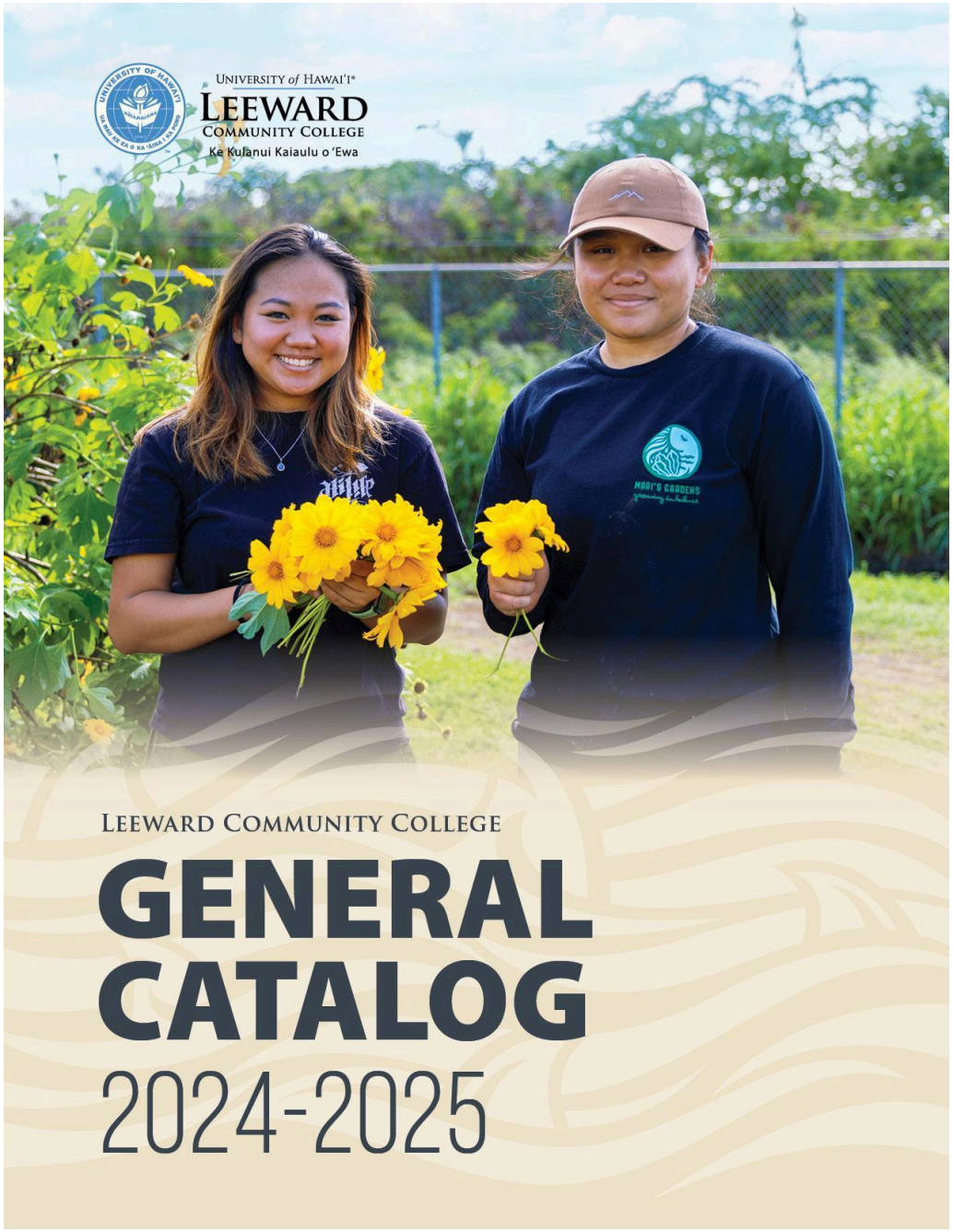

Leeward Community College

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www.leeward.hawaii.edu

Table of Contents

About this Catalog **9**
Catalog Disclaimer 9
A Note on Catalog Rights 9
The College **10**
A Message from the Chancellor 10
About the College 12
Vision, Mission, and Core Values 13
Kulanui O Hawai'i Ke 14
Kulanui Kaiaulu O 'Ewa 14
Hōʻoia ʻĀina Statement 15
Hālau Pu'uloa (Mele oli) 16
Hālau Waiʻanae (Mele oli) 19
Academic Calendar 20
Accreditation 22
Graduation and Persistence Rates 23
Kīpuka, Native Hawaiian Center at Puʻuloa 24
Leeward CC Waiʻanae Moku 24
Office of International Programs 24
Office of Workforce Development 25
Wahiawā Value-Added Product Development Center 25
Admission Information **26**
Application Deadlines (2024-2025) 26
Admission Policies of the University of Hawaiʻi System 4-year Colleges 26
Eligibility 28
Health Requirements for Registration 31
Placement Tests 32
Registration 32
Residency Regulations for Tuition Purposes 34
Steps for Admission and Enrollment 36
Transfer Information 38
Tuition and Fees **41**
Financial Information 41
Payment Procedures 44
Refund Policy 47
Financial Aid **48**
Financial Aid Application Process 49
Federal Financial Aid 53
Institutional and State Financial Aid 53

Student Resources **54**
Admissions and Records 54
Bookstore 54
Campus Security 54
Cashier 54
Children's Center (Leeward) 55
Copy Center 55
Counseling and Advising 55
Disability Services Office 56
Educational Media Center 56
Hānai Iā Leeward 56
HINET Hoʻola ʻIke Program 56
Innovation Center for Teaching and Learning 57
Learning Commons 58
Library 58
Employment Assistance 58
Math Lab 59
Mental Health 59
Parking 59
Public Transportation 59
Student Health Center 60
Student Life 60
Testing Center 60
Tutoring Services 60
Veteran's Affairs 61
Veteran's Resource Center 61
Welcome Center 61
College Policies **63**
Academic Freedom 63
Administrative Disenrollment for Failed Prerequisites 63
Animals on Campus 64
Campus Crime Awareness (Clery Act) 64
Consensual Relationships 64
Dangerous Weapons 64
Discrimination Complaints 65
General Policy Involving Non-students 66
Graduation 66
Illicit Drugs and Alcohol 67
Nondiscrimination and Affirmative Action 68
Parking 71
Prohibited Activities 72

Safe Zone..... 72
Services for Deaf and Hard of Hearing Students..... 72
Sex Discrimination and Gender-Based Violence - Title IX..... 73
Smoking..... 75
Statement of Professional Ethics..... 75
Student Academic Grievance Procedure..... 76
Workplace Non-Violence..... 78
All Other Policies, Procedures and Guidelines..... 78
Student Rights and Responsibilities..... 79
Academic Honesty..... 79
Academic Rights and Freedoms of Students..... 79
Commencement Ceremony Participation Policy..... 80
Directory Information..... 81
Family Educational Rights and Privacy of Students (FERPA)..... 82
FERPA Annual Notice Addendum..... 82
Financial Obligations to the University..... 83
Information Technology Policy..... 84
Student Complaint Process..... 84
Systemwide Student Conduct Code..... 85
Academic Regulations..... 86
Academic Honors..... 86
Attendance..... 89
Auditing Courses..... 89
Withdrawing from Courses and Complete Withdrawals from the College..... 89
Administrative Withdrawal from Courses..... 90
Course-Load Limitations..... 90
Erase Period..... 90
..... 90
Grades..... 91
Prior Learning Assessment Program..... 94
Repetition of Courses..... 94
Student Classification..... 95
Unsatisfactory Academic Progress (UAP) Policy..... 95
Special Programs & Curriculum..... 97
Cooperative Education, Externship, Internship, Practicum, or Fieldwork..... 97
Developmental Education..... 98
Distance Education..... 100
English As a Second Language..... 100
Degrees & Certificate Information..... 101
About Degrees & Certificates..... 101
Degrees and Certificates Offered..... 103

Accounting..... 104
Automotive Technology..... 104
Business Technology..... 104
Culinary Arts..... 104
Digital Media Production..... 104
Hawaiian Studies..... 105
Health Information Technology..... 105
Human Services..... 105
Integrated Industrial Technology..... 105
Information and Computer Science..... 105
Management..... 106
Natural Science..... 106
Sustainable Agriculture..... 106
Philosophy for General Education Requirements..... 107
Associate in Arts Degree..... 107
Associate in Science Degree..... 110
Associate in Applied Science Degree..... 111
General Education Electives for Associate in Science & Associate in Applied Science Degrees..... 112
General Education - Foundations and Diversification Requirements..... 113
Withdrawal from a Course..... 117
Withdrawal from a Course After the Erase Period..... 117
Degrees and Certificates..... 117
Accounting..... 117
Automotive Technology..... 130
Business Technology..... 135
Culinary Arts..... 147
Digital Media Production..... 154
Education..... 174
Hawaiian Studies..... 190
Health Information Technology..... 202
Human Services..... 208
Information & Computer Science..... 211
Integrated Industrial Technologies..... 228
Liberal Arts..... 234
Management..... 264
Natural Science..... 285
Sustainable Agriculture..... 317
Course Descriptions..... 330
Accounting..... 331
Agriculture..... 335

American Studies..... 345
Anthropology..... 348
Art..... 351
Astronomy..... 370
Automotive Mechanics Tech..... 372
Biochemistry..... 379
Biology..... 379
Botany..... 388
Business..... 390
Business Law..... 392
Business Technology..... 393
Chemistry..... 401
Civil Engineering..... 407
Communication..... 408
Culinary Arts..... 409
Dance..... 417
Digital Media..... 420
E Commerce..... 436
Earth Sciences..... 437
Economics..... 438
Education..... 440
Electrical Engineering..... 457
English..... 460
English as a Second Language..... 469
Entrepreneurship..... 476
Filipino..... 478
Finance..... 481
Food Science & Human Nutrition..... 482
French..... 483
Geography and Environment..... 484
Hawaiian..... 488
Hawaiian Studies..... 490
Health..... 498
Health Information Technology..... 499
History..... 509
Hospitality & Tourism..... 516
Human Development and Family Studies..... 518
Human Services..... 518
Information & Computer Sciences..... 525
Integrated Industrial Technology..... 540
Interdisciplinary Studies..... 546

Japanese..... 550
Korean..... 552
Learning Skills..... 554
Linguistics..... 555
Management..... 555
Marketing..... 558
Mathematics..... 559
Mechanical Engineering..... 568
Microbiology..... 569
Music..... 570
Ocean & Earth Science & Tech..... 587
Oceanography..... 588
Pacific Islands Studies..... 590
Pharmacology..... 590
Philosophy..... 591
Physics..... 595
Physiology..... 601
Political Science..... 603
Psychology..... 605
Quantitative Methods..... 609
Religion..... 610
Social Work..... 615
Sociology..... 615
Spanish..... 620
Speech..... 621
Theatre..... 622
Women, Gender & Sexuality Studies..... 628
Zoology..... 631
Faculty, Staff and Administration Listing..... 634
Administration..... 634
Office of the Chancellor..... 634
Office of the Vice Chancellor for Academic Affairs..... 634
Office of the Vice-Chancellor of Administrative Services..... 635
Arts and Humanities (Division)..... 635
Business (Division)..... 636
Mathematics and Natural Sciences (Division)..... 637
Language Arts (Division)..... 640
Professional Arts and Technology (Division)..... 641
Social Sciences (Division)..... 643
Academic Services (Office)..... 644
Auxiliary and Facilities Services (Office)..... 645

Custodial Services:..... 645
Maintenance:..... 645
General Laborers:..... 645
Building & Grounds Custodian:..... 646
Bookstore (Office)..... 646
Business (Office)..... 646
Commercial and Auxiliary Enterprise Operations (Office)..... 646
Workforce Development (Office)..... 646
Counseling and Advising (Office)..... 647
Disability Services (Office)..... 648
Early College (Office)..... 649
Educational Media Center (Office)..... 649
Financial Aid (Office)..... 650
HINET Program (Office)..... 650
Human Resources (Office)..... 650
Information Technology (Office)..... 651
Innovation Center for Teaching and Learning (Office)..... 651
Job Prep Services (Office)..... 651
LRC and Writing Center (Office)..... 652
Leeward Theatre (Office)..... 652
Library (Office)..... 652
Mental Health & Wellness (Office)..... 653
Native Hawaiian Student Support Programs (Office)..... 653
Office of International Programs (Office)..... 654
Office of Marketing & Communications (Office)..... 654
Office of Planning, Policy, & Assessment (Office)..... 654
Recruiting (Office)..... 654
Campus Security (Office)..... 654
Student Health Center (Office)..... 655
Student Life (Office)..... 655
Student Services (Office)..... 655
Testing Services (Office)..... 655
Veteran's Resource Center (Office)..... 655
Wahiawā Value-Added Product Development Center (Office)..... 656
Wai'anae Moku (Office)..... 656
Emeritus/Faculty..... 657
Lecturers..... 659
University of Hawai‘i Board of Regents..... 659
Addendums..... 660

About this Catalog

Catalog Disclaimer

The Leeward Community College General Catalog provides an overview of College offerings, policies, services, courses, programs, degree requirements, as well as general information. It is not a contract between Leeward Community College and students.

While the Catalog is published annually and every effort is made to keep it correct and current, Leeward Community College reserves the right to change, delete, supplement or otherwise amend at any time, and without prior notice, the information, requirements and policies contained in this Catalog. It is highly recommended that students consult academic advisors in conjunction with the Catalog for the most current information.

Not all courses listed in the Catalog may run every semester. Please consult the online Leeward Community College - Class Availability page for classes offered in a given term.

Print copies of the General Catalog are available from the College's Copy Center for a nominal fee.

A Note on Catalog Rights

Students have the right to follow the degree and certificate requirements that were in effect at the time of their initial enrollment or any year thereafter, as long as they remain continuously enrolled. Students who take a break in their enrollment must follow the degree requirements in effect at the time of their most recent enrollment at the College, unless granted special approval (Leeward CC Policy L7.201).

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 you. 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, career, and personal goals.

We proudly celebrate the unique character of the Leeward community, among the most diverse regions in the United States. This past fall, over 6,000 credit students were served, 69% of which were Asian and/or Pacific Islanders, with over 25% of the entire student body being of Native Hawaiian descent. Almost 500 of our students were active duty veterans or their dependents, as 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 and 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 journey 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 opened its doors in the fall of 1968 as the first college in the University of Hawai'i system to be developed without a connection to a pre-existing technical school. The College's proven commitment to affordable, quality education is the foundation of our mission. As part of the University of Hawai'i system, we are dedicated and responsive to our community and the State of Hawai'i, providing an open door to a world of educational opportunities. We offer a variety of educational programs and services online and in-person at our Pu'uloa (Pearl City) campus and our Wai'anae Moku campus, and Wahiawā Value-Added Product Development Education Center in addition to Early College programs at over 13 of our neighboring High Schools.

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 Pu'uloa (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.

Vision, Mission, and Core Values

Vision

We aspire to be the leading indigenous-serving community college dedicated to inclusion, innovation, and our Hawaiian sense of place.

Mission

At Leeward Community College, we mālama all students and affirm our special commitment to Native Hawaiians. We transform the lives of our students through high quality, accessible, and affordable education.

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 ʻŌlelo Nuʻukia

Kia mākou e kū ma ke ʻano he kulanui kaiāulu kaʻikaʻina kākoʻo ʻōiwi e kūpaʻa ana i ka lōkahi, ka manaʻo hou, a me ke kuleana o ke aloha ʻāina.

Ke Ala Nu'ukia

Ma ke Kulanui Kaiaulu o ʻEwa a me Waiʻanae, mālama mākou i nā haumāna a pau a kūpaʻa mau nō hoʻi i nā ʻōiwi o Hawaiʻi. Hoʻololi mākou i ke ola o nā haumāna ma o ka hoʻonaʻauao kilohana, ke ala e hiki ai i ka hoʻonaʻauao, a me ka hoʻonaʻauao makepono.

Nā Kahua Hana

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

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

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

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

Hōʻoia ʻĀina Statement

Leeward Community College, with profound reflection, offers this Hōʻoia ʻĀina, Land Acknowledgement Statement, recognizing Hawaiʻi as an indigenous space whose original people are today identified as Native Hawaiians.

Leeward Community College upholds the University of Hawaii's commitment to the well-being of our indigenous communities. This Hōʻoia ʻĀina honors the relationship between kānaka ʻōiwi and the land upon which the college sits.

With much aloha, this statement pays respect to the ʻāina ʻōiwi of our Puʻuloa campus and Waiʻanae Moku Education Center, both located on the mokupuni of Oʻahu, moku of ʻEwa, ahupuaʻa of Waiawa, as well as the moku of Waiʻanae and the ahupuaʻa of Lualualei.

This Hōʻoia ʻĀina welcomes all who gather on these ancestral lands.

- **Land Acknowledgement Information**
- **Land Acknowledgement Resources**

Hālau Pu'uloa (Mele oli)

Hālau Puʻuloa he awa lau no ʻEwa	Expansive is Puʻuloa a harbor for ʻEwa
He awa lau moana na ke Kēhau	An extensive harbor belonging to the Kēhau breeze
He kiʻowai lua he muliwai, no ʻEwa	An abundant, overflowing estuary for ʻEwa
No ua ʻāina ka iʻa hāmau leo	To this ʻāina belongs the iʻa that silences voices
E hāmau ana ka leo o ke kānaka	The voices of people will be silenced
ʻO pānea mai auaneʻi hilahila	Yet, a response is always given lest there be shame
Keʻeo ua iʻa la iloko o ke kai	The aforementioned iʻa fills the sea
ʻO ke kai puakai ʻula 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

1. 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.

2. 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 Oʻahu and other islands. The word kēhau is also found in the ʻili name Hanakēhau along the Southeastern border of the Waiawa ahupuaʻa as found on Registered Maps and documents from the Mahele, the process for privatizing land in Hawaiʻi beginning in 1848.

3. Nākoa, Lei Momi o ʻEwa, 20–23.: The “iʻa hāmau leo” refer to a specific oyster found in ʻEwa, especially in the Mānana ahupuaʻa. These oysters were prized more for their meat than for their pearls from which the contemporary name “Pearl City” has been derived.

4. Pukui and Elbert, Hawaiian Dictionary, 11.: Land, earth. The word ʻāina 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 ʻāina remains untranslated here to avoid excluding any resources that may be defined through this word.

5. Pukui and Elbert, Hawaiian Dictionary, 93.: The word iʻa remains untranslated here as it defines not only fish, but marine animals of any sort, including oysters such as those referred to as the “iʻa hāmau leo” of ʻEwa.

6. Manu, Keaomelemele ; He Moolelo Kaao No Keaomelemele, 161.: The Moʻolelo of Keaomelemele contains more info on these famous oysters of ʻEwa for which the Moʻo Akua Kānekuaʻana is the guardian of.

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

8. Sterling and Summers, Sites of Oahu, 17–18.: Kuhia is the name of one of the retainers of the Akua manō Kaʻahupāhau. Two ʻili in Waiawa share this name: Kuhialoko and Kuhiawaho. These names are found on maps and documents from the Mahele. Kuhiawaho is directly adjacent to the Westernmost loch of Puʻuloa.

Manu, Moses. Keaomelemele; He Moolelo Kaao No Keaomelemele. Edited by Mary Kawena Pukui and Puakea Nogelmeier. Honolulu: Bishop Museum Press, 2002.

Nākoa, Sarah Keliʻilolena. Lei Momi o ʻEwa. Ke Kumu Lama 1. ʻAhahui ʻŌlelo Hawaiʻi, 1993.

Pukui, Mary Kawena, and Samuel H. Elbert. Hawaiian Dictionary: Hawaiian-English, English-Hawaiian. Rev. and enl. ed. Honolulu: University of Hawaiʻi Press, 1986.

Sterling, Elspeth P., and Catherine C. Summers. Sites of Oahu. Honolulu: Bishop Museum Press, 1978.

Hālau Waiʻanae (Mele oli)

Hālau Waiʻanae molale i ka lā	Waiʻanae is a house that shines in the sun
Ala panoa ke kula o Kūmanomano	On a dry path that leads to the plains of Kūm
Kūnihi ka noho a Mauna Lahilahi	Steep is the stance of Mauna Lahilahi
Hoʻomaha aku i ka wai o Lualualei	As we rest near the waters of Lualualei
Lei ana Nuʻuanu i ke kāmakahala	Nuʻuanu is adorned by the kāmakahala
I paukū ʻia me ka ʻāhihi	Along with the ʻāhihi
I hoʻohihi nō hoʻi au, naʻu nō hoʻi ʻoe	I am committed to your admirations, which a
ʻO koʻu kuleana paʻa nō ia	This is my pledge
He ʻike 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 Waiʻanae on the island of Oʻahu. The oli is also used by Leeward Community College – Waiʻanae Moku as a welcome protocol for events at Hale Kaiāulu.

Academic Calendar

Fall 2024 Semester

Application Deadline for Fall Semester	**August 1**
First Day of Registration for Continuing Students	**April 1**
Tuition Payment Deadline by 4:00 pm (online or in person)	**August 23**
Last Day of Regular Registration	**August 25**
First Day of Classes	**August 26**
Last Day to Add or Change Section, and Late Register*	**September 3**
Last Day for Textbook Refunds	**August 25**
Last Day for Non-Disclosure Request	**September 10**
Last Day for 50% Tuition Refund*	**September 17**
Last Day to Withdraw without a “W” grade*	**September 17**
Last Day to Change to CR/NC option, or select AUDIT grade*	**November 4**
Last Day to Convert 'I' Grades Assigned in Spring/Summer	**November 4**
Last Day to Withdraw with a "W" Grade	**November 4**
Application Deadline for Fall Graduation/Degree	**December 12**
Last Day of Instruction*	**December 12**
Final Exams	**December 16-20**
Faculty Deadline to Submit Grades*	**December 24**
Bookstore Buyback	**December 16-20**

Spring 2025 Semester

Application Deadline for Spring Semester	**December 15**
First Day of Registration for Continuing Students	**November 10**
Tuition Payment Deadline by 4:00 pm (online or in person)	**January 10**
Last Day of Regular Registration	**January 12**
First Day of Classes	**January 13**
Last Day to Add or Change Section, and Late Register*	**January 21**
Last Day for Textbook Refunds	**January 12**
Last Day for Non-Disclosure Request	**January 27**
Last Day for 50% Tuition Refund*	**February 5**
Last Day to Withdraw without a “W” grade*	**February 5**
Last Day to Withdraw with a “W” grade*:	**March 28**
Last Day to Convert 'I' Grades Assigned in Fall 2024	**March 28**
Last Day to Change to CR/NC option, or select AUDIT grade*	**March 28**
Application Deadline for Spring Graduation	**May 7**
Name to Appear in Printed Program	**April 18**
Last Day of Instruction*	**May 7**
Final Exams	**May 12-16**
Faculty Deadline to Submit Grades*	**May 20**
Bookstore Buyback	**May 12-16**

Commencement	**May 16**

Summer 2025 Semester

Summer Session I	**May 27 - July 3**
Summer Session II	**July 7 - August 14**
Faculty Deadline to Submit Grades Summer Session I	**July 7**
Faculty Deadline to Submit Grades Summer Session II	**August 18**

Holidays/Non-Instructional Days

2024

Statehood Day	**August 16**
Labor Day	**September 2**
Election Day	**November 5**
Veterans Day	**November 11**
Thanksgiving Day	**November 28**
Thanksgiving Recess (Non-instructional)	**November 29**
Christmas	**December 25**

2025

New Year's Day	**January 1**
Martin Luther King Jr. Day	**January 20**
President's Day	**February 17**
Spring Recess	**March 17-21**
Prince Kūhiō Day	**March 26**
Good Friday	**April 18**
Memorial Day	**May 26**
King Kamehameha I Day	**June 11**
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 (ACCJC), 428 J Street, Suite 400, Sacramento, CA 95814, (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 Education Foundation (ACFEF), 6816 Southpoint Pkwy Ste. 400, Jacksonville, FL 32216, (904) 824-4468. To file a complaint with the ACFEF, visit www.acfchefs.org.

