollment or Instructor approval

**TVPR 276: Advanced Digital Cinematography, Composition & Lighting**

This course will provide students with advanced camera and lighting techniques to create productions while offering an appreciation of applied film and video aesthetics.

**Credits:** 3

**Prerequisites:**

TVPR 226 with a grade of D or better and TVPR 227 and TVPR 251 with a grade of D or better or concurrent enrollment or Instructor consent

**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, on location, and during electronic field productions.

**Credits:** 3

**Prerequisites:**

TVPR 251 with a grade of C or better and TVPR 294 with a grade of C or better or concurrent enrollment or Instructor approval



**TVPR 292: Media Project Production**

This terminal course in the DMED video production program will require students to apply all appropriate skills and knowledge gained in the Associate in Science DMED degree program to produce a final ten-minute production.

**Credits:** 3

**Prerequisites:**

TVPR 291 and TVPR 294 with a grade of C or better or concurrent enrollment or Instructor approval

**TVPR 293D: Internship & Career Preparation**

This course provides practical work experiences in video production where students will apply classroom/lab knowledge and develop job competencies. The course requires a minimum of 80 hours of internship and 45 hours of classroom instruction. Positions may be offered on the Leeward CC campus and/or in other off-campus video production assignments. Practicum class includes: resume writing, job interviewing skills, and creation of demo reels.

**Credits:** 3

**Prerequisites:**

TVPR 251 with a grade of C or better and TVPR 291, TVPR 292 and TVPR 294 with a grade of C or better or concurrent enrollment or Instructor approval

**TVPR 294: Advanced Editing & Audio**

This course concentrates on the knowledge, skills, and application of advanced film and video editing techniques, practice and design of 2D motion graphics, and creation of a final multi-track soundtrack for productions.

**Credits:** 3

**Prerequisites:**

TVPR 251 with a grade of C or better and TVPR 291 with a grade of C or better or concurrent enrollment or Instructor approval

# 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. Present women's experiences from diverse backgrounds, social structures, and cultures.

**Credits:** 3

**Recommended Prep:**

Qualification for ENG 100.

## **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:**

Placement in ENG 100 or Instructor approval

## **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 PSY 202 and WS 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 approval

## **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 repeated for a maximum of 6 credits.

**Credits:** 1-3

**Prerequisites:**

Complete at least one course from AMST, ANTH, ECON, ED, GEOG, HDFS, HSER, POLS, PSY, SOC, SW or WS with a grade of C or better

**Recommended Prep:**

WS 151 Introductory-level course in a contributing discipline area for the selected 290V 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:**

Placement in ENG 100

## **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:**

ZOOL 200L with a grade of C or better or concurrent enrollment and Placement in ENG 100

**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