The programs in Automotive Technology are accredited by the Automotive Service Excellence Education Foundation (ASEEF), 1503 Edwards Ferry Rd., NE, Suite 401, Leesburg, VA 20176, (773) 669-6650/(773) 669-6677. To file a complaint with the ASE Foundation, email info@ASEeducationFoundation.org or visit https://aseeducationfoundation.org/.

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

The Teacher Education Alternative Certification for Career and Technical Education and the Advanced Professional Certificate in Special Education programs are accredited by the Association for Advancing Quality in Educator Preparation (AAQEP), P.O. Box 7511, Fairfax Station, VA 20039, (301) 276-5106. To file a complaint with AAQEP, email aaqep@aaqep.org or visit https://aaqep.org/complaint-policy.

Graduation and Persistence Rates

GRADUATION AND PERSISTENCE RATES	
First-Time, Full-Time, Degree or Certificate-Seeking Undergraduates	
Fall 2020 Cohort	
GRADUATION RATE - 150% of normal time to completion	32%
Gender	
Men	29%
Women	34%
IPEDS Race/Ethnicity	
Nonresident Alien	#
Hispanic/Latino	20%
American Indian or Alaska Native	#
Asian	46%
Black or African American	#
Native Hawaiian or Other Pacific Islander	25%
White	30%
Two or more races	26%
Race and ethnicity unknown	#
Federal Grant/Loan Recipient	
Recipient of a Federal Pell Grant	29%
Recipient of a subsidized Stafford Loan who did not receive a Pell Grant	#
Student who did not receive either a Pell Grant or a subsidized Stafford Loan	33%
PERSISTENCE RATE - Still enrolled after 150% of normal time to completion	10%
TRANSFER OUT RATE	11%

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, Analysis, and Planning Office, University of Hawai‘i (**March 2024**).

Kīpuka, Native Hawaiian Center at Pu‘uloa

Website: https://www.leeward.hawaii.edu/kipuka
Phone: (808) 455-0545
Location: DA 106 (Map)

The mission of the Native Hawaiian Center at Pu‘uloa is to provide a trusted Kīpuka, where students learn and cultivate a sense of belonging rooted in Aloha ‘Āina. On-site counseling services, group study area, device check-out capability, cultural resource library and a gathering place for all students to gain knowledge of Hawaiian culture, language and history.

Leeward CC Wai‘anae Moku

Website: http://www.leeward.hawaii.edu/WaianaeMoku
Phone: (808) 454-4702
Location: 87-380 Kulaaupuni Street, Wai‘anae, HI 96792 (Map)

Leeward Community College Wai‘anae Moku is a full-service education center located on the beautiful Wai‘anae coast. Our mission is to provide residents with an accessible, affordable, high quality college experience in a supportive and respectful environment.

Office of International Programs

Website: https://www.leeward.hawaii.edu/ipo
Phone: (808) 455-0570
Location: BE 109 (Map)

The Office of International Programs promotes cross-cultural learning and appreciation through educational and study abroad programs serving Hawai‘i residents and international students. We offer a wide range of services, including an international student orientation for new students, visa information and advising, and social activities designed to foster communication and understanding across cultures.

Office of Workforce Development

Website: https://www.leeward.hawaii.edu/workforce
Phone: (808) 455-0477
Location: CE 101 (Map)

We position ourselves as a leader in local workforce training and certification, providing high-quality courses and programs in an inclusive, accessible, environment. We provide creative, innovative solutions to address specific needs within local industries and our community.

Wahiawā Value-Added Product Development Center

The Wahiawā Value-Added Product Development Center (WVAPDC) is a project of the State of Hawai‘i and Leeward Community College to contribute to the growth of Hawai‘i’s agricultural industry and entrepreneurial community.

The WVAPDC will:

- Increase the opportunity for local farmers and growers to sell their products to value-added producers.
- Build residents’ capacity to develop entrepreneurial skills and incubate their business through access to small business resources, production kitchens and in-house product development.
- Provide premier education to students and community members, supporting Hawai‘i’s entrepreneurial ecosystem for generations to come.

The WVAPDC is scheduled to open during Spring of 2024. Subscribe to our mailing list for updates and information.

Join Our Mailing List

Admission Information

Application Deadlines (2024-2025)

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

- August 1, 2024, for the Fall 2024 semester
- December 15, 2024, for the Spring 2025 semester
- November 15, 2024 for Early College Spring 2025 semester (additional materials required, please see your high school Early College Coordinator
- May 1, 2025 for Early College Summer and Fall 2025 semester (additional materials required, please see your high school Early College Coordinator)

Leeward Community College is authorized by the U.S. Department of Homeland Security (DHS) to admit international students under F-1 visa status.

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 Oʻahu 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 Oʻahu and Hawaiʻi Pacific University. The Academic Subject Certificate in Business is highly recommended for transfer to UH Mānoa's College of Business Administration. Contact the Business Division office at (808) 455-0344 for more detailed information.

Transfer Information for Education Students

Leeward's Teacher Education program has transfer agreements with UH Mānoa, UH West Oʻahu, and Chaminade University. Contact the Education office at (808) 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 Hawaiʻi for twelve months are subject to the Controlled Growth Policy.

Non-residents of the State of Hawaiʻi are accepted in limited numbers and are subject to the non-resident quota as mandated by the Controlled Growth Policy of the University of Hawaiʻi System. A $25.00 fee is required for application. This fee is non-refundable, non-transferable and paid each time you apply. (See Residency Requirements)
It is the policy of the University of Hawaiʻi to comply with Federal and State laws, which prohibit discrimination in University programs and activities.
Note the following terms are defined as:

- **Returning student:** Anyone who once attended Leeward CC, but has been away at least one semester.
- **Transfer student:** Anyone who has attended another college, prior to enrolling at Leeward CC.
- **Continuing Student:** Any student enrolled at Leeward Community College in the current semester.
- **International student:** Any student who is admitted as a non-immigrant and requires a visa to study.
- **Early College student:** Anyone who is currently a high school student.
- **Faculty/Staff:** Any full-time University of Hawai‘i employee.

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.

The College will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the VA under chapter 31 or 33.

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 re-certified to use their VA educational benefits.

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 Prior Learning Assessment.

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 https://www.benefits.va.gov/gibill

Health Requirements for Registration

TB Clearance

In compliance with public health regulations, new students must show evidence that they are free of active tuberculosis. To prevent the spread of tuberculosis, no new student will be allowed to register for courses without proof of a current TB clearance.

Immunization Requirements

New students must provide evidence of immunity against Measles Mumps and Rubella (MMR), Chickenpox (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 the US before 1980.

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

Contact the Student Health Center at (808) 455-0515 should you have any questions.

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 healthcare 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 once cleared by their secondary institutions. All home-schooled students are required to submit Health Clearances before enrolling in any Leeward course with a face-to-face component (fully on campus or hybrid modalities).

Early Admit homeschooled students are required to turn in forms.

Placement Tests

Placement testing is a way to assess students' current skill levels in English, Math, and ESL and determines the courses in which students are eligible to register.

High school scores may be used as a placement qualifier under multiple measures at Leeward CC. Additional placement testing may not be necessary.

If one of the measures below leads to placement in a developmental education class, students have the option of taking a placement test to improve placement.

High School Placement Measures:

- Smarter Balanced Assessment
- Cumulative High School GPA
- 12th Grade English Grade
- 12th Grade Intro to College Math Grade
- 12th Grade Alg 3, Trig, or Pre Calc Grade
- Algebra II grade
- Algebra I grade
- ACT English / English score
- SAT Writing / Math score
- HiSET Language Arts / Math score
- GED Language Arts / Math score

Please contact a Counselor at 808-455-0233 if there are any questions about our placement measures. Placement testing is available in-person via the Accuplacer Assessment (most recommended for English Language Learners). To schedule an appointment please visit this site for more information: https://www.leeward.hawaii.edu/placement

Online placement testing is also available online via the EdReady Assessment.

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 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 email 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, (808) 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

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

The determination of residence for tuition purposes requires that the adult student or in the case of a minor student, the student’s parent or guardian, has been a bona fide resident of Hawai’I for at least twelve (12) consecutive months immediately prior to the first day of instruction.

The following may be accepted as evidence of bona fide residence:

1. Filing of a Hawai’i resident personal income tax return.
2. A Hawai’i State driver’s license or Hawai’i State identification card issued at least twelve months prior to the first day of instruction.
3. Voting, or voter registration, in Hawai’i at least twelve months prior to the first day of instruction.
4. Ownership or continuous rental in Hawai’i of the principal residence beginning at least twelve months prior to the first day of instruction.
5. Carrying on of a business or the holding of employment in Hawai’i for at least twelve months prior to the first day of instruction.
6. Any other clear and compelling evidence of bona fide residence for at least twelve months prior to the first day of instruction.

Other legal factors involved in making a residency determination include:

A. The twelve months begin on the date upon which the first overt action is taken to make Hawai’i the student’s permanent residence. Residence will be lost if it is interrupted during the twelve months immediately preceding the first day of instruction.
B. Residence in Hawai’i and residence in another place cannot be held simultaneously.
C. Presence in Hawai’i primarily to attend an institution of higher learning does not create residence status. A nonresident student enrolled for 6 credits or more during any termwithin 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. Residence status, once acquired, shall be lost by future voluntary actions of the

resident inconsistent with that status. However, Hawai'i residence shall 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 Hawai'i is claimed and maintained as the student's residence.

Board of Regents Exemptions

1. Non-residents 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.
    d. 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.
    e. Veterans 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.
    f. 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.
    g. 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.
    h. 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.
    i. 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.

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.

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. 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.

Once accepted to Leeward:

1. 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.
2. All new students are required to take placement tests in English and Math so you'll be placed in the right level of those classes. Students have three - Accuplacer/Self Reporting/EdReady options to complete placement testing. See https://www.leeward.hawaii.edu/placement
    A. EdReady (online placement test for Math and English)
    B. Self-Report Form: Applicable coursework 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.
3. Applicable coursework completed at any regionally accredited US college or university may be credited toward a Leeward degree or certificate or used to meet prerequisites for courses taken at Leeward. Students must:

   A. Request that an official transcript be sent to the Admissions & Records Office (unofficial, hand-delivered, faxed, or issued to student transcripts will not be accepted, even if in a sealed and unopened envelope.) 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.
   B. Request that the transcript(s) be evaluated by completing a Transcript Evaluation Request form available online on the Admission and Records webpage, and 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 they have already earned credits and/or experience problems at registration.
4. Medical clearance documentation for Measles, Mumps, Rubella, (MMR) vaccines, Tetanus, Diphtheria, Pertussis, (TDAP) vaccine, Chicken pox (Varicella) vaccines, and TB (tuberculosis) clearance must be uploaded to MedProctor to register for in-person and/or hybrid courses.
5. Mandatory New Student Orientation (NSO) Online for First-Time Students. 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 for First Time Students. 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.

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.

Recruitment Office,
Phone: (808) 455-0533
Monday–Friday, 8:00 a.m. to 4:00 p.m.

Transfer Information

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 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), they could be admitted to the UH baccalaureate institution as a transfer student even if previously denied admission as a freshman applicant.

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 not completed 24 credits of college-level courses at Leeward, they 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.

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, UH Hilo, or UH West O‘ahu.

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

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. 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.

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.

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 Oʻahu allow transfer credit for a course in which a grade of D was earned at Leeward; however, the course may be unacceptable toward fulfilling the course requirements for a particular major or degree. Leeward courses in which a grade of W, 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 Hawaiʻi system.

Any student intending to complete more than 60 credits at Leeward should work out their 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 they wish 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.

Tuition and Fees

Financial Information

2024-2025 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 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.

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 fees 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.

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 a mandatory group health insurance plan. Student health plans are available through the college at special rates. Contact the Office of International Programs, (808) 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
- 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 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. 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.

Financial Aid

Financial Aid Application Process

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) 455-8804
Email:	lccfao@hawaii.edu
Federal School Code:	004549

Financial Aid Application Process
How to Apply

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

- Students (and their parents, if applicable) must have a StudentAid.gov account (formerly known as FSA ID). A StudentAid.gov account 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 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:

- demonstrate financial need for need-based federal student aid programs
- be a U.S. citizen or an eligible non-citizen
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau)
- be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program
- be enrolled at least half-time to be eligible for Direct Loan Program funds
- maintain satisfactory academic progress
- sign the certification statement on the Free Application for Federal Student Aid (FAFSA ®) form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes and
- show you're qualified to obtain a college or career school education by:
    - having a high school diploma or a state-recognized equivalent such as a General Educational Development (GED) certificate;
    - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
    - enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives described below.

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.

To view all eligible certificate programs, please go to https://www.leeward.hawaii.edu/finapply

Satisfactory Academic Progress (SAP)

In accordance with the U.S. Department of Education regulations, students enrolled at Leeward CC must be making satisfactory academic progress to be eligible for financial aid. Financial Aid Satisfactory Academic Progress Policy is separate and distinct from the institution's academic progress policy. All **Credits** attempted in any semester of enrollment at the student's home campus, regardless of aid status, will be counted when calculating all measures of satisfactory academic progress. Financial aid calculations for GPA, as well as **Credits** earned and attempted include all home campus and transfer coursework ever taken. Students' academic progress will be evaluated annually. For students placed on Probation and have Academic Plan requirements, satisfactory academic progress will be evaluated at the end of every term. For students in certificate programs that are less than 24 **Credits**, academic progress will be evaluated at the end of every term. These calculations may be different from what the student sees on their academic transcript. The minimum academic requirements and the student's current status can be viewed in their MyUH Services portal.

To meet SAP, students must meet the following Qualitative and Quantitative Measures:

- Qualitative Measure (GPA) - maintain a minimum cumulative Financial Aid grade point average (GPA) of at least 2.0. For Financial Aid purposes, GPA is calculated by dividing the total points earned by the total **Credits** attempted.
- Quantitative Measure (Pace & Timeframe)
    - (Pace) - successfully pass/complete at least 67% of all **Credits** attempted (calculation will be rounded down to the nearest percent).
    - (Timeframe) - complete their degree program within 150% of the **Credits** required for their degree program. All attempted **Credits** previously mentioned will be applied toward a student's time frame. Students who are unable to complete their program and achieve minimum SAP standards by the end of their timeframe may be determined ineligible for financial aid.

For more information, please go to https://www.leeward.hawaii.edu/finpolicies and review SAP Policy.

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 Student Aid Index (SAI) from the cost of attendance (COA), 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.

For more information, please go to https://www.leeward.hawaii.edu/finpolicies and review Award Policies.

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.

For more information, please go to https://www.leeward.hawaii.edu/finpolicies and review Disbursement Policy.

Withdrawing from School

Enrolled in all Full Term Courses (Instruction 15 weeks or greater)

- A student is considered withdrawn, if the student withdraws from 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.

Enrolled in a Modular/Part of Term Courses (Instruction less than 15 weeks)

- A student is considered be a modular withdrawal if the student does not complete all the days in the semester (payment period or period of enrollment) that the student was awarded aid.the student is subject to the Return of Title IV refund calculation as dictated by federal regulations.

Federal Financial 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.

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

Institutional and State Financial Aid

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.

Hawai'i B Plus Scholarship: A state scholarship for recent Hawai'i 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.

Hawai'i Promise Scholarship: A state scholarship for students with financial need who are pursuing their first bachelor's degree. Students must be Hawai'i 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 on our types of aid, visit: http://www.leeward.hawaii.edu/typesofaid

Student Resources

Admissions and Records

Website: https://www.leeward.hawaii.edu/admissions-records
Phone: (808) 455-0642
Location: AD 220 (Map)

We maintain your student record, issue official transcripts, enrollment verifications, diplomas, and more! Please contact our office if you need a copy of your official transcript, an enrollment verification, or you have questions about your diploma order.

Bookstore

Website: www.bookstore.hawaii.edu/lcc/
Phone: (808) 455-0205
Location: Student Center Building (Map)

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 is also available for currently enrolled students.

Campus Security

Website: https://www.leeward.hawaii.edu/security
Phone: (808) 455-0611
Location: LA 238 (Map)

The Campus Security unit, under the administration of the Vice Chancellor of Administrative Services, is responsible for providing security service for the campus. Security Officers are on duty 24-hours a day, 7 days a week, 365 days a year.

Cashier

Website: https://www3.leeward.hawaii.edu/cashier-office
Phone: (808) 455-0308
Location: AD 113 (Map)

The Cashiers office collects tuition and other fees in-person by cash, personal check, money orders, cashier's check or debit card (no in-person credit card processing).

Children's Center (Leeward)

Website: https://www.leeward.hawaii.edu/childrens-center
Phone: (808) 455-0488
Location: DA 107 (Map)

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.

Copy Center

Website: https://intranet.leeward.hawaii.edu/emc/copycenter
Phone: (808) 455-0323
Location: GT 104 (Map)

The Copy Center offers printing services for students such as printing papers, OER textbooks, and other course materials. The Copy Center offers employees online, delivery, and walk-in copying services. We strive to provide 24-hour turn-around service. If we cannot complete your job due to high volume, complexity of the work request, incomplete work order requests, or other factors, the Copy Center staff will call you to gather more information and to notify you of the expected time for completion.

Counseling and Advising

Website: https://www.leeward.hawaii.edu/counseling
Phone: (808) 455-0233
Location: AD 201 (Map)

Counselors offer a variety of services to support students in their educational journey such as career counseling, academic planning, registration, academic success counseling, transition to employment, and transfer. Counselors are available to meet with students through scheduled appointments that can vary between 30 and 45 minutes. Evening appointments are also available on specific days of the week. During the week before and the first week of the semester, drop-in appointments are available through STAR Kiosk for quick questions. Please contact the counseling office for specific information and to make an appointment.

Disability Services Office

Website: https://www.leeward.hawaii.edu/dso
Phone: (808) 455-0421
Location: LC 213 (Map)

The Disability Services Office (DSO) provides services for students with disabilities which allow them to access the instructional programs/materials. We collaborate with students, faculty, staff, and the campus community to cultivate a universally designed environment that facilitates the removal of existing barriers for the full inclusion of people with disabilities.

Educational Media Center

Website: https://intranet.leeward.hawaii.edu/emc
Phone: (808) 455-0222
Location: LC 116 (Map)

The Educational Media Center (EMC) provides services to facilitate and support teaching and learning using technology in: audio/visual equipment, duplicating/scanning/printing, instructional design, and video production. We are comprised of four distinct units: Audio Visual (AV) Services, Copy Center, Instructional Design, and Video Production.

Hānai Iā Leeward

Website: https://hanaiia.wixsite.com/leewardcc
Location: AD 230

Hānai Iā Leeward (meaning "to nourish" in 'Ōlelo Hawai'i), is Leeward Community College's on-campus food pantry. It is designed to help students better succeed in their academic career by offering access to food for a more balanced diet. By removing a basic need barrier we hope our students are able to focus their efforts on their classes. Please refer students to sign up on the website.

HINET Hoʻola ʻIke Program

Leeward Community College, in partnership with the State of Hawaiʻi Department of Human Services, has created a new program to deliver assistance and support for college and workforce training. The SNAP Employment and Training program is a federally funded program designed to help remove barriers and provide students with access to education and skills training opportunities so they can earn a living wage and achieve financial independence. At Leeward Community College it is called the HINET Hoʻola ʻIke (gift of knowledge) program.

Eligibility
You are eligible if you are:
- Currently receiving or eligible to receive SNAP through Dept. of Human Services (DHS)
- Enrolled in a vocational, professional technical non-transfer degree or certificate program
- Enrolled in Leeward Community College at a minimum of 6 credit hours (part-time) or in an approved non-credit workforce training program
- Not receiving TANF (Temporary Assistance for Needy Families)

You must also meet the following income guidelines:
- Household size of 1 should not exceed 200% monthly gross income $2,796
- Household size of 2 should not exceed 200% monthly gross income $3,780
- Household size of 3 should not exceed 200% monthly gross income $4,766
- Household size of 4 should not exceed 200% monthly gross income $5,750

HINET Support Services
If you qualify for the HINET Program, you may be eligible to receive:
- Tuition assistance
- Assistance with books and mandatory fees (pending the availability of funds)
- Service Learning
- Workforce Training
- Educational Advising
- Academic Coaching and Personal Support
- Other support services

HOW TO APPLY
1. ONLINE using the Quick Application Form
2. CALL the office at (808) 455-0563 to make an appointment.

If you are uncertain if you qualify, call (808) 455-0563 for more information.

Please allow approximately 6-8 weeks for your application to process before the start of the semester.

Recommended application date cutoff: To be posted

For more information, visit www.hinethawaii.org

Innovation Center for Teaching and Learning

Website: https://intranet.leeward.hawaii.edu/ictl/
Phone: (808) 455-0543
Location: LC 111 (Map)

The Innovation Center for Teaching and Learning provides a wide variety of programs and activities for professional, institutional, and personal development for Leeward CC faculty, lecturers, and staff.

Learning Commons

Website: https://leewardlearningcommons.edublogs.org/
Location: Learning Commons Building (Map)

The Learning Commons is a student-centered learning space offering individual and group study seating, group study rooms, desktop computers, fee-based printing and copying, no-fee digital scanning, a self-checkout laptop kiosk, and more. The Academic Services units co-located in this space include the LRC, Library, and Writing Center. Samasama, a bubble tea and coffee vendor, is also in this space.

Library

Website: https://library.leeward.hawaii.edu
Phone: (808) 455-0210
Location: LC 213 (Map)

The Library is located at the Leeward CC campus in Pearl City and provides support and services to students, faculty, and staff on the main campus, the Leeward Waiʻanae Moku Education Center, and distance education online courses.

Employment Assistance

Job Prep Services (JPS)

Website: https://www.leeward.hawaii.edu/careercentral
Phone: (808) 455-0231
Location: DH D-104 (Map)

Job Prep Services provides a variety of services to Leeward Community College students, faculty, and area businesses employers.

On Campus Student Employment

Website: http://www.hawaii.edu/sece/
Phone: (808) 455-0326
Location: AD 121 (Map)

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

Math Lab

Website: https://www.leeward.hawaii.edu/mathlab
Phone: (808) 455-0400
Location: MS 204 (Map)

The Math Lab's mission is to help Leeward CC MATH and QM discipline students develop proficiency in mathematical procedures by providing guidance on routine homework problems. We make it a priority to maintain a nurturing environment for students to ask questions and to learn to do work.

Mental Health

Website: https://www.leeward.hawaii.edu/mentalhealth
Phone: (808) 455-0652
Location: AD 224 (Map)

Mental health professionals are available for students to support their mental health and wellness. Free and confidential in-person and online appointments are available Monday through Friday at the Pu'uloa and Wai'anae Moku campuses. Mental health services include individual therapy, psychoeducational group workshops, case management, crisis intervention, and referrals to community help resources.

Parking

Website: https://www.leeward.hawaii.edu/parkingreg
Phone: (808) 455-0611
Location: LA 238 (Map)

Pearl City Campus

Parking at the Pearl City campus is by permit or permission only and allowed while conducting official business at Leeward Community College. Students and employees can apply for a parking permit at the parking website for which there is no charge. Visitors conducting official business at Leeward Community College may park in visitor stalls located in Lots 1A or 3 (main lot) at no charge and for up to three hours.

Wahiawā Value Added Product Development Center and Wai'anae Moku

Parking at the Wahiawā Value Added Product Development Center and Wai'anae Moku is provided to the maximum extent possible. There is no charge or permit required.

Public Transportation

Public transportation to Leeward Community College is available through the City and County of Honolulu Department of Transportation Services. The Skyline Mass Transit

system, Hālaulani Leeward CC station is located in Parking Lot 4B. Both Skyline and TheBus offer several routes that regularly service the college. For detailed schedules and more information, visit the Department of Transportation Services website at https://www8.honolulu.gov/dts/

Student Health Center

Website: https://www.hawaii.edu/shs/lcc/
Phone: (808) 455-0515
Location: AD 223 (Map)

A dedicated staff is here to provide medical care in a professional, friendly, and confidential manner. Our goal is to help students, faculty and staff achieve and maintain good health in a convenient, inexpensive way. Explore the services that we have to offer.

Student Life

Website: http://studentlife.leeward.hawaii.edu/
Phone: (808) 455-0208
Location: AD 229 (Map)

The Student Life Office facilitates co-curricular learning experiences through clubs, IM LeeSports, ASUH –Leeward, Student Activities Board, Budget and Finance Committee, and Ka Mana`o. Campus involvement enables students to gain life skills, increase their civic responsibility, and develop leadership skills that enrich their personal and professional development.

Testing Center

Website: https://intranet.leeward.hawaii.edu/testcenter
Phone: (808) 455-0273
Location: LC 101 (Map)

The Testing Center provides placement testing for students

Tutoring Services

Learning Resource Center
Website: https://www.leeward.hawaii.edu/tutoring
Phone: (808) 455-0413
Location: LC 213 (Map)

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

Writing Center
Website: https://www.leeward.hawaii.edu/tutoring
Phone: (808) 455-0409
Location: LC 213 (Map)

If you are getting set to work online or in-person, starting on a paper, planning to apply for scholarships, or thinking of ways to succeed this semester, please stop by the Writing Center in-person or via zoom.

Veteran's Affairs

Website: https://www.leeward.hawaii.edu/military
Phone: (808) 455-0644
Location: BS 103 (Map)

Leeward CC is an approved institution for education and training under the Veteran's Educational Assistance Act (GI Bill®) and the Dependents' Act. Information regarding eligibility, entitlement, and types of training authorized may be obtained from the Veterans Affairs Regional Office. Please visit the Veterans Resource Center for general assistance in academic advising, selecting a major, and planning an educational program.

Veteran's Resource Center

Website: https://catalog.leeward.hawaii.edu/veterans-resource-center
Phone: (808) 455-0410
Location: BS 103 (Map)

The Veterans Resource Center (VRC) of Leeward CC is dedicated to helping veteran students transition from active duty services to civilian education. We aid in providing student support services, focusing on the special needs and requirements of today's military veteran, service member, dependents, and survivors. The VRC helps veterans stay connected to their academic goals.

Welcome Center

Website: https://www.leeward.hawaii.edu/welcomecenter
Location: AD 201 (Map)

The Welcome Center (WC) is the campus' Student Services one-stop and represents Admissions, Records, Counseling, Financial Aid, and Veterans Resource Center (VRC). The mission of the WC is to provide friendly, helpful, and accurate service to inquiries received in-person, via telephone, email, and live chat. The WC also produces student ID cards for eligible students and houses computers for students to use. More information can be found at www.leeward.hawaii.edu/welcomecenter.

Admissions
Email: leeapply@hawaii.edu
Phone: (808) 455-0642

Records
Email: lccar@hawaii.edu
Phone: (808) 455-0645

Counseling
Email: leeward@hawaii.edu
Phone: (808) 455-0233

Financial Aid
Email: lccfao@hawaii.edu
Phone: (808) 455-0606

Veterans Resource Center (VRC)
Email: lccvrc@hawaii.edu
Phone: (808) 455-0410

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 on 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.”

For more information, refer to the following:
2021-2025 UHPA-BOR Contract (Link)

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 go to https://www.leeward.hawaii.edu/policies.

Animals on Campus

Leeward Community College is committed to equal access for persons with disabilities, including students, employees, and visitors, in compliance with federal and state laws. Under federal and state law, Service Animals are allowed in areas where animals, including pets, are generally not permitted. Individuals with disabilities may be accompanied by Service Animals on all University of Hawai‘i campuses and its premises where members of the public are allowed to go. A Service Animal’s work or task must be directly related to its owner’s disability.

For more information, refer to the following policy:

Executive Policy on Service Animals and Emotional Support Animals (EP 1.207)

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 https://www.hawaii.edu/policy/index.php?action=viewPolicy&policySection=ep&policyChapter=1&policyNumber=203&menuView=closed

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 AP 1.202 (http://www.hawaii.edu/policy/docs/temp/ap1.202.pdf), Discrimination Complaint Procedure for Students, Employees, and Applicants for Admission or Employment.

Complaints of discrimination may be addressed to:

Students:

Leanne Riseley, Interim Dean of Academic Services

Leeward Community College
96-045 Ala'Ike, LC-301B
Pearl City, Hawai'i 96782
Phone: (808) 455-0268

College Employees (to include student employees):

Lori Lei Hayashi, EEO/AA Coordinator

Leeward Community College
96-045 Ala'Ike, AD-121
Pearl City, Hawai'i 96782
Phone: (808) 455-0277

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, Hawai'i 96822
Phone (808) 956-4564

General Policy Involving Non-students

Anyone who is not officially enrolled for credit, non-credit, or auditing a course 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.

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).

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

a. **GPA Requirement**: 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. 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.
b. **Catalog Year Requirement**: A student must fulfill the specific course and degree requirements of the catalog in effect at the time of their most recent admission, or of any subsequent catalog in effect during their continuous enrollment. Students entering the college for the first time during a summer session are subject to the requirements of the catalog for the previous fall term, or of any subsequent catalog in effect during their continuous enrollment. Students who take a break in their enrollment must follow the degree requirements in effect at the time that they re-enter the College, unless granted special approval.

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. Under certain circumstances, exceptions may be initiated by delegation of authority.

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.

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 and at https://www.hawaii.edu/policy/ep11.201.

Nondiscrimination and Affirmative Action

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.

This Executive Policy provides the administrative framework to ensure compliance with applicable federal and state statutes, rules and regulations, and provisions in the collective bargaining agreements regarding nondiscrimination, equal opportunity, and affirmative action, as applicable. This includes compliance with federal contractor affirmative action mandates pursuant to Executive Order 11246 and implementing regulations for protected veterans and individuals with disabilities.

Executive Policy

It is the policy of the University of Hawai‘i to provide equity of opportunity in higher education, both in the educational mission and as an employer. The University is committed to complying with all state and federal statutes, rules, and regulations which prohibit discrimination. The Office of the President, University of Hawai‘i, affirms its commitment to the University’s equal education and employment opportunity policy. The University is committed to a policy of on the bases of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, pregnancy (including childbirth, pregnancy related medical conditions, and lactation/breastfeeding), arrest and court record (except as permissible under State law), sexual orientation, national guard participation, status as a protected veteran or other military status, status as a domestic or sexual violence victim, or any other protected category under federal or state laws, regulations, and/or executive orders. This policy covers admission and access to and participation, treatment, and employment in the University’s programs and activities. The University shall promote a full realization of equal opportunity through a positive, continuing program of nondiscrimination and affirmative action (41 CFR Chapter 60) on each campus.

The University of Hawai‘i is committed to maintaining a community that fosters understanding and mutual respect. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. To protect the diversity of people and ideas, we must provide an environment in which the civil rights and dignity of every individual are fully respected. Discrimination and harassment undermine the trust and mutual respect which must prevail if the students and employees of the University of Hawai‘i are to reach their fullest potential. The University prohibits and does not tolerate discrimination or discriminatory harassment based on the protected categories as referenced in this policy. This policy also prohibits retaliation against any person for bringing a complaint of discrimination or harassment or for assisting or testifying in an investigation or complaint resolution pursuant to this policy, as discussed in further detail in Section III.C.3 of EP 1.202. The University will take prompt and appropriate action to prevent, correct, and, if applicable, discipline behavior that violates this policy (up to and including
dismissal from the University).

The University’s equal opportunity policy includes a commitment to implementing

reasonable accommodations, as required by law, for individuals with disabilities or for an individual's sincerely held religious beliefs or practices. The University's policy further includes a commitment to providing support for individuals who are pregnant (including those with pregnancy-related medical limitations), individuals who are breastfeeding, or victims of domestic or sexual violence, and any other matter as described and required by law.

Executive Policy, EP 1.202, Nondiscrimination, Equal Opportunity, and Affirmative Action Policy (http://www.hawaii.edu/policy/docs/temp/ep1.202.pdf)

Affirmative Action in Employment Practices

The University strives to prevent discrimination and promote a full realization of equal employment opportunity through a positive, continuing affirmative action program in compliance with applicable federal laws and Executive Orders to ensure that qualified, historically underrepresented racial and ethnic minorities, females, protected veterans, and individuals with disabilities are considered for hiring and advancing in employment. The program includes placing and publicizing equal opportunity officers on each campus, publishing nondiscrimination and anti-harassment policies, reviewing employment practices, analyzing applicant and workforce data, monitoring progress toward achieving hiring goals, and conducting prevention education. The University also commits to taking measures, beyond simple termination of a discriminatory practice, adopted to correct or compensate for past or present discrimination or to prevent discrimination from recurring in the future. Such measures may include but are not limited to training programs, outreach efforts, and other positive action steps.

Leeward Community College 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.

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, Hawai'i 96782
Phone: 808-455-0277

Leanne Riseley

Interim Dean of Academic Services
Section 504 and Title II Coordinator
Leeward Community College
96-045 Alaʻike, LC 301B
Pearl City, Hawaiʻi 96782
Phone: 808-455-0268

Thomas Hirsbrunner

Title IX Coordinator
Leeward Community College
96-045 Alaʻike, AD 122
Pearl City, Hawaiʻi 96782
Phone: 808-455-0478

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, Hawaiʻi 96822
Phone (808) 956-4564

Parking

Website: https://www.leeward.hawaii.edu/parkingreg
Phone: (808) 455-0611
Location: LA 238 (Map)

Pearl City Campus

Parking at the Pearl City campus is by permit or permission only and allowed while conducting official business at Leeward Community College. Students and employees can apply for a parking permit at the parking website for which there is no charge. Visitors conducting official business at Leeward Community College may park in visitor stalls located in Lots 1A or 3 (main lot) at no charge and for up to three hours.

Wahiawā Value Added Product Development Center and Waiʻanae Moku

Parking at the Wahiawā Value Added Product Development Center and Waiʻanae Moku is provided to the maximum extent possible. There is no charge or permit required.

Prohibited Activities

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

For more information, refer to the following link:
https://www.leeward.hawaii.edu/policies

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:
https://docs.google.com/spreadsheets/d/1WvApSvvDmrvqJmXOiNAtoYDYyU7OR0kl/edit#gid=1407561679
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 Disability Services Office at (808) 455-0421. See details under Services for Students with Disabilities:

http://www.leeward.hawaii.edu/policies-students-disabilties

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.

Title IX Coordinator: Thomas Hirsbrunner

Leeward Community College
96-045 Ala‘Ike, AD-122
Pearl City, HI 96782
Email: hirsbrun@hawaii.edu
Phone: (808) 455-0478

Deputy Title IX Coordinator for Employees: Lori Lei Hayashi

Leeward Community College
96-045 Ala‘Ike, AD 121
Pearl City, HI 96782
Email: lhayashi@hawaii.edu
Phone: (808) 455-0657

Deputy Title IX Coordinator for Wai‘anae Moku: Danny Wyatt

Leeward Community College
87-380 Kulaaupuni St.
Wai‘anae, HI 96792

Email: dwyatt@hawaii.edu
Phone: (808) 454-4702

In addition, the following confidential resources are available to students who may wish to make a confidential disclosure in order to gain confidential information or support:

Please call for the most updated hours of availability.

Mental Health Counselor

Lori Lum, Licensed Mental Health Counselor
Mental Health Services
Pearl City Campus, Welcome Center
Phone: (808) 455-0516
Email: leetalk@hawaii.edu

Leeward CC Waiʻanae Moku
Phone: (808) 454-4702
Email: leetalk@hawaii.edu

University of Hawai'i at West-O'ahu
Mental Health and Counseling Services
Phone: (808) 689-2661
Email: uhwotalk@hawaii.edu

Confidential Advocate

Leslie Cabingabang, MSW
Senior Advocate
University of Hawaiʻi System
Office of Institutional Equity
Email: 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

(Veterans Only)

Veterans Resource Center
Pearl City Campus, BS 103
Phone: (808) 455-0672

Website: http://www.leeward.hawaii.edu/military

Campus Survivor Advocacy Program

Complete information on all Title IX resources:

http://www.leeward.hawaii.edu/TitleIX

http://www.leeward.hawaii.edu/lovepono

For more information and for a complete copy of the University of Hawai‘i policy prohibiting sex discrimination and gender-based violence (Interim Policy EP1.204), please visit http://www.hawaii.edu/titleix.

Resources and procedures for Sex Discrimination and Gender-Based Violence can be found online: www.leeward.hawaii.edu/TitleIX

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 https://www.leeward.hawaii.edu/policies and https://www.hawaii.edu/offices/communications/tobaccofree/

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

Student Academic Grievance Procedure

2.1 The Resolution of a Student Appeal of the Assignment of Course Grades

A student who seeks to appeal the assignment of a course grade may initiate action to achieve a remedy. The actions available are outlined herein and must be initiated within 45 calendar days once grades are posted. Exceptions can be made if students experienced extenuating circumstances.

A. **Report of a Student Appeal of a Course Grade**

1. **Step 1**: 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 approached, administrators, division chairs, counselors, fellow faculty and staff shall immediately redirect the student to the closest possible level of resolution; i.e., to the faculty member involved.)
2. **Step 2**: Failing to resolve the matter with the faculty member, the student should report the matter in writing to the faculty member's Division Chair (DC), including the facts as the student perceives them (e.g., course, semester, instructor's name, semester grade, and **Description** of why this grade was received based on the instructor's grading system), specifying the remedy sought, and outlining the faculty member's response, if any, to the consultation at Step 1. Should the faculty member involved in Step 1 be the DC, the student should present his/her unresolved report directly to the Chair of the Division Personnel committee (DPC). Such discussion should be initiated with the DC/DPC within fourteen (14) business days after the final scheduled discussion at Step I with the faculty member involved. The DC/DPC may meet separately with the student and the faculty member, or if both agree, to discuss the report jointly. The DC will also remind the contesting parties of their responsibility to familiarize themselves with the written grievance procedures. Within fourteen (14) business days of receipt of the student's report, the DC/DPC shall complete any consultation and shall notify the faculty member and the student in writing of his/her conclusion(s) and recommendation(s), including a finding of "no merit" at this or any other subsequent level of review. A determination of "no merit" by the DC/DPC may, in effect, end the appeal unless the student insists on proceeding to Step 3 - Contacting the Chairperson of the Şenate Student Affairs Committee for a Review by the AGC Committee. In such a case, the DC/DPC may advise the student if the finding of a different outcome is unlikely. The student should inquire at the appropriate Division Office as to the identity and contact information for the current DPC chair.

   The student has the right to be assisted by an advisor of her/his choice. The advisor may be a member of the Leeward Community College community and cannot be an attorney. The student is responsible for presenting her/his own information, and therefore, the students' advisor is not permitted to speak during, or to participate directly, in any meetings with the DC/DPC or potential subsequent AGC Hearing. The student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the AGC Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

3. **Step 3**: See below.

B. **Written Academic Grievance**

1. Step 3: Failing to achieve satisfactory resolution of an appeal of a final grade at the DC (DPC Chair) level, the student may file an academic grievance, in writing, with the Chairperson of the Senate Student Affairs Committee. Such filing must be received within fourteen (14) business days after the student has received written notification from the DC (DPC Chair) regarding the resolution of the student's complaint.
2. The student's written academic grievance shall contain all information previously provided in the student's complaint to the DC (DPC Chair) as well as a copy of the DC's (DPC Chair's) written notification to the student regarding the disposition of his/her complaint.
3. The faculty member also will receive written notification regarding the disposition of the complaint from the DC (DPC Chair). (SEE: A.2 above)

For more information, click here to view the full policy.

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/index.php?action=viewPolicy&policySection=ep&policyChapter=9&policyNumber=210&menuView=closed

All Other Policies, Procedures and Guidelines

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

Student Rights and Responsibilities

Academic Honesty

Leeward Community College's integrity relies on a foundation of academic honesty, which is built on the principles of independent learning and research. The College will not tolerate academic dishonesty, which undermines these principles. Cheating and plagiarism are forms of academic dishonesty that breach the University of Hawai'i's Student Conduct Code. Engaging in these activities can lead to severe consequences, including suspension or expulsion.

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.

For more information, refer to the following policy:
Systemwide Student Conduct Code EP 7.208

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.

For more information, refer to the following policy:
Academic Rights and Freedoms of Students

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." A non-refundable 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:

To participate in the annual commencement ceremony, you must meet the following eligibility criteria:

- Candidates for any Associate Degree must be within nine (9) credits of completing the requirements for the degree.
- Candidates for any Certificate must have earned, or be enrolled in, all of the requirements for the certificate.
- Candidates must have completed and submitted the online graduation application by the published deadline.

NOTE: You do not receive your diploma or diploma cover at the ceremony. Your diploma and diploma cover will be mailed to you (approximately 6 to 8 weeks after the semester ends). Should you have any questions, you can contact the Admissions & Records Office at (808) 455-0642.

For more information, please visit https://www.leeward.hawaii.edu/commencement

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), as amended, establishes requirements regarding the privacy of student records. Leeward Community College has established policies and procedures with regards to privacy and the release of your individual educational records. Your primary rights protected under FERPA are:

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.

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.

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.

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:

   U.S. Department of Education

   Student Privacy Policy Office

   400 Maryland Ave, SW

   Washington, DC 20202-8520

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.

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 Complaint Process

Leeward Community College recognizes its responsibility to provide students with an informal process for addressing complaints about faculty's 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 gradebook). To address this possible problem, below are the steps students should take to resolve such issues.

Step 1:

- First attempt to work out the problem with the instructor.

- If, after working with one's instructor and the issue remains unresolved, ***or***
- if the student does not feel safe working with the instructor,
    - contact the Division Chair via email, phone, or in-person.
- If the issue is not resolved in 10 business days, move to Step 2:
    - The following link identifies which courses fall under which division:

https://www.leeward.hawaii.edu/programs#areas-of-interest

Division	Chair	Office	Phone	Email
Arts & Humanities	Susan Lum	FA 111	455-0351	susanlum@hawaii.edu
Business	Tina Lee	BE 211	455-0345	tinaplee@hawaii.edu
Language Arts	Michele Mahi	LA 201 A	455-0330	mhamada@hawaii.edu
Mathematics & Natura Sciences	William Albritton	BS 106A	455-0252	walbritt@hawaii.edu

Professional Arts & Technology	Don Maruyama	GT 117	455-0567	donaldkm@hawaii.edu
Social Sciences	Corey Adler	FA 222	455-0527	cadler@hawaii.edu
Student Services	Lexer Chou	CC 205	455-0248	achou@hawaii.edu
Wai'anae Moku	Danny Wyatt	101C	454-4704	dwyatt@hawaii.edu

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

Division	**Dean**	**Office**	**Phone**	**Email**
Arts & Sciences	Michelle Igarashi	AD 101B	455-0664	migarash@hawaii.edu
Career & Technical Education	Ron Umehira	AD 101A	455-0321	umehira@hawaii.edu
Student Services	Kami Kato	AD 227	455-0260	kamik@hawaii.edu

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

Systemwide Student Conduct Code

All University of Hawai'i students must conduct themselves appropriately on campus and at college-related events in order to maintain the safety and well-being of all. The University of Hawai'i's Systemwide Student Conduct Code outlines how students are expected to conduct themselves as a part of our educational community. Students who fail to uphold this Code and who engage in behavior prohibited by it may be subject to disciplinary action.

All students should read the University of Hawai'i Systemwide Student Conduct Code, EP 7.208 (link) in addition to Leeward Community College's Student Conduct Code Procedures (link).

Hardcopies may be obtained at the Dean of Student Services' Office.

Academic Regulations

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 a 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

For more information and to apply online go to: **https://goo.gl/jRHtpm**
You may also contact the Leeward CC Honors Program Coordinator, Michael Oishi, mtoishi@hawaii.edu; FA-117; (808) 455-0628.

Phi Beta Lambda

Phi Beta Lambda (PBL) 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

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

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, (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 and may select that grading option when registering for a class. Audited courses do not earn **Credits** or grades; however, regular tuition and fees are charged and must be paid by auditors. Instructors of audited courses 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.

Withdrawing from Courses and Complete Withdrawals from the College

In general, registered students who no longer wish to take classes must initiate their withdrawal from their course(s); an instructor and other College personnel cannot drop a student from a course. Students must withdraw from their classes via their STAR GPS account by the published deadlines. Students who withdraw from their classes or from the College after the erase period will receive the grade of "W" for all classes they withdrew from.

Students who withdraw from their classes and/or from the College will still be responsible for the related tuition and fees for their courses unless they withdraw by the appropriate refund deadlines. Withdrawal and refund deadlines are published on the College's website each semester at www.leeward.hawaii.edu/academic-calendar. Course withdrawal and tuition refund periods for Part-of-Term classes are shorter. Deadlines for these classes are also available online at https://www.leeward.hawaii.edu/part-of-term.

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 the instructor's grading policy. They will also remain responsible for their tuition and fee charges for their course(s).

Administrative Withdrawal from Courses

There are only a few situations in which the College will administratively withdraw students from class(es).

Canceled Courses
On occasion, classes initially offered are canceled by the College. When this happens, students who were enrolled in the canceled course are notified by email and are disenrolled from the course(s). They are also issued a 100% tuition refund.

Failure to meet Course Prerequisites
Per Leeward CC's policy on Administrative Disenrollment for Failed **Prerequisites** (L5.190), a student who does not meet the prerequisite(s) for a course in which they are registered will be dministratively dropped from the course. They will also be issued a 100% tuition refund for the course.

Participation Verification
Students are expected to attend and participate in the courses for which they are registered. The University of Hawai'i is required, by federal regulation, to verify the participation of students in their classes. According to Executive Policy 7.209, students who fail to establish attendance by the late registration period will be administratively dropped from their class. Students may also be dropped from other classes that are dependent on the class where they failed to establish attendance (i.e. co-requisite or future class where the dropped class meets the prerequisite requirement).

For more information visit: http://www.leeward.hawaii.edu/participation

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.

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. Erase periods are published each semester online at www.leeward.hawaii.edu/academic-calendar.

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

Grade	Grade Points	Definition
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 discretion. When an “I” grade is assigned by an instructor, a “contingency” grade is also assigned by them. The “contingency” grade represents the grade earned by the student without the submission of incomplete work. Work related to the "I" grade 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. If an instructor does not submit a final grade, "I" grades will revert to the "contingency" grade that was assigned by them at the time of final evaluation. "I" grades 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 from class.

- 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, the University of Hawai'i at 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 graduation and the Dean's List
2. Determining outstanding scholar recognitions at graduation
3. Confirming 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 and STAR account at the end of each term. Students are responsible for reporting errors to the Records Office within seven days.

Prior Learning Assessment Program

Leeward Community College's Prior Learning Assessment (PLA) Program is designed to recognize and credit the valuable knowledge and skills acquired from life and work experiences. As community college students, you bring diverse backgrounds and expertise to the classroom, and the PLA Program offers a pathway to convert those experiences into college credit. Whether you've gained proficiency through previous coursework, standardized exams, or real-world experiences, PLA provides a means to demonstrate your learning and potentially earn **Credits** toward your degree. Participating in PLA can allow you to expedite your academic journey, save time and money, and help you achieve your educational goals more efficiently.

To begin the process, simply schedule a counseling appointment and inquire about PLA options. For further assistance, reach out to our PLA Coordinator, Michele Mahi (mhamada@hawaii.edu). Your counselor and the PLA Coordinator can guide you through the process by helping you identify relevant learning experiences, choosing appropriate courses, and facilitating college credit attainment.

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.

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, a 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.

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**.

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 Hawai‘i 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.

Special Programs & Curriculum

Cooperative Education, Externship, Internship, Practicum, or Fieldwork

Cooperative Education, Externship, Internship, Practicum, or Fieldwork

Cooperative Education, Externship, Internship, Practicum, or Fieldwork 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 the following Cooperative Education, Externship, Internship, Practicum, or Fieldwork courses: Accounting, Automotive Technology (Ford ASSET), Business Technology, Culinary Arts, Health Information Technology, Human Services, Management, Sustainable Agriculture, and Teacher Education. To find out more about the program and to see if you're eligible to participate, contact the program coordinators:

For Accounting, contact Mellissa Moody
at (808) 455-0347 or via email moody7@hawaii.edu.

For Automotive Technology (Ford ASSET), contact Jeff Eligio
at (808) 455-0438 or via email eligioj@hawaii.edu.

For Business Technology, contact Lynette Ku`uipo Lum
at (808) 455-0349 or via email kuuipol@hawaii.edu.

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

For Health Information Technology, contact Patrice Jackson
at (808) 455-0571 or via email pmj3318@hawaii.edu.

For Human Services, contact Gwen Williams
at (808) 455-0365 or via email gwenw@hawaii.edu.

For Management, contact Ross Higa
at (808) 455-0284 or via email higaross@hawaii.edu.

For Sustainable Agriculture, contact Daniela Elliott
at (808) 455-0398 or via email ddutra@hawaii.edu.

For Teacher Education (Advanced Professional Certificate in Special Education),

contact Christina Keaulana at (808) 455-0480 or via email ctk8@hawaii.edu.

For Teacher Education (Alternative Certification for CTE Licensure Program), contact Erin Yagi at (808) 455-0686 or via email eyagi@hawaii.edu.

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 has streamlined its developmental mathematics sequence so students have the opportunity to complete a college-level mathematics or quantitative reasoning course in one year or less regardless of their initial MATH course placement. The developmental mathematics sequence offers a standalone course that covers developmental algebra (MATH 82X) as well as co-requisite learning community companion courses (QM 78, MATH 78, MATH 78B, and MATH 88) that support and accompany introductory college-level mathematics and quantitative reasoning courses. Many of these courses are offered in an Emporium Redesign Format which allows instructors to tailor explanations to each individual student and provide one-on-one assistance on demand during scheduled class times. Students are encouraged to enroll and complete a college-level mathematics or quantitative reasoning course in their first year.

Each developmental mathematics course is integrated into one of three tracks: College Math Track, College Algebra Track, and Quantitative Methods Track. Each track is based on a student’s intended or declared program or major.

College Math Track

- MATH 78 (College Math Companion), when scheduled as a learning community with a section of one of the following:
    - MATH 100* (Survey of Mathematics, FQ)
    - MATH 115* (Introduction to Statistics and Probability, FQ)
- MATH 78B (College Math Companion B), when scheduled as a learning community with a section of one of the following:
  MATH 100* (Survey of Mathematics, FQ)
    - MATH 111* (Math for Elementary Teachers I)
    - MATH 115* (Introduction to Statistics and Probability, FQ)

College Algebra Track

- MATH 82X (Expanded Algebraic Foundations), a standalone developmental algebra course that meets the prerequisite to MATH 103 (College Algebra, FQ)
- MATH 88* (College Algebra Companion), when scheduled as a learning community with MATH 103* (College Algebra, FQ)

Quantitative Methods Track

- QM 78* (Quantitative Methods Companion), when scheduled as a learning community with QM 107C* (Quantitative Methods in AMT)

*Corequisite learning communities are scheduled to meet anticipated student enrollment. Consequently, it is not assured that every possible pairing of a developmental companion course with a transfer-level course will be offered as a learning community in every academic term, and not every section of each transfer-level course will be scheduled as a learning community with a corequisite developmental companion course.

Heather Takamatsu, Math & Sciences, STEM Counselor
Office PS-203, Phone 455-0443
haihara@hawaii.edu

Developmental English

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: ESL 92, ESL 94, ENG 24, ENG 16, ENG 100/ENG 22 (ALP), ENG 100, or ENG 100E (for multilingual writers).

The accelerated developmental English course options include:

1. ENG 16, "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

Distance Education

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. DE allows you to have the flexibility to reach your academic goals while remaining connected to your personal and professional life. If work or family schedules conflict with on-campus classes, you don't have to give up important responsibilities to pursue an education. While most DE courses are structured asynchronously (i.e. online not-in-live-time), some may require synchronous (i.e. online in-live-time) participation. Depending upon the course, the instructor may use various media and methods of communication.

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

For more information go to: https://www.leeward.hawaii.edu/distance-education.

English As a Second Language

The mission of the English as a Second Language (ESL) Program is to provide high-quality English language instruction that supports English learners in achieving their goals. The ESL Program offers English classes for all levels of learners—beginning, intermediate, and advanced.

The ESL Program helps students to prepare for a degree at Leeward Community College or to transfer to a four-year college or university. Students will have the opportunity to improve their language skills (Reading, Writing, Speaking, Listening, Grammar, and Vocabulary) for personal or professional purposes.

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. For more information, please visit: https://www.leeward.hawaii.edu/esl.

Degrees & Certificate Information

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 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
- Filipino Studies
- Global Studies
- Hawaiian Language
- History
- Marine Option Program
- Music
- Performing Arts
- 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
- Creative Media
- 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, 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

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 Use Disorders Counseling

Integrated Industrial Technology

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

Information and Computer Science

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

- Network Support Specialist
- Information Security Specialist
- Software Developer Specialist
- 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, Help Desk
Certificate of Competence, Information Security
Certificate of Competence, Network Support Specialist
Certificate of Competence, Software Developer
Certificate of Competence, Cloud Security Specialist

Management

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

- Entrepreneurship
- Hospitality and Tourism
- Office Administrative Assistant

Academic Subject Certificate, Management
Academic Subject Certificate, Travel Industry Management
Certificate of Achievement, Management
Certificate of Competence, Administrative Assistant
Certificate of Competence, Agriculture-based Product Development & Entrepreneurship
Certificate of Competence, Business Essentials
Certificate of Competence, Business Foundations
Certificate of Competence, Entrepreneurship Essentials
Certificate of Competence, Management Foundations
Certificate of Competence, Hospitality and Tourism

Natural Science

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

- Biological Sciences
- Physical Sciences
- Engineering
- Information & Computer Sciences

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

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.

Associate in Arts Degree

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 **Description**s 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

Career & Technical Education Programs

Arts and Humanities
American Studies 201-202
Art
Asian Studies
Dance
Digital Media Production 150
English 270-272
Hawaiian Studies (except HWST 281 and HWST 281L)
History
Humanities
Information & Computer Science 170
Interdisciplinary Studies 250H
Linguistics 102
Literature, See ENG 270-272
Music
Philosophy*
Religion
Theatre

Math and 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)
Mathematics
Mechanical Engineering
Microbiology
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 Development and Family Studies
Human Services
Interdisciplinary Studies
Pacific Island Studies
Political Science
Psychology
Sociology
Women, Gender, and Sexuality 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.

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 Associate in Applied Science degrees. Not applicable to the Associate in Arts degree.

General Education - Foundations and Diversification Requirements

Foundations Requirement

For the list of approved Foundation courses,
see: http://www.hawaii.edu/offices/app/aa/afc/

Foundations courses are intended to give students skills and perspectives that are fundamental to undertaking higher education. Only courses taken after they have an

official Foundations designation (FW, FS, FQ 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. Some courses that satisfy a Focus requirement may also simultaneously satisfy Diversification and/or Writing Intensive requirements. (See a counselor for "Requirements that may be Double-Dipped.")

Diversification Requirement

For the list of Diversification courses,
see: https://sites.google.com/a/hawaii.edu/leeward-cc-diversification-board/list-of-diversification-courses

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.")

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.

Students may be required to meet different standards of satisfactory academic progress in order to remain eligible to receive Federal Financial Aid or VA educational benefits at Leeward Community College.

*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).

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.

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.

Deadlines for refunds, the erase period and withdrawal from semester-long courses are published in the Class Availability section of 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).

Degrees and Certificates

Accounting

Accounting (Certificate of Achievement (CA))

Description

This certificate 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 certificates and AS program provide a solid foundation for any business career in government or private industry.
Program Learning Outcomes

1. Perform basic accounting tasks, and maintain accurate accounting systems including the preparation of financial statements.
2. Access, analyze, and interpret information to make judgments and to solve basic business problems.
3. Complete work tasks to meet deadlines and schedules.
4. Prepare payroll reports in accordance with wage and salary, payroll tax, and Hawai`i's general excise tax laws.
5. Use appropriate software to complete accounting tasks.

Program Requirements

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

The certificate consists of general education courses, including oral and written communications, general business courses to provide a strong business foundation, and specific accounting courses to prepare students for entry-level jobs in bookkeeping and accounting. Admission and counseling is consistent with other programs at the college. (No special admission requirements.)

Core Requirements: 18 credits

- ACC 124* Principles of Accounting I (3), and ACC 125* Principles of Accounting II (3), or ACC 201* Intro to Financial Accounting (3), and ACC 202* Intro to Managerial Accounting (3)
- BUS 101 Business Information Systems (3) or ICS 101 Digital Tools for the Information World (3)
- ACC 252 Using Quickbooks in Accounting (3)
- ACC 132 Payroll & Hawai'i GE Taxes (3)
- BUS 120 Principles of Business** (3)

General Education Requirements: 9 credits

- BUSN 188** Business Calculations or MATH 103*** College Algebra or BUS 250***Applied Mathematics in Business or MATH 115***Introduction to Statistics and Probability, or higher (3)
- SP 151 Personal and Public Speech or SP 251 Principles of Effective Public Speaking (3)
- ENG 100 Composition I or equivalent (3)

Elective** requirements: 3 credits**

Total Certificate Credits 30

NOTES:

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, or
ACC 201 and ACC 202

For Associate in Science:
ACC 201 and ACC 202, or
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, AA or AAS degree. Similarly, a student who has completed ACC 201 may not use ACC 124 and ACC 125 as an elective for any AS, AA or AAS degree. Note: University of Hawai‘i at

Mānoa will only accept credit for the combination of ACC 201 and ACC 202 or ACC 124, ACC 125 and ACC 202 taken from the same UHCC.

** 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 University of Hawai‘i at Mānoa FQ General Education Core.
****Business Elective - any course with the following alphas (other than required courses): ACC, BLAW, BUS, BUSN, ECOM, ECON, FIN, HIT, HOST, MGT, MKT, TIM. Students intending to transfer to a 4-year business program at UH West O‘ahu or University of Hawai‘i at Mānoa are advised to take ECON 130 or 131.

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - ACC124 - Principles of Accounting I (3)
    - Earned a minimum grade of C in each of the following:
      - ACC201 - Introduction to Financial Accounting (3)
  - Complete 1 of the following
    - Completed at least 1 of the following:
      - BUSN188 - Business Calculations (3)
      - MATH103 - College Algebra (3)
      - BUS250 - Applied Mathematics in Business (3)
      - MATH115 - Introduction to Statistics and Probability (3)
    - Completed at least 3 credits from any MATH course number higher than 115
  - Earned at least 3 credits from ACC, BLAW, BUS, BUSN, FIN, KOR, ECON, ECOM, HIT, HOST, MGT, or TIM
  - Complete 1 of the following
    - Completed the following:
      - ICS101 - Digital Tools for the Information World (3)
    - Completed the following:
      - BUS101 - Business Info Systems (3)
  - Complete 1 of the following
    - Completed the following:

        - SP151 - Personal and Public Speech (3)
    - Completed the following:
        - SP251 - Principles of Effective Public Speaking (3)

Semester 2
15Total Credits

- Complete all of the following
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - ACC125 - Principles of Accounting II (3)
        - Earned a minimum grade of C in each of the following:
            - ACC202 - Introduction to Managerial Accounting (3)
    - Complete all of the following
        - Earned a minimum grade of C in each of the following:
            - ACC132 - Payroll and Hawaii General Excise Tax (3)
            - ACC252 - Using QuickBooks® in Accounting (3)
        - Completed the following:
            - ENG100 - Composition I (3)
            - BUS120 - Principles of Business (3)

Grand Total Credits: **30**

Accounting (Associate in Science (AS))

Description

This 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

1. Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.
2. Use appropriate software to complete accounting tasks.
3. Access, analyze, and interpret information to solve business problems.
4. Perform accounting tasks within the legal and ethical parameters of the profession.
5. Prepare payroll reports in accordance with wage and salary, payroll tax, and Hawai`i's general excise tax laws.

6. Demonstrate knowledge of individual and business income tax laws and prepare related income tax returns.

Program Requirements

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

Core Requirements: 33-36 credits

- ACC 124* Principles of Accounting I (3), ACC 125* Principles of Accounting II (3), and ACC 202* Intro to Managerial Accounting (3) or ACC 201* Intro to Financial Accounting (3), and ACC 202* Intro to Managerial Accounting (3)
- BUS 101 Business Information Systems (3) or ICS 101 Digital Tools for the Information World (3)
- ACC 252 Using Quickbooks in Accounting (3)
- ACC 132 Payroll & Hawai'i GE Taxes (3)
- BUS 120 Principles of Business** (3)
- ACC 134 Individual Income Tax Preparation (3)
- ACC 255 Using Excel in Accounting (3)
- BLAW 200 Legal Environment of Business (3)
- ACC 137 Business Income Tax Preparation (3)
- BUSN 193V Cooperative Education (2 credits)
- BUSN 166 Professional Employment Preparation (1) or an additional credit of BUSN 193V Cooperative Education (1)

General Education Requirements: 21 credits

- BUSN 188** Business Calculations or MATH 103*** College Algebra or BUS 250***Applied Mathematics in Business or MATH 115***Introduction to Statistics and Probability, or higher (3)
- SP 151 Personal and Public Speech or SP 251 Principles of Effective Public Speaking (3)
- ENG 100 Composition I or equivalent (3)
- ECON 131 Principles of Macroeconomics or ECON 130 Principles of Microeconomics or ECON 120 Introduction to Economics** (3)
- ENG 209 Business Writing (3)
- Natural Science (DB or DP) (3)
- Arts & Humanities Elective (DA, DH or DL) (3) (HWST 107 recommended, as this course meets both the DH and HAP requirements for students transferring to UH West Oʻahu or UH Mānoa bachelor's degree programs)

Elective ** requirements*: 3-6 credits** (Students who complete the ACC 201 and ACC 202 sequence are required to complete a minimum of 6 elective credits. Students who complete the alternative/equivalent sequence of ACC 124, ACC 125 and ACC 202 are required to take a minimum of 3 elective credits.)

The program consists of general education courses including oral and written communications, general business courses to provide a strong business foundation, and specific accounting courses. Admission and counseling is consistent with other programs at the college. (No special admission requirements.)

Total Degree Credits 60

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 Associate in Science are ACC 201 and ACC 202, or 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, AA or AAS degree. Similarly, a student who has completed ACC 201 may not use ACC 124 and ACC 125 as an elective for any AS, AA or AAS 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 taken from the same UHCC.

** 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 Mānoa FQ General Education Core.
****Business Elective - any course with the following alphas (other than required courses): ACC, BLAW, BUS, BUSN, ECOM, ECON, FIN, HIT, HOST, MGT, MKT, TIM. Students intending to transfer to a 4-year business program at UH West O‘ahu or UH Mānoa are advised to take ECON 130 or 131.

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
    - Complete 1 of the following
        - Complete 1 of the following
            - Earned a minimum grade of C in each of the following:
                - ACC124 - Principles of Accounting I (3)
            - Earned a minimum grade of C in each of the following:
                - ACC125 - Principles of Accounting II (3)
            - Earned a minimum grade of C in each of the following:
                - ACC202 - Introduction to Managerial Accounting (3)
        - Complete 1 of the following
            - Earned a minimum grade of C in each of the following:

                - ACC201 - Introduction to Financial Accounting (3)
            - Earned a minimum grade of C in each of the following:
                - ACC202 - Introduction to Managerial Accounting (3)
            - Earned at least 3 credits from ACC, BLAW, BUS, BUSN, ECOM, ECON, ENT, FIN, HIT, HOST, MGT, MKT, or TIM
    - Earned at least 3 credits from ACC, BLAW, BUS, BUSN, FIN, ECOM, ECON, HIT, HORT, MGT, MKT, or TIM
    - Complete 1 of the following
        - Complete 1 of the following
            - Completed the following:
                - BUSN188 - Business Calculations (3)
            - Completed the following:
                - MATH103 - College Algebra (3)
            - Completed the following:
                - BUS250 - Applied Mathematics in Business (3)
            - Completed the following:
                - MATH115 - Introduction to Statistics and Probability (3)
        - Completed at least 3 credits from the following types of courses: Any MATH course numbered higher than 115.
    - Complete 1 of the following
        - Completed the following:
            - ICS101 - Digital Tools for the Information World (3)
        - Completed the following:
            - BUS101 - Business Info Systems (3)
    - Complete 1 of the following
        - Completed the following:
            - SP151 - Personal and Public Speech (3)
        - Completed the following:
            - SP251 - Principles of Effective Public Speaking (3)

Semester 2
15Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Complete 1 of the following
      - Earned a minimum grade of C in each of the following:
        - ACC124 - Principles of Accounting I (3)
      - Earned a minimum grade of C in each of the following:
        - ACC125 - Principles of Accounting II (3)
      - Earned a minimum grade of C in each of the following:
        - ACC202 - Introduction to Managerial Accounting (3)
    - Complete 1 of the following
      - Earned a minimum grade of C in each of the following:
        - ACC201 - Introduction to Financial Accounting (3)
      - Earned a minimum grade of C in each of the following:
        - ACC202 - Introduction to Managerial Accounting (3)
      - Earned at least 3 credits from ACC, BLAW, BUS, BUSN, ECOM, ECON, ENT, FIN, HIT, HOST, MGT, MKT, or TIM
  - Earned a minimum grade of C in each of the following:
    - ACC132 - Payroll and Hawaii General Excise Tax (3)
    - ACC252 - Using QuickBooks® in Accounting (3)
  - Completed the following:
    - ENG100 - Composition I (3)
    - BUS120 - Principles of Business (3)

Semester 3
15Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Complete 1 of the following
      - Earned a minimum grade of C in each of the following:
        - ACC124 - Principles of Accounting I (3)
      - Earned a minimum grade of C in each of the following:
        - ACC125 - Principles of Accounting II (3)

        -
            Earned a minimum grade of C in each of the following:

            - ACC202 - Introduction to Managerial Accounting (3)
    - Complete 1 of the following
        -
            Earned a minimum grade of C in each of the following:

            - ACC201 - Introduction to Financial Accounting (3)
        -
            Earned a minimum grade of C in each of the following:

            - ACC202 - Introduction to Managerial Accounting (3)
        - Earned at least 3 credits from ACC, BLAW, BUS, BUSN, ECOM, ECON, ENT, FIN, HIT, HOST, MGT, MKT, or TIM
-
    Earned a minimum grade of C in each of the following:

    - ACC134 - Individual Income Tax Preparation (3)
- Complete all of the following
    - Complete 1 of the following
        -
            Completed the following:

            - ECON120 - Introduction to Economics (3)
        -
            Completed the following:

            - ECON130 - Principles of Microeconomics (3)
        -
            Completed the following:

            - ECON131 - Principles of Macroeconomics (3)
    -
        Completed the following:

        - ENG209 - Business Writing (3)
- Completed at least 3 credits from the following types of courses: DB or DP

Semester 4
15Total Credits

- Complete all of the following
    -
        Earned a minimum grade of C in each of the following:

        - ACC255 - Using Excel® in Accounting (3)
        - ACC137 - Business Income Tax Preparation (3)
    -
        Completed the following:

        - BLAW200 - Legal Environment of Business (3)

- Complete 1 of the following
  - Completed the following:
    - BUSN166 - Professional Employment Preparation (1)
  - Earned at least 1 credits from the following:
    - BUSN193V - Cooperative Education (1 - 4)
- Earned at least 2 credits from the following:
  - BUSN193V - Cooperative Education (1 - 4)
- Completed at least 3 credits from the following types of courses: DA, DH or DL. Recommend HWST 107.

Grand Total Credits: **60**

Accounting (Academic Subject Certificate (ASC))

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

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

Program Requirements

Students earning the Academic Subject Certificate in Accounting will be working towards an AA liberal arts degree. Leeward's AA liberal arts degree requires a total of 60 credits including 29 elective credits.

Students would target their electives to the courses specified in the Academic Subject Certificate in Accounting. The courses include customer service and accounting classes. The customer service course provides basic skills required of anyone planning to work in an office-based workplace. Additionally, our Accounting Advisory Board has recommended as many accounting skills classes as possible. Students would take ACC 201 and ACC 202 which are the conceptual classes for Financial and Managerial Accounting. Both courses would be required of any student continuing on for a four-year degree in business. Finally, students would choose two courses from a list of four skill-based accounting

courses. These courses give students hands-on experience in accounting functions.

Any student meeting the prerequisites for the courses would be admitted into the program. No new courses are being created. The certificate would use the same admission and counseling resources as other programs.

The following are the requirements for the Academic Subject Certificate in Accounting.

MGT 121 Service Excellence (3)

Accounting Core Requirement (6 - 9)

ACC 201* Intro to Financial Accounting (3) and ACC 202 Managerial Accounting (3)

or

ACC 124* Principles of Accounting (3), ACC 125* Principles of Accounting II (3), and ACC 202 Managerial Accounting (3)

Electives
Select two Accounting Electives from below (6)
ACC 132 Payroll and Hawaii GE Tax
ACC 134 Individual Income Tax Prep
ACC 252 Using QuickBooks in Accounting
ACC 255 Using Excel in Accounting

Total Credits Required 15-18

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.

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

Students must earn a grade of "C" or better in all accounting (ACC) courses.

Sample Program Plan

Semester 1
6Total Credits

- Complete all of the following
    - Completed the following:
        - MGT121 - Service Excellence (3)
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - ACC201 - Introduction to Financial Accounting (3)
        - Earned a minimum grade of C in each of the following:
            - ACC124 - Principles of Accounting I (3)

Semester 2
9Total Credits

- Complete all of the following
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - ACC202 - Introduction to Managerial Accounting (3)
        - Earned a minimum grade of C in each of the following:
            - ACC125 - Principles of Accounting II (3)
    - Complete 2 of the following
        - Earned a minimum grade of C in each of the following:
            - ACC132 - Payroll and Hawaii General Excise Tax (3)
        - Earned a minimum grade of C in each of the following:
            - ACC134 - Individual Income Tax Preparation (3)
        - Earned a minimum grade of C in each of the following:
            - ACC252 - Using QuickBooks® in Accounting (3)
        - Earned a minimum grade of C in each of the following:
            - ACC255 - Using Excel® in Accounting (3)

Semester 3: Only for student who took ACC 124 and ACC 125
3Total Credits

- Earned a minimum grade of C in each of the following:
    - ACC202 - Introduction to Managerial Accounting (3)

Grand Total Credits: **18**

Small Business Accounting (Certificate of Competence (CO))

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

1. Perform basic accounting tasks and maintain accurate accounting systems including the preparation of financial statements.
2. Use appropriate software to complete accounting/bookkeeping tasks.
3. Access, analyze, and interpret information to solve business problems.

Program Requirements

The following are the course requirements.

ACC 201* Introduction to Financial Accounting or ACC 124* Principles of Accounting I (3)

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

ACC 252 Using Quickbooks in Accounting (3)

ACC 132 Payroll Accounting and Hawai`i GE Tax (3)

Students who took ACC 124 in Semester 1, must take ACC 125 Principles of Accounting II (3)

Total Credits for Certificate: 12 (or 15)
In order to earn the certificate, students must pass all required accounting (ACC) courses with a grade of "C" or better.

*Please see an Academic Advisor for help in choosing ACC 124 or ACC 201.

Sample Program Plan

Semester 1
6Total Credits

- Complete all of the following
    - Complete 1 of the following
        -

Earned a minimum grade of C in each of the following:

- ACC124 - Principles of Accounting I (3)

Earned a minimum grade of C in each of the following:

- ACC201 - Introduction to Financial Accounting (3)

- Complete 1 of the following

Completed the following:

- ICS101 - Digital Tools for the Information World (3)

Completed the following:

- BUS101 - Business Info Systems (3)

Semester 2
9Total Credits

- Complete all of the following

Earned a minimum grade of C in each of the following:

- ACC132 - Payroll and Hawaii General Excise Tax (3)
- ACC252 - Using QuickBooks® in Accounting (3)

- Complete 1 of the following

Earned a minimum grade of C in each of the following:

- ACC125 - Principles of Accounting II (3)

Earned a minimum grade of C in each of the following:

- ACC201 - Introduction to Financial Accounting (3)

Grand Total Credits: **15**

Automotive Technology

Automotive Technology (Associate in Applied Science (AAS))

Description

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

Program Learning Outcomes

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

Program Requirements

The AMT Associate in Applied Science Degree consists of:

Required Courses:

AMT 100 Introduction to Automotive Technology (2 cr)
AMT 141 Electrical/Electronic Systems I (5 cr)
AMT 152 Brake Systems (4 cr)
AMT 162 Advanced Brake Systems (1 cr)
AMT 129 Engine Repair (7 cr)
AMT 154 Automotive Suspension and Steering Systems (4 cr)
AMT 164 Adv. Automotive Suspension and Steering Sys. (1 cr)
AMT 145 Manual Drive Trains and Axles (4 cr)
AMT 149 Automatic Transmissions and Transaxles (4 cr)
AMT 241 Electrical/Electronic Systems II (4 cr)
AMT 144 Heating and Air Conditioning (4 cr)
AMT 245 Engine Performance (8 cr)
Total: 48 credits

Elective Courses:
QM 107C Quantitative Methods in Auto Tech (3 cr) or MATH 100 Survey of Math or equivalent or higher (3 cr)
ENG 100 Composition I or equivalent or higher (3 cr)
Social Science, 100 level or above (3 cr)
Natural Science, 100 level or above (3-4 cr)
Arts/Humanities, 100 level or above (3 cr)
Total: 15 -16 credits

Total program credits: 63-64

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

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - AMT100 - Introduction to Automotive Technology (2)
        - AMT141 - Electrical/Electronic Systems I (5)

        - AMT152 - Brake Systems (4)
        - AMT162 - Advanced Brake Systems (1)
    - Completed at least 1 of the following:
        - QM107C - Quant Methods in AMT (3)
        - MATH100 - Survey of Mathematics (3)

Semester 2
15Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - AMT129 - Engine Repair (7)
        - AMT154 - Suspension and Steering Systems (4)
        - AMT164 - Advanced Suspension and Steering Systems (1)
    - Completed the following:
        - ENG100 - Composition I (3)

Semester 3
15Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - AMT145 - Manual Drive Trains and Axles (4)
        - AMT149 - Automatic Transmissions and Transaxles (4)
        - AMT241 - Electrical/Electronic Systems II (4)
    - Completed at least 3 credits from the following types of courses: Natural Science: 100 level or above

Semester 4
18Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - AMT144 - Heating and Air Conditioning (4)
        - AMT245 - Engine Performance Systems (8)
    - Completed at least 3 credits from the following types of courses: Social Science: 100 level or above
    - Completed at least 3 credits from the following types of courses: Arts or Humanities: 100 level or above

Grand Total Credits: **63**

Automotive Technology (Certificate of Achievement (CA))

Description

The Certificate of Achievement is awarded to students who successfully complete the first two semesters of Leeward CC's Automotive Technology (AMT) program. Students earning

this certificate have demonstrated the knowledge and skills required to enter the automotive industry with the goal of becoming an automotive technician.
Program Learning Outcomes

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

Program Requirements

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

Required Courses: 24 credits

AMT 100 Introduction to Automotive Mechanics (2)
AMT 141 Electrical/Electronic Systems I (5)
AMT 152 Brake Systems (4)
AMT 162 Advanced Brake Systems (1)
AMT 129 Engine Repair (7)
AMT 154 Suspension and Steering Systems (4)
AMT 164 Advanced Suspension and Steering Systems (1)

Elective Courses: 6 credits
QM 107C Quantitative Methods in Automotive Technology or MATH 100 Survey of Math or equivalent or higher (3)
ENG 100 Composition I or equivalent or higher (3)

Total Credits: 30

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - AMT100 - Introduction to Automotive Technology (2)
    - AMT141 - Electrical/Electronic Systems I (5)
    - AMT152 - Brake Systems (4)
    - AMT162 - Advanced Brake Systems (1)
  - Completed at least 1 of the following:
    - QM107C - Quant Methods in AMT (3)
    - MATH100 - Survey of Mathematics (3)

Semester 2
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:

        - AMT129 - Engine Repair (7)
        - AMT154 - Suspension and Steering Systems (4)
        - AMT164 - Advanced Suspension and Steering Systems (1)
    - Completed the following:
        - ENG100 - Composition I (3)

Grand Total Credits: **30**

Automotive Technology (Certificate of Competence (CO))

Description

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

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

Program Requirements

The AMT Certificate of Competence consists of:

Required Courses:

AMT 100 Introduction to Automotive Mechanics (2 cr)
AMT 141 Electrical/Electronic Systems I (5 cr)
AMT 152 Brake Systems (4 cr)
AMT 162 Advanced Brake Systems (1 cr)
Total: 12 credits

Elective Courses:
QM 107C Quantitative Methods in Automotive Technology or MATH 100 Survey of Math or equivalent or higher (3 cr)
Total: 3 credits

Total Program credits: 15

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

Sample Program Plan

Semester 1
15Total Credits
- Complete all of the following

- Earned a minimum grade of C in each of the following:
  - AMT100 - Introduction to Automotive Technology (2)
  - AMT141 - Electrical/Electronic Systems I (5)
  - AMT152 - Brake Systems (4)
  - AMT162 - Advanced Brake Systems (1)
- Completed at least 1 of the following:
  - QM107C - Quant Methods in AMT (3)
  - MATH100 - Survey of Mathematics (3)

Grand Total Credits: **15**

Business Technology

Business Technology (Certificate of Competence (CO))

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

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

Program Requirements

Certificate of Competence (15 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 - Customer Service (3)

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.

Sample Program Plan

Semester 1
15Total Credits

- Completed the following:
    - BUSN123 - Word Processing for Business (3)
    - BUSN164 - Career Success (3)
    - BUS101 - Business Info Systems (3)
    - MGT121 - Service Excellence (3)
    - BUSN170 - Records and Information Management (3)

Grand Total Credits: **15**

Business Technology (Academic Subject Certificate (ASC))

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

1. Provide students with skills and competencies essential for successful completion of a baccalaureate degree.
2. Identify and respond to customer needs by applying professional behaviors and ethical standards in the workplace.
3. Use appropriate technological tools to research, prepare, process, and communicate information and data to solve problems.
4. Manage and maintain an effective office environment.
5. Use business mathematics/accounting procedures to process basic financial transactions.
6. 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.
7. Explore various career opportunities in the business community.
8. Maintain proficiency in business technology by participating in on-going professional development in the business community.

Program Requirements

a. According to the guidelines detailed in UHCCP 5.203, the Associate degree requirements and the Academic Subject Certificate, the general education credits and 19 Business Technology course requirements account for the total required credits for the AA degree with Academic Subject Certificate in Business Technology.

b. These courses already exist and are taught at Leeward CC as part of the certificates and degrees in the Business Technology Program. It would use the same admission and counseling resources as other programs.

This is an approved program.

Business Technology Courses

BUSN 121 Introduction to Word Processing (3) or BUSN 123 Word Processing for Business (3)

BUSN 166 Professional Employment Preparation (1)

BUSN 164 Career Success (3)
BUSN 188 Business Calculations (3) or BUS 250 Applied Math in Business (3) or MATH 103 College Algebra (3) or higher STEM MATH or MATH 115 Introduction to Statistics and Probability (3)
BUSN 170 Records and Information Management (3)

BUS 101, Business Computer Systems (3)

MGT 121 Customer Service (3)

Total Credits Required Business Technology = 19

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Completed the following:
    - BUS101 - Business Info Systems (3)
    - BUSN164 - Career Success (3)
    - BUSN170 - Records and Information Management (3)
    - MGT121 - Service Excellence (3)
  - Completed at least 1 of the following:
    - BUSN121 - Introduction to Word Processing (3)
    - BUSN123 - Word Processing for Business (3)

Semester 2
4Total Credits

- Complete all of the following
  - Completed the following:
    - BUSN166 - Professional Employment Preparation (1)

- Complete 1 of the following
  - Completed at least 1 of the following:
    - BUSN188 - Business Calculations (3)
    - MATH103 - College Algebra (3)
    - MATH115 - Introduction to Statistics and Probability (3)
    - BUS250 - Applied Mathematics in Business (3)
  - Completed at least 3 credits from the following types of courses: a higher STEM MATH.

Grand Total Credits: **19**

Business Technology (Associate in Science (AS))

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

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

Program Requirements

Associate in Science Degree Total credits: 15 + 16 + 29 = 60

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.

Semester 1: Certificate of Competence First semester courses = 15 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 Customer Service (3)

Semester 2: Certificate of Achievement Second semester courses = 16 credits
BUSN 166 - Professional Employment Preparation (1)
BUSN 188 Business Calculations (3) or MATH 103 College Algebra (3) or BUS 250 Applied Math in Business (3) or (MATH115 Introduction to Statistics and Probability - See advisor), or higher
BUSN 232 Microsoft Excel for Business (3)
ENG 100 - Composition I (or equivalent) (3)
SP 151 Personal and Public Speech (3) or SP 251 Principles of Effective Public Speaking (3)
*Elective from approved list (3)

Semester 3
Elective from approved list (3)
Elective from approved list (3)
DH or DA (3)
BTEC Specialization (3)
BTEC Specialization (3)

Semester 4
BUSN 269 - Supervision (3)
BUSN 193V - Cooperative Education (2)
BTEC Specialization (3)
DB or DP (3)
DS (3) **ECON 130 (3) or ECON 131 (3) highly recommended for students transferring to a 4-year institution/bachelor's degree program.

Elective from approved list
ACC 124 Principles of Accounting I (3)
*ACC 201 Intro to Financial Accounting (3)
ACC 202 Introduction to Managerial Accounting (3)
BUS 120 Principles of Business (3)
BUSN 158 Social Media and Collaboration Tools for Business (3)
ENG 209 Business Writing (3)
HIT 102 Introduction to Health Information Technology (3)
HOST 101 Introduction to Travel Industry Management (3)
PSY 100 Survey of Psychology
SOC 100 Survey of Sociology
HWST 107 Hawaii: Center of the Pacific
Or, any Leeward CC Business Division Elective (ACC, BUS, BUSN, BLAW, ECOM, FIN, HIT, HOST, MKT, MGT, ENT) (3)

*ACC 201 highly recommended for students transferring to a 4-year institution/bachelor's degree program.

BTEC SPECIALIZATION list
BUSN 158 Social Media and Cloud-based Collaboration Tools for Business (3)
BUSN 242 Business Presentations (3)
BUSN 277 International Business Protocol (3)
BUSN 279 International Business Analysis (3)
BLAW 200 Legal Environment of Business (3)

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - BUSN123 - Word Processing for Business (3)
    - BUSN164 - Career Success (3)
    - BUSN170 - Records and Information Management (3)
  - Completed the following:
    - BUS101 - Business Info Systems (3)
    - MGT121 - Service Excellence (3)

Semester 2
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - BUSN166 - Professional Employment Preparation (1)
    - BUSN232 - Microsoft Excel for Business (3)
  - Complete 1 of the following
    - Completed at least 1 of the following:
      - BUSN188 - Business Calculations (3)
      - MATH103 - College Algebra (3)
      - BUS250 - Applied Mathematics in Business (3)
    - Complete 1 of the following
      - Completed the following:
        - MATH115 - Introduction to Statistics and Probability (3)
      - or higher
  - Completed the following:
    - ENG100 - Composition I (3)
  - Completed at least 1 of the following:
    - SP151 - Personal and Public Speech (3)
    - SP251 - Principles of Effective Public Speaking (3)
  - Complete 1 of the following
    - Completed at least 1 of the following:

        - ACC124 - Principles of Accounting I (3)
        - BUS120 - Principles of Business (3)
        - HIT102 - Health Data, Records, and Documentation (3)
        - HOST101 - Introduction to Hospitality and Tourism (3)
        - ENG209 - Business Writing (3)
        - ACC201 - Introduction to Financial Accounting (3)
        - ACC202 - Introduction to Managerial Accounting (3)
        - PSY100 - Survey of Psychology (3)
        - SOC100 - Survey of General Sociology (3)
        - HWST107 - Hawai'i: Center of the Pacific (3)
    - Completed at least 3 credits from the following types of courses: Leeward CC Business Division Elective (ACC, BUS, BUSN, BLAW, ECOM, ENT, FIN, HIT, HOST, MKT, MGT) (3)
    - ACC 201 is highly recommended for students transferring to a 4-year institution/bachelors degree program.

Semester 3
15Total Credits

- Complete all of the following
    - Complete 2 of the following
        - Completed at least 1 of the following:
            - ACC124 - Principles of Accounting I (3)
            - ACC201 - Introduction to Financial Accounting (3)
            - ACC202 - Introduction to Managerial Accounting (3)
            - BUS120 - Principles of Business (3)
            - ENG209 - Business Writing (3)
            - HIT102 - Health Data, Records, and Documentation (3)
            - HOST101 - Introduction to Hospitality and Tourism (3)
            - PSY240 - Developmental Psychology (3)
            - SOC100 - Survey of General Sociology (3)
            - HWST107 - Hawai'i: Center of the Pacific (3)
        - Completed at least 1 of the following:
            - ACC124 - Principles of Accounting I (3)
            - ACC201 - Introduction to Financial Accounting (3)
            - ACC202 - Introduction to Managerial Accounting (3)
            - BUS120 - Principles of Business (3)
            - ENG209 - Business Writing (3)
            - HIT102 - Health Data, Records, and Documentation (3)
            - HOST101 - Introduction to Hospitality and Tourism (3)
            - PSY240 - Developmental Psychology (3)
            - SOC100 - Survey of General Sociology (3)
            - HWST107 - Hawai'i: Center of the Pacific (3)
        - Completed at least 3 credits from the following types of courses: Leeward CC Business Division Elective (ACC, BUS, BUSN, BLAW, ECOM, ENT, FIN, HIT, HOST, MKT, MGT) (3)
    - Completed at least 3 credits from the following types of courses: Arts and Humanities Elective (DH or DA) (3)
    -

Completed at least 2 of the following:

- BUSN242 - Business Presentations (3)
- BUSN277 - International Business Protocol (3)
- BUSN279 - International Business Analysis (3)
- BLAW200 - Legal Environment of Business (3)
- BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)

Semester 4
14Total Credits

- Complete all of the following
  - Completed the following:
    - BUSN269 - Supervision (3)
  - Earned at least 2 credits from the following:
    - BUSN193V - Cooperative Education (1 - 4)
  - Completed at least 1 of the following:
    - BUSN242 - Business Presentations (3)
    - BUSN277 - International Business Protocol (3)
    - BUSN279 - International Business Analysis (3)
    - BLAW200 - Legal Environment of Business (3)
    - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
  - Completed at least 3 credits from the following types of courses: Natural Science (DB or DP) (3)
  - Completed at least 3 credits from the following types of courses: Social Science (DS) (3) ECON 130 or ECON 131 is highly recommended for students transferring to a 4-year program/bachelors degree program.

Grand Total Credits: **60**

Business Technology (Certificate of Achievement (CA))

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

1. Demonstrate behaviors associated with being a responsible member of a team to meet an organization's objectives.
2. Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment.
3. Use current and emerging technologies effectively to create and manage documents

and handle multiple priorities.
4. Communicate clearly and effectively through oral and written interactions, complying with standard office etiquette.
5. Apply appropriate strategies to secure employment, retain a job, and advance in a career.

Program Requirements

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.

Semester 1: Certificate of Competence First semester courses = 15 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 Customer Service (3)

Semester 2: Certificate of Achievement Second semester courses = 16 credits
BUSN 166 - Professional Employment Preparation (1)
BUSN 188 Business Calculations (3) or MATH 103 College Algebra (3) or BUS 250 Applied Math in Business (3) or (MATH115 Introduction to Statistics and Probability - See advisor), or higher
BUSN 232 Microsoft Excel for Business (3)
ENG 100 - Composition I (or equivalent) (3)
SP 151 Personal and Public Speech (3) or SP 251 Principles of Effective Public Speaking (3)
Elective from approved list (3)

Elective from approved list*
ACC 124 Principles of Accounting I (3)
* ACC 201 Intro to Financial Accounting (3)
ACC 202 Introduction to Managerial Accounting (3)
BUS 120 Principles of Business (3)
BUSN 158 Social Media and Collaboration Tools for Business (3)
ENG 209 Business Writing (3)
HIT 102 Introduction to Health Information Technology (3)
HOST 101 Introduction to Travel Industry Management (3)
PSY 100 Survey of Psychology
SOC 100 Survey of Sociology
HWST 107 Hawaii: Center of the Pacific
Or, any Leeward CC Business Division Elective (ACC, BUS, BUSN, BLAW, ECOM, ENT, FIN, HIT, HOST, MKT, MGT,) (3)

*ACC 201 highly recommended for students transferring to a 4-year institution/bachelor's degree program.

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - BUSN123 - Word Processing for Business (3)
    - BUSN164 - Career Success (3)
    - BUSN170 - Records and Information Management (3)
  - Completed the following:
    - BUS101 - Business Info Systems (3)
    - MGT121 - Service Excellence (3)

Semester 2
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - BUSN166 - Professional Employment Preparation (1)
    - BUSN232 - Microsoft Excel for Business (3)
  - Completed the following:
    - ENG100 - Composition I (3)
  - Complete 1 of the following
    - Completed at least 1 of the following:
      - BUSN188 - Business Calculations (3)
      - BUS250 - Applied Mathematics in Business (3)
      - MATH103 - College Algebra (3)
    - Complete 1 of the following
      - Completed the following:
        - MATH115 - Introduction to Statistics and Probability (3)
      - or higher
  - Completed at least 1 of the following:
    - SP151 - Personal and Public Speech (3)
    - SP251 - Principles of Effective Public Speaking (3)
  - Complete 1 of the following
    - Completed at least 1 of the following:
      - ACC124 - Principles of Accounting I (3)

        - ACC201 - Introduction to Financial Accounting (3)
        - ACC202 - Introduction to Managerial Accounting (3)
        - BUS120 - Principles of Business (3)
        - ENG209 - Business Writing (3)
        - HIT102 - Health Data, Records, and Documentation (3)
        - HOST101 - Introduction to Hospitality and Tourism (3)
        - PSY100 - Survey of Psychology (3)
        - SOC100 - Survey of General Sociology (3)
        - HWST107 - Hawai'i: Center of the Pacific (3)
    - Or, any Leeward CC Business Division Elective (ACC, BUS, BUSN, BLAW, ECOM, ENT, FIN, HIT, HOST, MKT, MGT) (3)
    - ACC 201 is highly recommended for students transferring to a 4-year institution/bachelors degree program.

Grand Total Credits: **31**

Virtual Office Assistant (Certificate of Competence (CO))

Description

Virtual Office Assistant is a program for individuals who are interested in becoming Virtual Assistants. A Virtual Assistant is an entrepreneur who works from his or her home office offering administrative and business support services to companies and/or professionals over the Internet.
Program Learning Outcomes

1. 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.
2. Use basic accounting methods to support recordkeeping needs.
3. Demonstrate proficiency using and maintaining social media tools, creating business and marketing plans, and sustaining a competitive advantage in the Virtual Assistant industry.
4. Demonstrate professionalism in work quality, appearance, attitude, and workplace behavior as required in a diverse business environment by completing an administrative or Virtual Assistant internship.

Program Requirements

This certificate is designed to meet the (1) office support needs of a small business and (2) needs of students who wish to participate in an educational program that will lead to self-employment.

The Leeward CC students will receive academic counseling from the Business Division Counselor, Joy Lane.

Virtual Office Assistant (VOA) Certificate of Competence (COC) - 23 credits

First Semester - 12 credits

BUSN 121, Introduction to Word Processing (3 credits) or BUSN 123, Word Processing for Business (3 credits)

BUSN 158, Social Media and Collaboration Tools for Business (3 credits)

BUSN 164, Career Success (3 credits)

BUS 101, Business Computer Systems (3 credits)

Second Semester - 11 credits

ACC 124, Accounting I (3 credits) or ACC 201, Introduction to Financial Accounting (3 credits)

BUSN 159, Creating and Managing the Virtual Office (3 credits)

BUSN 193V, Cooperative Education (2 credits)

BUS 201, Advanced Microsoft Office (3 credits)

Sample Program Plan

Semester 1
12Total Credits

- Complete all of the following
  - Completed the following:
    - BUS101 - Business Info Systems (3)
    - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
    - BUSN164 - Career Success (3)
  - Complete 1 of the following
    - Completed the following:
      - BUSN121 - Introduction to Word Processing (3)
    - Completed the following:
      - BUSN123 - Word Processing for Business (3)

Semester 2
11Total Credits

- Complete all of the following
  - Completed the following:
    - BUSN159 - Creating and Managing the Virtual Office (3)
    - BUS201 - Advanced Business Information Systems (3)
  - Earned at least 2 credits from the following:
    - BUSN193V - Cooperative Education (1 - 4)

- Complete 1 of the following
  - Completed the following:
    - ACC124 - Principles of Accounting I (3)
  - Completed the following:
    - ACC201 - Introduction to Financial Accounting (3)

Grand Total Credits: **23**

Culinary Arts

Baking (Certificate of Competence (CO))

Description

This certificate provides a basic foundation for entry-level baking positions in the food and beverage industry.
Program Learning Outcomes

1. Demonstrate professionalism in dress, grooming, attitude, and workplace behavior that reflects standards expected of food service industry professionals.
2. Demonstrate basic principles of sanitation and safety in a food service operation for safe food handling and to protect the health of the consumer.
3. Apply mathematical functions related to food service operations.
4. Demonstrate fundamental principles, methods, and techniques of baking to prepare a variety of baked goods.
5. Examine a variety of sustainable practices in the culinary industry as a means for controlling operating costs and for being good environmental stewards.

Program Requirements

In order to obtain a Culinary Certificate or Degree, students must pass all culinary classes with a grade of C or better.

CULN 112 Sanitation and Safety (2)
CULN 150 Fundamentals of Baking (5)
MATH 100 Survey of Mathematics or equivalent or higher (3)

Total Credits: 10

Sample Program Plan

Semester 1
10Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - CULN112 - Sanitation and Safety (2)
    - CULN150 - Fundamentals of Baking (5)
  - Complete 1 of the following
    - Completed the following:
      - MATH100 - Survey of Mathematics (3)
    - Or equivalent or higher.

Grand Total Credits: **10**

Culinary Arts (Certificate of Achievement (CA))

Description

The certificate 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

1. Demonstrate professionalism in dress, grooming, attitude, and workplace behavior that reflect standards expected of culinary and hospitality employees.
2. Demonstrate basic principles of sanitation and safety in a food service operation for safe food handling and to protect the health of the consumer.
3. Apply mathematical functions related to food service operations.
4. 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.
5. Demonstrate a variety of culinary cooking methods and techniques, following established procedures to produce classical, regional, and contemporary cuisines.
6. Demonstrate fundamental principles, methods, and techniques of baking to prepare a variety of baked goods.
7. Demonstrate professional hospitality and service standards to ensure quality guest service.
8. Examine a variety of sustainable practices in the culinary industry as a means for controlling operating costs and for being good environmental stewards.

Program Requirements

In order to obtain a Culinary Certificate or Degree, students must pass all culinary classes with a grade of C or better.

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)
CULN 150 Fundamentals of Baking (5)
CULN 224 Asian/Continental Cuisine (5)
MATH 100 Survey of Mathematics or equivalent or higher (3)
ENG 100 Composition I or equivalent (3)

Total Credits: 30

Sample Program Plan

Semester 1
17Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - CULN111 - Introduction to the Culinary Industry (2)
    - CULN112 - Sanitation and Safety (2)
    - CULN120 - Fundamentals of Cookery (5)
    - CULN125 - Fundamentals of Cookery II (5)
  - Complete 1 of the following
    - Completed the following:
      - MATH100 - Survey of Mathematics (3)
    - Or equivalent or higher.

Semester 2
13Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - CULN150 - Fundamentals of Baking (5)
    - CULN224 - Asian/Continental Cuisine (5)
  - Complete 1 of the following
    - Completed the following:
      - ENG100 - Composition I (3)
    - Or equivalent.

Grand Total Credits: **30**

Culinary Arts (Associate in Science (AS))

Description

This program is designed to provide the technical knowledge and basic skills training for students interested in a professional food service career. Program emphasis is on

providing students with theoretical knowledge reinforced with "hands-on" training. With job experience, graduates of the program have advanced to chefs, pastry chefs, kitchen managers, restaurant managers, and restaurant owners.
Program Learning Outcomes

1. Demonstrate professionalism in dress and grooming, attitude, and workplace behavior that reflect standards expected of food service industry professionals.
2. Demonstrate basic principles of sanitation and safety in a food service operation for safe food handling and to protect the health of the consumer.
3. Apply mathematical functions related to food service operations.
4. 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.
5. Demonstrate a variety of culinary cooking methods and techniques, following established procedures to produce classical, regional, and contemporary cuisines.
6. Demonstrate fundamental principles, methods, and techniques of baking to prepare a variety of baked goods.
7. Demonstrate professional hospitality and service standards to ensure quality guest service.
8. Examine a variety of sustainable practices in the culinary industry as a means for controlling operating costs and for being good environmental stewards.
9. Examine various management topics as related to food service operations.

Program Requirements

In order to obtain a Culinary Certificate or Degree, students must pass all culinary classes with a grade of C or better.

The AS degree requires 46 program credits and 15 general education credits and consists of:
CULN 111 Introduction to the Culinary Industry (2)
CULN 112 Sanitation and Safety (2)
CULN 115 Menu Planning and Merchandising (2)
CULN 273 Culinary Purchasing and Cost Control (3)
CULN 160 Dining Room Operations (5)
CULN 120 Fundamentals of Cookery (5)
CULN 125 Fundamentals of Cookery II (5)
CULN 224 Asian/Continental Cuisine (5)
CULN 150 Fundamentals of Baking (5)
CULN 223 Contemporary Cuisines (5)
CULN 241 Garde Manger II (3)
CULN 276 Human Resources Management and Supervision (2)
CULN 293C Culinary Externship (2)
MATH 100 Survey of Mathematics or equivalent or higher (3)
ENG 100 Composition I or equivalent (3)
FSHN 100 Concepts in Nutritional Science (3)
Social Science Elective (3)
Arts and Humanities Elective (3)

Total Credits: 61

Sample Program Plan

Semester 1
17Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - CULN111 - Introduction to the Culinary Industry (2)
    - CULN112 - Sanitation and Safety (2)
    - CULN120 - Fundamentals of Cookery (5)
    - CULN125 - Fundamentals of Cookery II (5)
  - Complete 1 of the following
    - Completed the following:
      - MATH100 - Survey of Mathematics (3)
    - Or equivalent or higher.

Semester 2
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - CULN150 - Fundamentals of Baking (5)
    - CULN224 - Asian/Continental Cuisine (5)
  - Complete 1 of the following
    - Completed the following:
      - ENG100 - Composition I (3)
    - Or equivalent.
  - Completed at least 3 credits from the following types of courses: Arts & Humanities elective

Semester 3
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - CULN160 - Dining Room Operations (5)
    - CULN223 - Contemporary Cuisines (5)
    - CULN273 - Culinary Purchasing and Cost Management (3)
  - Completed the following:
    - FSHN100 - Concepts in Nutritional Science (3)

Semester 4
12Total Credits

- Complete all of the following
  -

Earned a minimum grade of C in each of the following:

- CULN241 - Garde Manger II (3)
- CULN276 - Human Resources Management and Supervision in the Hospitality Industry (2)
- CULN293C - Culinary Externship (2)
- CULN115 - Menu Merchandising (2)

- Completed at least 3 credits from the following types of courses: Social Science elective

Grand Total Credits: **61**

Dining Room Supervision (Certificate of Competence (CO))

Description

This certificate provides a basic foundation for entry-level, front-of-house positions in the food and beverage industry.
Program Learning Outcomes

1. Demonstrate professionalism in dress, grooming, attitude, and workplace behavior that reflects standards expected of food service industry professionals.
2. Demonstrate basic principles of sanitation and safety in a food service operation for safe food handling and to protect the health of the consumer.
3. Apply mathematical functions related to food service operations.
4. Demonstrate professional hospitality and service standards to ensure quality guest service.
5. Examine various management topics as related to food service operations.

Program Requirements

In order to obtain a Culinary Certificate or Degree, students must pass all culinary classes with a grade of C or better.

CULN 112 - Sanitation and Safety (2)
CULN 160 - Dining Room Operations (5)
CULN 276 - Human Resources Management and Supervision in the Hospitality Industry (2)

Total Credits: 9

Sample Program Plan

Semester 1
7Total Credits

- Earned a minimum grade of C in each of the following:

  - CULN112 - Sanitation and Safety (2)
  - CULN160 - Dining Room Operations (5)

Semester 2
2Total Credits

- Earned a minimum grade of C in each of the following:
    - CULN276 - Human Resources Management and Supervision in the Hospitality Industry (2)

Grand Total Credits: **9**

Preparation Cook (Certificate of Competence (CO))

Description

The certificate provides a basic foundation for entry-level, prep cook positions in the food and beverage industry.
Program Learning Outcomes

1. Demonstrate professionalism in dress, grooming, attitude, and workplace behavior that reflects standards expected of culinary and hospitality employees.
2. Demonstrate basic principles of sanitation and safety in food service operation for safe food handling and to protect the health of the consumer.
3. Apply mathematical functions related to food service operations.
4. 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.
5. Demonstrate a variety of culinary cooking methods and techniques, following established procedures to produce classical cuisines.
6. Examine a variety of sustainable practices in the culinary industry as a means for controlling costs and for being good environmental stewards.

Program Requirements

In order to obtain a Culinary Certificate or Degree, students must pass all culinary classes with a grade of C or better.

CULN 112 - Sanitation and Safety (2)
CULN 120 - Fundamentals of Cookery (5)
CULN 125 - Fundamentals of Cookery II (5)

Total Credits: 12

Sample Program Plan

Semester 1
12Total Credits

- Earned a minimum grade of C in each of the following:
    - CULN112 - Sanitation and Safety (2)
    - CULN120 - Fundamentals of Cookery (5)

- CULN125 - Fundamentals of Cookery II (5)

Grand Total Credits: **12**

Digital Media Production

Creative Media (Academic Subject Certificate (ASC))

Description

The Academic Subject Certificate in Creative Media is designed for students who plan to earn a bachelor's degree in Animation and 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 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

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

Program Requirements

Specialization Animation and Computer Games Design and Illustration
2 different courses up to 6 credits from the list below:

- ART 113 Introduction to Drawing 3
- ART 113D Introduction to Computer Drawing 3
- ART 115D Digital Design 3

Animation Production 4 different courses up to 12 credits from the list below

- DMED 122 Web Animation 3
- DMED 140 Principles of Animation 3
- DMED 141 Introduction to 3D Animation 3
- DMED 240 Animation and Special Effects 3
- DMED 242 Character Animation 3
- DMED 243 3D Modeling and Animation 3 Technology
- ICS 111 Introduction to Computer Science I 3

Total Credits 21

Specialization Interactive Media Design and Illustration 3 credits from the list below

- ART 113 Introduction to Drawing 3
- ART 113D Introduction to Computer Drawing 3
- ART 115D Digital Design 3

Animation Production 3 credits from the list below

- DMED 122 Web Animation 3
- DMED 140 Principles of Animation 3
- DMED 141 Introduction to 3D Animation 3

Technology 5 different courses up to 15 credits

- ICS 111 Introduction to Computer Science I 3
- ICS 141 Discrete Math for Computer Science I 3
- ICS 211 Introduction to Computer Science II 3
- ICS 212 Program Structure 3
- ICS 241 Discrete Math for Computer Science II 3

Total Credits 21

Sample Program Plan

Semester 1
9Total Credits

- Complete 1 of the following
  - Animation and Computer Games Design and Illustration
    - Complete all of the following
      - Completed at least 1 of the following:
        - ART113 - Introduction to Drawing (3)
        - ART113D - Introduction to Digital Drawing (3)
        - ART115D - Introduction to 2D Digital Design (3)
      - Completed the following:
        - DMED140 - Principles of Animation (3)
        - DMED141 - Introduction to 3D Animation (3)
  - Interactive Media Design and Illustration
    - Complete all of the following
      - Completed at least 1 of the following:
        - ART113 - Introduction to Drawing (3)
        - ART113D - Introduction to Digital Drawing (3)
        - ART115D - Introduction to 2D Digital Design (3)
      - Completed the following:
        - ICS111 - Introduction to Computer Science I (3)
        - ICS141 - Discrete Mathematics for Computer Science I (3)

Semester 2
9 - 12 Total Credits

- Complete 1 of the following
  - Complete all of the following
    - Completed at least 1 of the following:
      - ART113 - Introduction to Drawing (3)
      - ART113D - Introduction to Digital Drawing (3)
      - ART115D - Introduction to 2D Digital Design (3)
    - Completed at least 2 of the following:
      - Course Not Found
      - DMED240 - Animation & Special Effects (3)
      - DMED242 - Character Animation (3)
      - DMED243 - 3D Modeling and Animation (3)
    - Completed the following:
      - ICS111 - Introduction to Computer Science I (3)

    Interactive Media Design and Illustration
  - Complete all of the following
    - Completed at least 1 of the following:
      - Course Not Found
      - DMED140 - Principles of Animation (3)
      - DMED141 - Introduction to 3D Animation (3)
    - Completed the following:
      - ICS211 - Introduction to Computer Science II (3)
      - ICS241 - Discrete Mathematics for Computer Science II (3)

Semester 3
3Total Credits

- Complete 1 of the following

  Animation and Computer Games Design and Illustration
  - No courses required.

  Interactive Media Design and Illustration
  - Completed the following:
    - ICS212 - Program Structure (3)

Grand Total Credits: **21 - 24**

Digital Art (Academic Subject Certificate (ASC))

Description

This Academic Subject Certificate in Digital Art encompasses a focus on visual art produced digitally, which emphasizes digital photography.
Program Learning Outcomes

1. Demonstrate artistic and technical quality in designing digital photographic art.
2. Demonstrate skills in art and digital media to prepare for further academic study or the workplace in digital photography.
3. Communicate effectively with customers and co-workers in an organizational setting.

Program Requirements

The courses are organized to progress the students from introductory to intermediate level competency in Digital Art/Digital Photography. All courses must be completed with a C or better grade.

Core requirement (15 credits total):
ART 101 Introduction to Visual Arts (3 credits)
ART 107D Introduction to Digital Photography (3 credits)
ART 112 Digital Art (3 credits)
ART 207D Intermediate Digital Photography (3 credits)
ART 277D Studio Photography (3 credits)

Electives (one of the following, 3 credits):
ART 115 Introduction to Design (3 credits)
ART 115D Introduction to 2D Digital Design (3 credits)
DMED 131 Introduction to Digital Video (3 credits)

Total including one elective: 18 credits

Sample Program Plan

Semester 1
9Total Credits

- Earned a minimum grade of C in each of the following:
    - ART101 - Introduction to the Visual Arts (3)
    - ART107D - Introduction to Digital Photography (3)
    - ART112 - Intro to Digital Arts (3)

Semester 2
9Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ART207D - Intermediate Digital Photography (3)
        - ART277D - Studio Photography (3)

- Complete 1 of the following
  - Earned a minimum grade of C in each of the following:
    - ART115 - Introduction to Design (3)
  - Earned a minimum grade of C in each of the following:
    - ART115D - Introduction to 2D Digital Design (3)
  - Earned a minimum grade of C in each of the following:
    - DMED131 - Introduction to Digital Video (3)

Grand Total Credits: **18**

Digital Media Production (Associate in Science (AS))

Description

The degree provides 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, Creative Media, Digital Photography, and Digital Video for the Web. Students become lifelong learners, developing the skills required for a vast array of digital media communications, graphic design, photography, two-dimensional and three-dimensional animation, and video production.
Program Learning Outcomes

1. Utilize critical-thinking and problem-solving skills for digital media projects by planning and using necessary collaborative skills.
2. Communicate in a clear and concise manner using digital media techniques appropriate for the intended audience.
3. Identify and explain digital media standards of professionalism as they pertain to personal and work-related endeavors.
4. Exhibit a portfolio of digital media projects related to the chosen specialization at the conclusion of the Associate in Science degree work.

Program Requirements

DIGITAL MEDIA PRODUCTION (60 Credits)

All core and specialization courses must be passed with a grade of "C" or better. Students must earn a cumulative 2.0 GPA or better for all required courses.

Core Requirements (12 credits)

DMED 160 Media Literacy & Ethics (3)
DMED 200 Electronic Portfolio (3)
DMED 251 Media Entrepreneurship (3)
DMED 261 Digital Media Marketing & Online Distribution (3)

General Education (15 credits)

One course Written Communication (FW) (3)
One course MATH 100 or Higher OR Quantitative Reasoning (FQ) (3)
One course Global Multicultural Perspective (FG) (3)
One course Diversification Social Sciences (DS) (3)
One Course Diversification Biological Sciences OR Physical Sciences (DB OR DP) (3)

Specialization Animation and Motion Graphics (33 credits)

ART 112 Introduction 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 and Special Effects (3)
DMED 241 3D Motion Graphics (3)
DMED 242 Character Animation (3)
DMED 243 3D Modeling and Animation (3)

Specialization Creative Media (33 credits)

ART 107D Introduction to Digital Photography (3)
ART 112 Introduction to Digital Arts (3)
ART 113 Introduction to Drawing (3)
ART 113D Introduction to Digital Drawing (3)
ART 115D Introduction to 2D Digital Design (3)
ART 123 Introduction to Painting (3)
ART 156 Digital Painting (3)
ART 166 Digital Printmaking (3)
ART 202 Digital Imaging (3)
ART 207D Intermediate Digital Photography (3)
DMED 131 Introduction to Digital Video (3)

Specialization Digital Photography (33 credits)

ART 101 Introduction to the Visual Arts (3)
ART 107D Introduction to Digital Photography (3)
ART 112 Introduction 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 131 Introduction to Digital Video (3)
DMED 150 Film Analysis and Storytelling (3)

Specialization Digital Video for the Web (33 credits)

DMED 126 Introduction to Digital Camera Operation, Composition, and Lighting Principles (3)
DMED 142 Film & Video Audio Acquisition & Recording (3)
DMED 150 Film Analysis and Storytelling (3)
DMED 151 Introduction to Film and Video Editing Principles (3)
DMED 211 Introduction to Film and Video Storytelling and Scriptwriting (3)
DMED 226 Applied Digital Camera Operation, Composition, and Lighting (3)
DMED 227 Advanced Film & Video Storytelling & Scriptwriting (3)
DMED 252 Applied Film & Video Editing & Post-Production Audio (3)
DMED 291 Film & Video Directing- Studio/Location Production (3)
DMED 292 Media Project Production (3)
DMED 294 Advanced Editing and Audio (3)

Total Credits: 60

Sample Program Plan

Semester 1
15Total Credits

- Complete 1 of the following
  - Animation & Motion Graphics
    - Complete all of the following
      - Earned a minimum grade of C in each of the following:
        - ART112 - Intro to Digital Arts (3)
        - ART113 - Introduction to Drawing (3)
        - DMED140 - Principles of Animation (3)
        - DMED160 - Media Literacy and Ethics (3)
      - Completed at least 3 credits from the following types of courses: FW
  - Digital Photography
    - Complete all of the following
      - Earned a minimum grade of C in each of the following:
        - ART101 - Introduction to the Visual Arts (3)
        - ART112 - Intro to Digital Arts (3)
        - ART107D - Introduction to Digital Photography (3)
        - DMED160 - Media Literacy and Ethics (3)
      - Completed at least 3 credits from the following types of courses: FW
  - Digital Video for the Web
    - Complete all of the following
      - Earned a minimum grade of C in each of the following:
        - DMED150 - Film Analysis & Storytelling (3)
        - DMED126 - Introduction to Digital Camera Operation, Composition, & Lighting Principles (3)

        - DMED142 - Film & Video Audio Acquisition & Recording (3)
        - DMED151 - Introduction to Film & Video Editing Principles (3)
    - Completed at least 3 credits from the following types of courses: FW

Creative Media

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ART112 - Intro to Digital Arts (3)
        - ART113 - Introduction to Drawing (3)
        - ART115D - Introduction to 2D Digital Design (3)
        - DMED160 - Media Literacy and Ethics (3)
    - Completed at least 3 credits from the following types of courses: FW

Semester 2
15Total Credits

- Complete 1 of the following

Animation & Motion Graphics

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ART113D - Introduction to Digital Drawing (3)
        - ART229 - Interface Design I (3)
        - DMED133 - Sound Design for Digital Media (3)
        - DMED141 - Introduction to 3D Animation (3)
    - Completed at least 3 credits from the following types of courses: MATH 100 or higher or any FQ

Digital Photography

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ART115D - Introduction to 2D Digital Design (3)
        - ART207D - Intermediate Digital Photography (3)
        - ART277D - Studio Photography (3)
        - DMED150 - Film Analysis & Storytelling (3)
    - Completed at least 3 credits from the following types of courses: MATH 100 or higher or any FQ

Digital Video for the Web

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - DMED160 - Media Literacy and Ethics (3)
        - DMED226 - Applied Digital Camera Operation, Composition, & Lighting (3)
        - DMED211 - Intro to Film & Video Storytelling & Scriptwriting (3)
        - DMED252 - Applied Film & Video Editing & Post-Production Audio (3)

        - Completed at least 3 credits from the following types of courses: MATH 100 or higher or any FQ

    Creative Media

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ART113D - Introduction to Digital Drawing (3)
        - ART123 - Introduction to Painting (3)
        - ART166 - Digital Printmaking (3)
        - DMED131 - Introduction to Digital Video (3)
    - Completed at least 3 credits from the following types of courses: MATH 100 or higher or any FQ

Semester 3

15Total Credits

- Complete 1 of the following

    Animation & Motion Graphics

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - DMED240 - Animation & Special Effects (3)
        - DMED242 - Character Animation (3)
        - DMED261 - Digital Media Marketing and Online Distribution (3)
    - Completed at least 3 credits from the following types of courses: FG
    - Completed at least 3 credits from the following types of courses: DP or DB

    Digital Photography

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ART202 - Digital Imaging (3)
        - ART287 - Industrial Photography (3)
        - DMED261 - Digital Media Marketing and Online Distribution (3)
    - Completed at least 3 credits from the following types of courses: FG
    - Completed at least 3 credits from the following types of courses: DP or DB

    Digital Video for the Web

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - DMED227 - Advanced Film & Video Storytelling & Scriptwriting (3)
        - DMED291 - Film & Video Directing-Studio/Location Production (3)
        - DMED294 - Advanced Editing & Audio (3)
    - Completed at least 3 credits from the following types of courses: FG
    - Completed at least 3 credits from the following types of courses:

DP or DB

Creative Media

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - ART107D - Introduction to Digital Photography (3)
    - ART156 - Digital Painting (3)
    - DMED261 - Digital Media Marketing and Online Distribution (3)
  - Completed at least 3 credits from the following types of courses: FG
  - Completed at least 3 credits from the following types of courses: DP or DB

Semester 4

15Total Credits

- Complete 1 of the following

Animation & Motion Graphics

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - DMED200 - Electronic Portfolio (3)
    - DMED243 - 3D Modeling and Animation (3)
    - DMED241 - 3D Motion Graphics (3)
    - DMED251 - Media Entrepreneurship (3)
  - Completed at least 3 credits from the following types of courses: DS

Digital Photography

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - DMED200 - Electronic Portfolio (3)
    - DMED251 - Media Entrepreneurship (3)
    - ART241 - Documentary Photography (3)
    - DMED131 - Introduction to Digital Video (3)
  - Completed at least 3 credits from the following types of courses: DS

Digital Video for the Web

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - DMED200 - Electronic Portfolio (3)
    - DMED251 - Media Entrepreneurship (3)
    - DMED261 - Digital Media Marketing and Online Distribution (3)
    - DMED292 - Media Project Production (3)
  - Completed at least 3 credits from the following types of courses: DS

Creative Media

- Complete all of the following

- Earned a minimum grade of C in each of the following:
    - ART202 - Digital Imaging (3)
    - ART207D - Intermediate Digital Photography (3)
    - DMED200 - Electronic Portfolio (3)
    - DMED251 - Media Entrepreneurship (3)
- Completed at least 3 credits from the following types of courses: DS

Grand Total Credits: **60**

Digital Media Production (Certificate of Achievement (CA))

Description

The certificate is designed to provide the student with entry-level skills or job upgrading for positions under direct supervision in Multi-Media in various specialization areas including Animation and Motion Graphics, Creative Media, Digital Photography, and Digital Video for the Web.
Program Learning Outcomes

1. Create collaborative digital media projects using critical thinking and aesthetic judgments.
2. Demonstrate proficient-level skills using design software necessary to gain entry-level employment in digital media.
3. Communicate clearly and concisely using techniques appropriate for the intended audience.
4. Compile a portfolio of projects at the conclusion of the Certificate of Achievement program.

Program Requirements

The program consists of general education courses, including written communications, as well as courses in Art and Digital Media to provide a basic foundation for entry-level jobs in the creative media industry. Admission and counseling are consistent with other programs at the college. There are no special admission requirements.

All core and specialization courses must be passed with a grade of "C" or better. Students must earn a cumulative 2.0 GPA or better for all required courses.

Certificate of Achievement in Digital Media

DMED Core (9 credits)

DMED 160 Media Literacy & Ethics (3)
DMED 200 Electronic Portfolio (3)
DMED 251 Media Entrepreneurship (3) or DMED 261 Digital Media Marketing & Online Distribution (3)

General Education (6 credits)

Written Communication (FW) (3)
MATH 100 or Higher or Any Quantitative Reasoning (FQ) (3)

Elective (15 credits)

Choose five courses within your chosen DMED specialization below (15)

Specialization in Animation and Motion Graphics
ART 112 Introduction 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 and Special Effects (3)
DMED 241 3D Motion Graphics (3)
DMED 242 Character Animation (3)
DMED 243 3D Modeling and Animation (3)

Specialization Creative Media
ART 107D Introduction to Digital Photography (3)
ART 112 Introduction to Digital Arts (3)
ART 113 Introduction to Drawing (3)
ART 113D Introduction to Digital Drawing (3)
ART 115D Introduction to 2D Digital Design (3)
ART 123 Introduction to Painting (3)
ART 156 Digital Painting (3)
ART 166 Digital Printmaking (3)
ART 202 Digital Imaging (3)
ART 207D Intermediate Digital Photography (3)
DMED 131 Introduction to Digital Video (3)

Specialization Digital Photography
ART 101 Introduction to the Visual Arts (3)
ART 107D Introduction to Digital Photography (3)
ART 112 Introduction 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 131 Introduction to Digital Video (3)
DMED 150 Film Analysis and Storytelling (3)

Specialization Digital Video for the Web
DMED 126 Introduction to Digital Camera Operation, Composition, and Lighting Principles (3)
DMED 142 Film & Video Audio Acquisition & Recording (3)

DMED 150 Film Analysis and Storytelling (3)
DMED 151 Introduction to Film and Video Editing Principles (3)
DMED 211 Introduction to Film and Video Storytelling and Scriptwriting (3)
DMED 226 Applied Digital Camera Operation, Composition, and Lighting (3)
DMED 227 Advanced Film & Video Storytelling & Scriptwriting (3)
DMED 252 Applied Film & Video Editing & Post-Production Audio (3)
DMED 291 Film & Video Directing- Studio/Location Production (3)
DMED 292 Media Project Production (3)
DMED 294 Advanced Editing and Audio (3)

Total Credits: 30

Sample Program Plan

Semester 1
12Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - DMED160 - Media Literacy and Ethics (3)
  - Completed at least 3 credits from the following types of courses: FW
    Electives
  - Complete 1 of the following
    - Completed at least 2 courses from the following:
      - DMED Animation & Motion Graphics
        - ART112 - Intro to Digital Arts (3)
        - ART113 - Introduction to Drawing (3)
        - ART113D - Introduction to Digital Drawing (3)
        - ART229 - Interface Design I (3)
        - DMED133 - Sound Design for Digital Media (3)
        - DMED140 - Principles of Animation (3)
        - DMED141 - Introduction to 3D Animation (3)
        - DMED240 - Animation & Special Effects (3)
        - DMED241 - 3D Motion Graphics (3)
        - DMED242 - Character Animation (3)
        - DMED243 - 3D Modeling and Animation (3)
    - Completed at least 2 courses from the following:
      - DMED Digital Photography
        - ART101 - Introduction to the Visual Arts (3)
        - ART107D - Introduction to Digital Photography (3)
        - ART112 - Intro to Digital Arts (3)
        - ART115D - Introduction to 2D Digital Design (3)
        - ART202 - Digital Imaging (3)
        - ART207D - Intermediate Digital Photography (3)
        - ART241 - Documentary Photography (3)

        - ART277D - Studio Photography (3)
        - ART287 - Industrial Photography (3)
        - DMED131 - Introduction to Digital Video (3)
        - DMED150 - Film Analysis & Storytelling (3)
    - Completed at least 2 courses from the following:

    - DMED Digital Video for the Web
        - DMED126 - Introduction to Digital Camera Operation, Composition, & Lighting Principles (3)
        - DMED142 - Film & Video Audio Acquisition & Recording (3)
        - DMED150 - Film Analysis & Storytelling (3)
        - DMED151 - Introduction to Film & Video Editing Principles (3)
        - DMED211 - Intro to Film & Video Storytelling & Scriptwriting (3)
        - DMED226 - Applied Digital Camera Operation, Composition, & Lighting (3)
        - DMED227 - Advanced Film & Video Storytelling & Scriptwriting (3)
        - DMED252 - Applied Film & Video Editing & Post-Production Audio (3)
        - DMED291 - Film & Video Directing-Studio/Location Production (3)
        - DMED292 - Media Project Production (3)
        - DMED294 - Advanced Editing & Audio (3)
    - Completed at least 2 courses from the following:

    - DMED Creative Media
        - ART107D - Introduction to Digital Photography (3)
        - ART112 - Intro to Digital Arts (3)
        - ART113 - Introduction to Drawing (3)
        - ART113D - Introduction to Digital Drawing (3)
        - ART115D - Introduction to 2D Digital Design (3)
        - ART123 - Introduction to Painting (3)
        - ART156 - Digital Painting (3)
        - ART166 - Digital Printmaking (3)
        - ART202 - Digital Imaging (3)
        - ART207D - Intermediate Digital Photography (3)
        - DMED131 - Introduction to Digital Video (3)

Semester 2
12Total Credits

- Complete all of the following
    - Completed at least 3 credits from the following types of courses: MATH 100 or higher or any FQ
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:

        - DMED251 - Media Entrepreneurship (3)
        - Earned a minimum grade of C in each of the following:

        - DMED261 - Digital Media Marketing and Online Distribution (3)

Electives

- Complete 1 of the following
  - Completed at least 2 courses from the following:

    - DMED Animation & Motion Graphics
      - ART112 - Intro to Digital Arts (3)
      - ART113 - Introduction to Drawing (3)
      - ART113D - Introduction to Digital Drawing (3)
      - ART229 - Interface Design I (3)
      - DMED133 - Sound Design for Digital Media (3)
      - DMED140 - Principles of Animation (3)
      - DMED141 - Introduction to 3D Animation (3)
      - DMED240 - Animation & Special Effects (3)
      - DMED241 - 3D Motion Graphics (3)
      - DMED242 - Character Animation (3)
      - DMED243 - 3D Modeling and Animation (3)
  - Completed at least 2 courses from the following:

    - DMED Digital Photography
      - ART101 - Introduction to the Visual Arts (3)
      - ART107D - Introduction to Digital Photography (3)
      - ART112 - Intro to Digital Arts (3)
      - ART115D - Introduction to 2D Digital Design (3)
      - ART202 - Digital Imaging (3)
      - ART207D - Intermediate Digital Photography (3)
      - ART241 - Documentary Photography (3)
      - ART277D - Studio Photography (3)
      - ART287 - Industrial Photography (3)
      - DMED131 - Introduction to Digital Video (3)
      - DMED150 - Film Analysis & Storytelling (3)
  - Completed at least 2 courses from the following:

    - DMED Digital Video for the Web
      - DMED126 - Introduction to Digital Camera Operation, Composition, & Lighting Principles (3)
      - DMED142 - Film & Video Audio Acquisition & Recording (3)
      - DMED150 - Film Analysis & Storytelling (3)
      - DMED151 - Introduction to Film & Video Editing Principles (3)
      - DMED211 - Intro to Film & Video Storytelling & Scriptwriting (3)
      - DMED226 - Applied Digital Camera Operation, Composition, & Lighting (3)
      - DMED227 - Advanced Film & Video Storytelling & Scriptwriting (3)
      - DMED252 - Applied Film & Video Editing & Post-Production Audio (3)
      - DMED291 - Film & Video Directing-Studio/Location Production (3)
      - DMED292 - Media Project Production (3)
      - DMED294 - Advanced Editing & Audio (3)
  - Completed at least 2 courses from the following:

- DMED Creative Media
  - ART107D - Introduction to Digital Photography (3)
  - ART112 - Intro to Digital Arts (3)
  - ART113 - Introduction to Drawing (3)
  - ART113D - Introduction to Digital Drawing (3)
  - ART115D - Introduction to 2D Digital Design (3)
  - ART123 - Introduction to Painting (3)
  - ART156 - Digital Painting (3)
  - ART166 - Digital Printmaking (3)
  - ART202 - Digital Imaging (3)
  - ART207D - Intermediate Digital Photography (3)
  - DMED131 - Introduction to Digital Video (3)

Semester 3
6Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - DMED200 - Electronic Portfolio (3)

  Electives
  - Complete 1 of the following
    - Completed at least 1 courses from the following:
      - DMED Animation & Motion Graphics
        - ART112 - Intro to Digital Arts (3)
        - ART113 - Introduction to Drawing (3)
        - ART113D - Introduction to Digital Drawing (3)
        - ART229 - Interface Design I (3)
        - DMED133 - Sound Design for Digital Media (3)
        - DMED140 - Principles of Animation (3)
        - DMED141 - Introduction to 3D Animation (3)
        - DMED240 - Animation & Special Effects (3)
        - DMED241 - 3D Motion Graphics (3)
        - DMED242 - Character Animation (3)
        - DMED243 - 3D Modeling and Animation (3)
    - Completed at least 1 courses from the following:
      - DMED Digital Photography
        - ART101 - Introduction to the Visual Arts (3)
        - ART107D - Introduction to Digital Photography (3)
        - ART112 - Intro to Digital Arts (3)
        - ART115D - Introduction to 2D Digital Design (3)
        - ART202 - Digital Imaging (3)
        - ART207D - Intermediate Digital Photography (3)
        - ART241 - Documentary Photography (3)
        - ART277D - Studio Photography (3)
        - ART287 - Industrial Photography (3)
        - DMED131 - Introduction to Digital Video (3)
        - DMED150 - Film Analysis & Storytelling (3)

- Completed at least 1 courses from the following:

- DMED Digital Video for the Web
  - DMED126 - Introduction to Digital Camera Operation, Composition, & Lighting Principles (3)
  - DMED142 - Film & Video Audio Acquisition & Recording (3)
  - DMED150 - Film Analysis & Storytelling (3)
  - DMED151 - Introduction to Film & Video Editing Principles (3)
  - DMED211 - Intro to Film & Video Storytelling & Scriptwriting (3)
  - DMED226 - Applied Digital Camera Operation, Composition, & Lighting (3)
  - DMED227 - Advanced Film & Video Storytelling & Scriptwriting (3)
  - DMED252 - Applied Film & Video Editing & Post-Production Audio (3)
  - DMED291 - Film & Video Directing-Studio/Location Production (3)
  - DMED292 - Media Project Production (3)
  - DMED294 - Advanced Editing & Audio (3)
- Completed at least 1 courses from the following:

- DMED Creative Media
  - ART107D - Introduction to Digital Photography (3)
  - ART112 - Intro to Digital Arts (3)
  - ART113 - Introduction to Drawing (3)
  - ART113D - Introduction to Digital Drawing (3)
  - ART115D - Introduction to 2D Digital Design (3)
  - ART123 - Introduction to Painting (3)
  - ART156 - Digital Painting (3)
  - ART166 - Digital Printmaking (3)
  - ART202 - Digital Imaging (3)
  - ART207D - Intermediate Digital Photography (3)
  - DMED131 - Introduction to Digital Video (3)

Grand Total Credits: **30**

Digital Photography (Certificate of Competence (CO))

Description

The Certificate of Competence in Digital Photography 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

1. Produce and process attention-grabbing photos with current electronic photographic tools.
2. Identify complex problems and review related information to develop and evaluate options and implement solutions.
3. Demonstrate proficiency in the use of Digital Photography hardware and software.

Program Requirements

The program is comprised of three courses.
ART 107D Introduction to Digital Photography
ART 112 Digital Art
ART 207D Intermediate Photography

These classes already exist and are taught at Leeward CC on a regular basis. They also form a part of the DMED program requirements. This certificate will use the same admission, advising, and counseling resources as other programs.

Sample Program Plan

Semester 1
6Total Credits
- Completed the following:
    - ART107D - Introduction to Digital Photography (3)
    - ART112 - Intro to Digital Arts (3)

Semester 2
3Total Credits
- Completed the following:
    - ART207D - Intermediate Digital Photography (3)

Grand Total Credits: **9**

Digital Video (Certificate of Competence (CO))

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

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

Program Requirements

The program is comprised of three courses. Students must earn a C or better grade for the required courses.

DMED 150 - Film Analysis and Storytelling (3)
DMED 126 - Intro to Digital Cam Operation, Composition, and Lighting Principles (3)
DMED 151 - Intro to Film and Video to Editing Principles (3)

Total Credits: 9

These courses form a part of the DMED program requirements. This certificate will use the same admission, advising, and counseling resources as other programs.

Sample Program Plan

Semester 1
9Total Credits

- Earned a minimum grade of C in each of the following:
    - DMED150 - Film Analysis & Storytelling (3)
    - DMED126 - Introduction to Digital Camera Operation, Composition, & Lighting Principles (3)
    - DMED151 - Introduction to Film & Video Editing Principles (3)

Grand Total Credits: **9**

Graphic Design (Certificate of Competence (CO))

Description

The Certificate of Competence in Graphic Design provides students with training in practical, technical and theoretical skills used by graphic arts and allied industries in the areas of publication and print promotion.
Program Learning Outcomes

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

Program Requirements

The program is comprised of three courses.

1. ART 112 - Digital Art
2. ART 113D - Introduction to Computer Drawing
3. ART 221 - Design for Print and Web

These classes already exist and are taught at Leeward Community College on a regular basis. They also form a part of the DMED program requirements. This certificate will use the same admission, advising, and counseling resources as other programs.

Sample Program Plan

Semester 1
6Total Credits
- Completed the following:
    - ART112 - Intro to Digital Arts (3)
    - ART113D - Introduction to Digital Drawing (3)

Semester 2
3Total Credits
- Completed the following:
    - ART221 - Design for Print and Web (3)

Grand Total Credits: **9**

Motion Graphics (Certificate of Competence (CO))

Description

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

1. Produce attention-grabbing communication motion graphics for film, television, music videos, and the Web while meeting industry standard specifications.
2. Identify complex problems and review related information to develop and evaluate options and implement solutions.
3. Demonstrate proficiency in the use of motion graphics software and hardware.

Program Requirements

The program is comprised of three courses.

DMED 140 - Principles of Animation
DMED 240 - Animation and Special Effects
DMED 141 - Intro to 3-D Animation & Visual Effects

These classes already exist and are taught at Leeward CC on a regular basis. They also form a part of the DMED program requirements. This certificate will use the same admission, advising, and counseling resources as other programs.

Sample Program Plan

Semester 1
6Total Credits
- Completed the following:
    - DMED140 - Principles of Animation (3)

    - DMED141 - Introduction to 3D Animation (3)

Semester 2
3Total Credits

- Completed the following:
    - DMED240 - Animation & Special Effects (3)

Grand Total Credits: **9**

Education

Advanced Professional Certificate in Special Education (Advanced Professional Certificate (APC))

Description

The Advanced Professional Certificate in SPED is a 19 cr. certificate for those with a bachelor-level degree in any field which leads to recommendation for licensure to teach SPED.
Program Learning Outcomes

1. Explain special education policies, procedures and legal requirements regarding students with disabilities.
2. 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.
3. Design individualized educational programs that have a repertoire of instructional strategies, accommodations, assessment techniques and procedures that are appropriate for students with disabilities.
4. Explain strategies for collaborating with families and other professionals to further student learning.
5. Identify how to access resources and assistive technologies to support student learning, and to provide transition support to help students maintain continuous progress toward their educational goals.

Program Requirements

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) for application. To earn an Advanced Professional Certificate, candidates must achieve a GPA of 2.0 or higher and earn at least a C grade for all courses applicable to the certificate.

Year 1
Fall (6cr)
ED 330: SPED Law and IEP Development (3 cr)
ED 331: SPED Assessment (3 cr)

Spring (9cr)
ED 332: ELA Interventions (3 cr)
ED 334: ED Tech for Students with Exceptionalities (3 cr)
ED 335: Participating in a Professional Community (3 cr)

*ED 330, 331, 332, 334, 335 each requires 22 hours of field experience in a SPED placement in the grade level of licensure they intend to pursue (PK-3, K-6, 6-12)

Year 2

Fall: (4 cr)
ED 393S: Practicum II (1 cr) Full-time student teaching-15 weeks; Clinical Practice: 420 hours
ED 336: Student Teaching Portfolio (3 cr)
Total 19 cr.

Sample Program Plan

Semester 1
6Total Credits

- Completed the following:
    - ED330 - SPED Law and IEP Development (3)
    - ED331 - Special Education Assessment (3)

Semester 2
9Total Credits

- Completed the following:
    - ED332 - English Language Arts Instruction and Interventions (3)
    - ED334 - Participating in a Professional Community (3)
    - ED335 - Educational Technology for the Inclusive Classroom (3)

Semester 3
4Total Credits

- Completed the following:
    - ED393S - Practicum II (1)
    - ED336 - Student Teaching Portfolio (3)

Grand Total Credits: **19**

Alternative Certification in Teaching, Track 1 (Certificate of Competence (CO))

Description

The Certificate prepares candidates to become licensed CTE teachers in secondary (grades 6-12) classrooms. To enter, candidates must possess curricular content knowledge relevant to their Career and Technical Education (CTE) pathway. This is demonstrated through industry experience and/or appropriate academic degrees. This alternative, accelerated teacher preparation program recommends program completers for the State of

Hawai‘i teaching licensure in the following fields: 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

1. Demonstrate caring practice, professional improvement, ethical decision-making, and compliant behavior.
2. Demonstrate professional practice, behavior, and ethics of a teacher.
3. Collaborate with students, colleagues, schools, and families to support learners.
4. Plan effective curriculum and assessment.
5. Demonstrate effective instructional practice.
6. Use data and assessment to support learning, adapt instruction, and accommodate learner needs.
7. Evaluate teaching and learning practices as a basis for making professional decisions and growth.

Program Requirements

All foundational courses are offered online and asynchronous. This accommodates candidates employed in HIDOE classrooms and provides access to candidates statewide. The accelerated Track I program can be completed within three semesters.

Students must pass all courses with a grade of C or better.

Track I - 14 credits (12 credits of coursework; 2 credits of field practicum)

- *Core Requirement*
  - ED 310A - Classroom Management within the Instructional Process for CTE Teacher Candidates (3)
  - ED 311A - Foundations of Inclusion in Teaching or Foundations of Inclusion in Teaching for CTE Teacher Candidates (3)
  - ED 312A - Educational Psychology or Educational Psychology for CTE Teacher (3)
  - ED 393P - Field Practicum I: Alternative Certification for CTE Teacher Licensure (1)
  - ED 393S - Field Practicum II (1)

- *Electives* (Only one (1) of the following is required)
  - ED 315 - Safety in the CTE Classroom (3) **or**
  - ED 316 - Educational Technology in CTE (3)

The course curriculum utilizes a clinical approach, where assessments in each education course require candidates to demonstrate the practical application of content and pedagogical knowledge. Assessments are driven by Course Learning Outcomes (CLOs) aligned to professional standards and licensure requirements. Candidates will demonstrate proficiency in all focus areas through various means, such as projects, document analysis, development of structures in the classroom environment aligned with professional expectations, standards-based curriculum, lesson planning, case studies, the development of professional portfolios, mentoring, and field practicum experiences all leading to licensure as a career and technical education (CTE) teacher at the secondary level (grades 6-12).

Admission for Track I requires students to complete an application for admittance to Leeward Community College, an application to the program, an intake form for the Teacher Education Program counselor, and to provide all required documentation. Upon successful review of the documentation and admission to the program, the program coordinator will work with the candidate to determine the individual plan for successful program completion (length of time, number of courses per semester).

The practicum experience (taking place over two academic semesters and two courses), ED 393P and ED 393S, requires candidates to meet with a college supervisor a minimum of 5 times at their school placement site. Additional orientation and completion meetings may be required. The meetings focus on the candidate's curricular cycle and needs. They generally include a pre-observation meeting for documentation and expectations, at least one hour of classroom instructional observation, and a debrief meeting. Observations in the field are initially focused on mentoring (ED 393P) and move progressively toward candidate performance of observable outcome measures (ED 393S). Each observation cycle opens with orientation and relationship-building sessions and is capped with a debrief meeting with candidates to ensure they are meeting expectations and prepared for licensure—candidates must complete the exit portfolio in preparation for licensure recommendations.

Candidates hired by HIDOE or another secondary school during the program will complete these requirements in their assigned CTE middle or secondary classroom with the on-site mentoring completed by the Leeward CC College Supervisor, CTE department chair, or other HIDOE/school designee. The Program Coordinator will place all other candidates at their practicum sites, with on-site mentoring provided by the Leeward CC College Supervisor and the Mentor Teacher or other HIDOE/school designee.

Sample Program Plan

Semester 1
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ED310A - Classroom Management within the Instructional Process for CTE Teacher Candidates (3)
    - ED311A - Foundations of Inclusion in Teaching for CTE Teacher Candidates (3)

Semester 2
4Total Credits

- Earned a minimum grade of C in each of the following:
    - ED312A - Educational Psychology for CTE Teacher Candidates (3)
    - ED393P - Practicum I: Alternative Certification for CTE Teacher Licensure (1)

Semester 3
4Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:

        - ED393S - Practicum II (1)
    - Complete 1 of the following
        -
            Earned a minimum grade of C in each of the following:

            - ED315 - Safety in CTE Classrooms (3)
        -
            Earned a minimum grade of C in each of the following:

            - ED316 - Educational Technology in CTE Classrooms (3)

Grand Total Credits: **14**

Alternative Certification in Teaching, Track 2 (Certificate of Competence (CO))

Description

The Certificate prepares candidates to become licensed CTE teachers in secondary (grades 6-12) classrooms. To enter, candidates must possess curricular content knowledge relevant to their Career and Technical Education (CTE) pathway. This is demonstrated through industry experience and/or appropriate academic degrees. This alternative, accelerated teacher preparation program recommends program completers for the State of Hawai‘i teaching licensure in the following fields: 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

1. Demonstrate caring practice, professional improvement, ethical decision-making, and compliant behavior.
2. Demonstrate professional practice, behavior, and ethics of a teacher.
3. Collaborates with students, colleagues, schools, and families to support learners.
4. Plan effective curriculum and assessment.
5. Demonstrate effective instructional practice.
6. Use data and assessment to support learning, adapt instruction, and accommodate learner needs.
7. Evaluate teaching and learning practices as a basis for making professional decisions and growth.

Program Requirements

All foundational courses are offered online. This accommodates candidates employed in HIDOE classrooms and provides access to candidates statewide. The accelerated Track II program can be completed within four semesters.

Students must pass all courses with a grade of C or better.

Track II - 20 credits (18 credits of coursework; 2 credits of field practicum)

- *Core Requirement*
    - ED 291 - Developing Language and Literacy I (3)

    - ED 277 - Introduction to Multicultural Education (3)
    - ED 310A - Classroom Management within the Instructional Process for CTE Teacher Candidates (3)
    - ED 311A - Foundations of Inclusion in Teaching or Foundations of Inclusion in Teaching for CTE Teacher Candidates (3)
    - ED 312A - Educational Psychology or Educational Psychology for CTE Teacher (3)
    - ED 393P - Field Practicum I: Alternative Certification for CTE Teacher Licensure (1)
    - ED 393S - Field Practicum II (1)

- *Electives* (Only one (1) of the following is required)
    - ED 315 - Safety in the CTE Classroom (3) **or**
    - ED 316 - Educational Technology in CTE (3)

The course curriculum utilizes a clinical approach, where assessments in each education course require candidates to demonstrate the practical application of content and pedagogical knowledge. Assessments are driven by Course Learning Outcomes (CLOs) aligned to professional standards and licensure requirements. Candidates will demonstrate proficiency in all focus areas through various means, such as projects, document analysis, development of structures in the classroom environment aligned with professional expectations, standards-based curriculum, lesson planning, case studies, the development of professional portfolios, mentoring, and field practicum experiences all leading to licensure as a career and technical education (CTE) teacher at the secondary level (grades 6-12).

Admission for Track II requires students to complete an application for admittance to Leeward Community College, an application to the program, an intake form for the Teacher Education Program counselor, and to provide all required documentation. The Teacher Education counselor and program coordinator ensure that all documentation is provided before admittance to the program. Upon successful review of the documentation and admission to the program, the program coordinator will work with the candidate to determine the individual plan for successful program completion (length of time, number of courses per semester). The program coordinator acts as the field director statewide, ensuring placement for the two semesters of practicum.

The practicum experience (taking place over two academic semesters and two courses), ED 393P and ED 393S, requires candidates to meet with a college supervisor a minimum of 5 times at their school placement site. Additional orientation and completion meetings may be required. The meetings focus on the candidate's curricular cycle and needs. They generally include a pre-observation meeting for documentation and expectations, at least one hour of classroom instructional observation, and a debrief meeting. Observations in the field are initially focused on mentoring (ED 393P) and move progressively toward candidate performance of observable outcome measures (ED 393S). Each observation cycle opens with orientation and relationship-building sessions and is capped with a debrief meeting with candidates to ensure they are meeting expectations and prepared for licensure—candidates must complete the exit portfolio in preparation for licensure recommendations.

Candidates hired by HIDOE or another secondary school during the program will complete these requirements in their assigned CTE middle or secondary classroom with the on-site

mentoring completed by the Leeward CC College Supervisor, CTE department chair, or other HIDOE/school designee. The Program Coordinator will place all other candidates at their practicum sites, with on-site mentoring provided by the Leeward CC College Supervisor and the Mentor Teacher or other HIDOE/school designee.

Sample Program Plan

Semester 1
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ED310A - Classroom Management within the Instructional Process for CTE Teacher Candidates (3)
    - ED311A - Foundations of Inclusion in Teaching for CTE Teacher Candidates (3)

Semester 2
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ED291 - Developing Language and Literacy I (3)
    - ED277 - Introduction to Multicultural Education (3)

Semester 3
4Total Credits

- Earned a minimum grade of C in each of the following:
    - ED312A - Educational Psychology for CTE Teacher Candidates (3)
    - ED393P - Practicum I: Alternative Certification for CTE Teacher Licensure (1)

Semester 4
4Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ED393S - Practicum II (1)
    - Completed at least 1 of the following:
        - ED316 - Educational Technology in CTE Classrooms (3)
        - ED315 - Safety in CTE Classrooms (3)

Grand Total Credits: **20**

Culturally Responsive Teaching (Certificate of Competence (CO))

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 inservice teachers. The certificate will provide a microcredential and preparation for students planning careers in teaching as well as provide professional development and career advancement for current inservice teachers. Upon completion of this program students will be able to: - Identify indigenous educational frameworks and teaching practices and the impact on Native Hawaiian and other diverse populations. - Analyze language development and reflect on the connection between language, identity and learning - Examine strategies to reduce prejudice and stereotypes through lesson planning and curriculum design - Design and implement standards-based, place-based and culture-based curriculum - Demonstrate understanding of Hawaiian thought and worldview through Hawaiian language expression and various modes of communication - Develop a basic vocabulary of Hawaiian words, images, and phrases through 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, sovereignty
Program Learning Outcomes

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

Program Requirements

Students can obtain this certificate simultaneously with course work toward their AST degree. All four courses in this certificate apply to the AST degree. A minimum of 2.0 GPA is required.

The certificate contains these courses:

- HAW 101 (Elementary Hawaiian I) 4 credits
- HWST 107 (Hawai'i: Center of the Pacific) 3 credits
- ED237 (Indigenous Perspectives in Teaching) 3 credits
- ED277 (Introduction to Multicultural Education) 3 credits

Sample Program Plan

Semester 1
13Total Credits

- Completed the following:
    - HWST107 - Hawai'i: Center of the Pacific (3)
    - HAW101 - Elementary Hawaiian I (4)
    - ED277 - Introduction to Multicultural Education (3)

    - ED237 - Indigenous Perspectives in Teaching (3)

Grand Total Credits: **13**

Special Education Certificate of Competence II (Certificate of Competence (CO))

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. The certificate is for candidates who have completed an associate-level degree and includes five 3-credits upper division special education courses and a 1-credit course in either behavior analytic training or professional collaboration. The certificate is not a licensure program in itself, but includes coursework that is part of an official articulation agreement for a 4-year degree leading to SPED teacher licensure.
Program Learning Outcomes

1. Describe special education rules and regulations.
2. Describe ethical codes and related professional standards in special education.
3. Develop Individual Education Programs (IEP) through examination of required elements of IEPs and simulated IEP team scenarios.
4. 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).
5. Describe the organizational, personal, and interpersonal aspects of working as a teacher in schools.
6. Identify the preparation required for membership and leadership in a professional learning community and for continuing professional growth.

Program Requirements

(1cr) ED 143: Registered Behavior Technician Training Credential (formerly offered as ED 298B) or (1cr) ED 282C:

- Collaboration and Teaming Lab (formerly ED 298L and ED 282L) (3cr)
- ED 330: SPED Law and IEP Development (3cr)
- ED 331: SPED Assessment (3cr)
- ED 332: ELA Instruction and Interventions (3cr)
- ED 334: Participating in a Professional Community (3cr)
- ED 335: Educational Technology for Students with Exceptionalities

Sample Program Plan

Semester 1
16Total Credits

- Complete all of the following
  - Completed the following:
    - ED330 - SPED Law and IEP Development (3)
    - ED331 - Special Education Assessment (3)
    - ED332 - English Language Arts Instruction and Interventions (3)
    - ED334 - Participating in a Professional Community (3)
    - ED335 - Educational Technology for the Inclusive Classroom (3)
  - Completed at least 1 of the following:
    - ED143 - Registered Behavior Technician Training Credential (1)
    - ED282C - Collaboration and Teaming Practicum (1)

Grand Total Credits: **16**

Special/Inclusive Education Certificate (Certificate of Competence (CO))

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. Upon completion of the certificate, the student will be able to: Describe characteristics of children with disabilities and developmental milestones for typically developing children. Plan and deliver instruction appropriate to including children with disabilities within the general curriculum. Communicate with parents/guardians using culturally and linguistically diverse strategies to meet students; instructional goals and create individualized education plans (IEP). Apply evidence-based practices (EBPs) to assess student learning, use appropriate instructional strategies for tiered levels of intervention, 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. The Special /Inclusive Education Certificate of Competence contains 6 courses for a total of 16 credits. These six classes are taught at Leeward Community College at least once a year and will be offered online and face to face. They also form a part of the AAT program requirements. This certificate will use the same admission, advising, and counseling resources as the AAT programs. Core Content includes: ED 284 Foundation of Inclusion in Teaching (3 credits). This course provides essential knowledge of special education history, law and policies that teachers and paraeducators must comply with in their everyday practice. ED 282 Collaboration and Working in the Multidisciplinary Team (3 credits) focuses on understanding roles and responsibilities in working with special education and related service professionals, which is an essential component in today's inclusive classrooms and a requirement to collaborate with multiple members of the interdisciplinary team for a student's Individual Educational Plan (IEP). ED 282B: Collaboration and Working in the Multidisciplinary Team Lab (1 credit) or ED 143 (formerly ED 298B and ED 281) : RBT

Training Credential (1 credit) equips students to deliver Applied Behavioral Analysis therapy for students with behavioral needs. ED 283 Partnership with Culturally and Linguistically Diverse Families (3 credits) focuses on the skills necessary for working effectively with families of students with disabilities and transition planning. ED 285 Classroom Management (3 credits) will build skills for effectively managing behaviors within the general classroom setting. ED 289 Educational Psychology (3 credits) focuses on developmentally appropriate instructional design and delivery. All six courses in the core content combine both skills and application so that the candidates for the certificate can be well equipped to meet the new demands of today's classroom environment.
Program Learning Outcomes

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

Program Requirements

The Special /Inclusive Education Certificate of Competence contains 6 courses for a total of 16 credits. These six classes are taught at Leeward Community College at least once a year and will be offered online and face to face. They also form a part of the AAT program requirements.

This certificate will use the same admission, advising, and counseling resources as the AAT programs.

Core Content includes:

- ED 282 Collaboration and Working in the Multidisciplinary Team (3 credits) focuses on understanding roles and responsibilities in working with special education and related service professionals, which is an essential component in today's inclusive classrooms and a requirement to collaborate with multiple members of the interdisciplinary team for a student's Individual Educational Plan (IEP).
- ED 282B: Collaboration and Working in the Multidisciplinary Team Lab (1 credit) or ED 143: Registered Behavior Technician Training (1 credit) focuses on delivering applied behavioral analysis for individuals with behavioral needs.
- ED 283 Partnership with Culturally and Linguistically Diverse Families (3 credits) focuses on the skills necessary for working effectively with families of students with disabilities and transition planning.
- ED 284 Foundation of Inclusion in Teaching (3 credits). This course provides essential knowledge of special education history, law and policies that teachers and paraeducators must comply with in their everyday practice.

- ED 285 Classroom Management (3 credits) will build skills for effectively managing behaviors within the general classroom setting.
- ED 289 Educational Psychology (3 credits) focuses on developmentally appropriate instructional design and delivery.

All six courses in the core content combine both skills and application so that the candidates for the certificate can be well equipped to meet the new demands of today's classroom environment.

Sample Program Plan

Semester 1
9Total Credits

- Completed the following:
    - ED283 - Family-Professional Partnerships in Education (3)
    - ED284 - Foundations of Inclusion in Teaching (3)
    - ED285 - Classroom Management in the Instructional Process (3)

Semester 2
7Total Credits

- Complete all of the following
    - Completed the following:
        - ED282 - Collaboration: Roles and Responsibilities as a Member of the Multidisciplinary Team (3)
        - ED289 - Educational Psychology (3)
    - Completed at least 1 of the following:
        - ED143 - Registered Behavior Technician Training Credential (1)
        - ED282C - Collaboration and Teaming Practicum (1)

Grand Total Credits: **16**

Teaching (Associate in Science (AS))

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

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

2. 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.
3. 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.
4. 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.

Program Requirements

The Associate in Science in Teaching (AST) degree provides the opportunity for students to jump start their professional teaching career path by offering education courses embedded with field experiences in education which blends theory with practical application.

The AST degree is 62 credit which includes a rigorous core of pre-professional education and general education courses, development and presentation of a teaching portfolio aligned with the Hawai`i Teacher Standards Board standards demonstrating effective teaching practice. *Students must earn a cumulative 2.0 GPR or better for all courses used to meet AS degree requirements. Students must earn a C or better grade for all core ED courses.*

The AST program is designed to be flexible with courses offered statewide via distance learning and in person at the Leeward CC Pearl City and Leeward CC Wai`anae Moku campuses.

The AST program is outlined as follows:

I. Core education courses (13 credits) NOTE: All are offered every semester, in class and on-line.

ED 285 Classroom Management within the Instructional Process (WI) (3 cr)
ED 290 Foundations of Education (WI) (3 cr)
ED 291 Developing Language and Literacy I (3 cr)
ED 277 Introduction to Multicultural Education (3 cr)
ED 295 Field Experience in Education (1 cr)

II. Education Electives (minimum 9 credits*) NOTE: At least four electives are offered each semester in class and/or on-line.

ED 100 Introduction to Education and Teaching (3cr)
ED 237 Indigenous Perspectives in Teaching (3cr)
ED 279 Educational Media and Technology (3cr)
ED 282 Collaboration and Teaming (3cr)
ED 282C Collaboration and Teaming Practicum (1cr)
ED 283 Partnerships with Families (3cr)
ED 284 Foundations of Inclusion in Teaching (3cr)
ED 289 Educational Psychology (3cr)
ED 296 Introduction to Art, Music and Movement (3cr)

MATH 111 Math for Elementary Education Teachers I (3cr)
HAW 101 Elementary Hawaiian I (4cr)

III. General Education Foundations and Diversifications (25 credits)

FW: ENG 100 or ENG 100E (or any approved FW course) (3cr)

FQ: PHIL 111, or Math 100, 103, 112 or higher (or any approved FQ course) (3cr)

FG: One course from two different groups of approved FG courses (6cr)
A. ANTH 151, ART 175, HIST 151
B. ANTH 152, ART 176, HIST 152, BUSN 277, BUSN 279, GEO 102
C. GEO 151, MUS 107, REL 150

Diversification Arts: 3 credits of any approved Diversification Arts (DA)

Diversification Social Sciences: 3 credits of any approved Diversification Social Sciences (DS), not from the PSY discipline
Diversification Natural Sciences: 3 credits of any approved Diversification Biological Science (DB) 3 credits of any approved Diversification Physical Science (DP) 1 credit of any approved Lab science (DY); the lab must match the DB or DP course

Graduation Requirements (15 credits) ENG 200 (3 cr) HWST 107 (3 cr) PSY 100 (3 cr) PSY 240 or HDFS 230 (3 cr) SP 151, 251, or COM 210H (3 cr)
* *Students pursuing secondary education may opt to choose up to three (3) content courses (9 credits) in their chosen discipline. For example: Math, Science, English, Music, Social Sciences, Art, etc. or a mixture of content courses and ED electives.*

See AST counselor for details. The AST program has a dedicated counselor who meets with students regularly to provide advising and counseling services. Students are encouraged to take at least one to two education courses each semester (along with three to four liberal arts courses). Our counselor also advises students regarding career readiness directing them to Job Prep Services (preparation for applying to the HIDOE) and/or transfer options and works with students to develop customized academic and transition plans.

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - ED291 - Developing Language and Literacy I (3)
    - ED277 - Introduction to Multicultural Education (3)
  - Completed the following:
    - PSY100 - Survey of Psychology (3)
  - Complete 1 of the following

        - Completed the following:
            - ENG100 - Composition I (3)
        - Completed the following:
            - ENG100E - Composition I (3)
        - Completed at least 3 credits from the following types of courses: Any approved FW course
    - Complete 1 of the following
        - Completed at least 1 of the following:
            - MATH100 - Survey of Mathematics (3)
            - MATH103 - College Algebra (3)
            - MATH112 - Math for Elementary Teachers II (3)
            - PHIL111 - Intro to Inductive Logic (3)
        - Completed at least 3 credits from the following types of courses: Any approved FQ course

Semester 2
16Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ED285 - Classroom Management in the Instructional Process (3)
    - Completed at least 1 of the following:
        - PSY240 - Developmental Psychology (3)
        - HDFS230 - Human Development (3)
    - Completed at least 1 of the following:
        - SP151 - Personal and Public Speech (3)
        - SP251 - Principles of Effective Public Speaking (3)
        - COM210H - Intercultural Communication (3)
    - Complete 1 of the following
        - Completed at least 3 credits from the following types of courses: Any approved Diversification Biological Science (DB)
        - Completed at least 3 credits from the following types of courses: Any approved Diversification Physical Science (DP)
    - Completed at least 1 credits from the following types of courses: Any approved Lab science (DY); the lab must match the DB or DP course
    - Completed at least 1 of the following:
        - ANTH151 - Emerging Humanity (3)
        - ART175 - Survey of Global Art I (3)
        - HIST151 - World History to 1500 (3)

        - ANTH152 - Culture and Humanity (3)
        - ART176 - Survey of Global Art II (3)
        - HIST152 - World History since 1500 (3)
        - BUSN277 - International Business Protocol (3)
        - BUSN279 - International Business Analysis (3)
        - GEO102 - World Regional Geography (3)
        - GEO151 - Geography and Contemporary Society (3)
        - REL150 - Introduction to the World's Major Religions (3)
        - MUS107 - Music in World Cultures (3)

Semester 3
16 - 19Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ED290 - Foundations of Education (3)
    - Completed the following:
        - HWST107 - Hawai'i: Center of the Pacific (3)
    - Complete 1 of the following
        - Completed at least 3 credits from the following types of courses: Any approved Diversification Biological Science (DB)
        - Completed at least 3 credits from the following types of courses: Any approved Diversification Physical Science (DP)
    - Completed at least 3 credits from the following types of courses: Any approved Diversification Social Sciences (DS), not from the PSY discipline
    - Completed at least 2 courses from the following:
        - ED Electives
            - ED100 - Introduction to Education and Teaching (3)
            - ED237 - Indigenous Perspectives in Teaching (3)
            - ED279 - Educational Media and Technology (3)
            - ED282 - Collaboration: Roles and Responsibilities as a Member of the Multidisciplinary Team (3)
            - ED282C - Collaboration and Teaming Practicum (1)
            - ED283 - Family-Professional Partnerships in Education (3)
            - ED284 - Foundations of Inclusion in Teaching (3)
            - ED289 - Educational Psychology (3)
            - ED296 - Introduction to Art, Music and Creative Movement in the Classroom (3)
            - MATH111 - Math for Elementary Teachers I (3)
            - HAW101 - Elementary Hawaiian I (4)

Semester 4
14 - 17Total Credits

- Complete all of the following
    - Completed the following:
        - ENG200 - Composition II (3)

- Earned a minimum grade of C in each of the following:
    - ED295 - Field Experience in Education (1)
- Completed at least 2 courses from the following:

- ED Electives
    - ED100 - Introduction to Education and Teaching (3)
    - ED237 - Indigenous Perspectives in Teaching (3)
    - ED279 - Educational Media and Technology (3)
    - ED282 - Collaboration: Roles and Responsibilities as a Member of the Multidisciplinary Team (3)
    - ED282C - Collaboration and Teaming Practicum (1)
    - ED283 - Family-Professional Partnerships in Education (3)
    - ED284 - Foundations of Inclusion in Teaching (3)
    - ED289 - Educational Psychology (3)
    - ED296 - Introduction to Art, Music and Creative Movement in the Classroom (3)
    - MATH111 - Math for Elementary Teachers I (3)
    - HAW101 - Elementary Hawaiian I (4)
- Completed at least 3 credits from the following types of courses:
  Any approved Diversification Arts (DA)
- Completed at least 1 of the following:

    - ANTH151 - Emerging Humanity (3)
    - ART175 - Survey of Global Art I (3)
    - HIST151 - World History to 1500 (3)
    - ANTH152 - Culture and Humanity (3)
    - ART176 - Survey of Global Art II (3)
    - HIST152 - World History since 1500 (3)
    - BUSN277 - International Business Protocol (3)
    - BUSN279 - International Business Analysis (3)
    - GEO151 - Geography and Contemporary Society (3)
    - MUS107 - Music in World Cultures (3)
    - REL150 - Introduction to the World's Major Religions (3)
    - GEO102 - World Regional Geography (3)

Grand Total Credits: **61 - 67**

Hawaiian Studies

Hawaiian Studies (Academic Subject Certificate (ASC))

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

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

Program Requirements

REQUIRED COURSES (14 credits)
HAW 101 Elementary Hawaiian I (4 credits)
HAW 102 Elementary Hawaiian II (4 credits)
HWST 107 Hawaii: Center of the Pacific (3 credits)
HWST 270 Hawaiian Mythology (3 credits)

ELECTIVE COURSES (select one, 3 credits)
HWST 105 Mea Kanu Hawaii: Ethnobotany (3 credits)
HWST 128 Introduction to Hula Kahiko (3 credits)
HWST 129 Introduction to Hula ‘Auana (3 credits)
HWST 207 Hawaiian Perspectives in Ahupua'a Resource Management (3 credits)
HWST 276 Introduction to Hawaiian Literature in English (3 credits)
HWST 245 Living with Kuleana: An Introduction to Hawaiian Systems of Governance (3 credits) HWST 281 Ho‘okele I: Hawaiian Astronomy and Weather (3 credits)
HWST 291 Contemporary Hawaiian Issues (3 credits)
HIST 284 History of the Hawaiian Islands (3 credits)
REL 205 Understanding Hawaiian Religion (3 credits)

Total Credits Required - 17

Sample Program Plan

Semester 1
7Total Credits

- Completed the following:
    - HAW101 - Elementary Hawaiian I (4)
    - HWST107 - Hawai'i: Center of the Pacific (3)

Semester 2
10Total Credits

- Complete all of the following
    - Completed the following:
        - HAW102 - Elementary Hawaiian II (4)
        - HWST270 - Hawaiian Mythology (3)

Completed at least 1 of the following:

- HWST207 - Hawaiian Perspectives in Ahupua'a Resource Management (3)
- HWST245 - Living with Kuleana: An Introduction to Hawaiian Systems of Governance (3)
- HWST276 - Introduction to Hawaiian Literature in English (3)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST291 - Contemporary Hawaiian Issues (3)
- HIST284 - History of the Hawaiian Islands (3)
- HWST105 - Mea Kanu Hawaiʻi: Hawaiian Ethnobotany (3)
- HWST128 - Introduction to Hula Kahiko (3)
- HWST129 - Introduction to Hula ʻAuana (3)
- REL205 - Understanding Hawaiian Religion

Grand Total Credits: **17**

Hawaiian Studies (Associate in Arts (AA))

Description

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

Program Learning Outcomes

1. Describe aboriginal Hawaiian linguistic, cultural, historical and political concepts.
2. 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.
3. Engage, articulate and analyze topics relevant to the aboriginal Hawaiian community using college-level research and writing methods.

Program Requirements

The requirements for the Associate in Arts in Hawaiian Studies Degree are as follows:

1. Minimum cumulative grade point average: 2.0 GPR or better for all courses used to meet the degree requirements
2. 60 credits, all in courses numbered 100 or above
3. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree
4. A minimum of 12 credits of courses numbered 100 or above must be earned at Leeward CC The 60 credits are composed of:
    a. 31 credits in General Education Core requirements (12 credits in Foundation, 19 credits in Diversification)
    b. 15 credits in Hawaiian Studies Core courses
    c. 3 credits in Oral Communication (OC)

d. 11 credits of electives or more to add up to 60 credits total
e. Graduation Requirements (Focus Requirements).

GENERAL EDUCATION REQUIREMENTS FOUNDATION - 12 credits
3 cr. in Written Communication (FW)
3 cr. in Quantitative Reasoning (FQ)
6 cr. in Global Multicultural Perspectives from different groups (FG)

DIVERSIFICATION Arts, Humanities, and Literature (To satisfy this requirement, students must take six credits from two separate subcategories) - 6 credits

Diversification Arts (DA)
DMED 150 (3) - Film Analysis and Storytelling
HWST 128 (3) - Introduction to Hula Kahiko
MUS 112 (2) - Hawaiian Ensemble
MUS 113 (2) - Hawaiian Ensemble II
MUS 121F (2) - Introduction to Slack Key Guitar
MUS 121Z (2) - ʻUkulele
MUS 122Z (2) - Advanced ʻUkulele

Diversification Humanities (DH)
HIST 284 (3) - History of the Hawaiian Islands
HIST 288 (3) - History of the Pacific Islands
REL 205 (3) - Understanding Hawaiian Religion

Diversification Literature (DL)
HWST 276 (3) - Introduction to Hawaiian Literature in English

DIVERSIFICATION: Social Sciences (DS) (6 credits required from two different disciplines) - 6 credits
ANTH 200 (3) - Cultural Anthropology
ECON 131 (3) - Principles of Macroeconomics
PACS 108 (3) – Pacific Worlds
POLS 180 (3) - Introduction to Politics in Hawaiʻi
SOC 151 (3) - Introduction to the Sociology of Food
SOC 218 (3) - Introduction to Social Problems
SOC 250 (3) - Community Forces in Hawaiʻi
SOC 251 (3) - Sociology of the Family

DIVERSIFICATION: Natural Sciences (3 credits from the biological science area (DB) and 3 credits from the physical science area (DP)). In addition, the student must take a science laboratory/field trip course (DY) that matches one of the chosen science courses.
7 credits

Diversification Biological Science (DB) 3 credits
BIOL 124 (3) – Environment and Ecology
BOT 130 (3) – Plants in the Hawaiian Environment
AG 110 (3) - Hawaiian Horticulture and Nutrition
ZOOL 200 (3) - Marine Biology

Diversification Physical Science (DP) 3 credits
ASTR 110 (3) – Survey of Astronomy
ERTH 103 (3) – Geology of the Hawaiian Islands
HWST 281 (3) - Hoʻokele I: Hawaiian Astronomy and Weather
OCN 201 (3) – Science of the Sea

Diversification Natural Science Lab (DY) 1 credit
BIOL 124L (1) – Environment and Ecology Lab
BOT 130L (1) – Plants in the Hawaiian Environment Laboratory
AG 110L (1) - Hawaiian Horticulture and Nutrition Lab
HWST 281L (1) - Hoʻokele I: Hawaiian Astronomy and Weather Lab
OCN 201L (1) – Science of the Sea Laboratory
ZOOL 200L (1) - Marine Biology Lab
ERTH 101L (1) - Introduction to Geology Lab

HWST CORE REQUIREMENTS - 15 credits
The AAHS shares a common set of required core courses in Hawaiian Studies and language totaling 15 credits. The required courses satisfy the prerequisite requirements for the Bachelor of Arts in Hawaiian Studies at UH Mānoa. The courses are:

1. HAW 101 (4) - Beginning Hawaiian
2. HAW 102 (4) - Beginning Hawaiian II
3. HWST 107 (3) - Hawaii: In the Center of the Pacific
4. HWST 270 (3) - Hawaiian Mythology
5. HWST 292 (1) - Kūkulu Manaʻo: Hawaiian Studies Capstone Project

HAWAIIAN FOCUSED ELECTIVES - 11 credits of electives or more to add up to 60 credits total
Electives are required from the following list of courses. Elective credits may not be used to fulfill Diversification, Foundation or Hawaiian Studies Core Requirements. Elective courses may come from a single topic or combination of topics.

ʻĀINA (Environmental Science)
ASTR 110 (3) –Survey of Astronomy
BIOL 124 (3) – Environment and Ecology
BIOL 124L (1) – Environment and Ecology Lab
BOT 130 (3) – Plants in the Hawaiian Environment
BOT 130L (1) – Plants in the Hawaiian Environment Laboratory
ERTH 103 (3) – Geology of the Hawaiian Islands
AG 110 (3) - Hawaiian Horticulture and Nutrition
AG 110L (1) - Hawaiian Horticulture and Nutrition Lab
HWST 105 (3) – Mea Kanu Hawaiʻi: Hawaiian Ethnobotany
HWST 105L (1) – Mea Kanu Hawaiʻi: Hawaiian Ethnobotany Laboratory
HWST 110 (3) - Huakaʻi Waʻa: Introduction to Hawaiian Voyaging
HWST 207 (3) - Hawaiian Perspectives in Ahupua'a Resource Management
HWST 281 (3) - Hoʻokele I: Hawaiian Astronomy and Weather
HWST 281L (1) - Hoʻokele I: Hawaiian Astronomy and Weather Lab
HWST 282 (3) - Hoʻokele II: Hawaiian Voyaging and Seamanship
HWST 282L (1) - Hoʻokele II: Hawaiian Voyaging and Seamanship Lab
OCN 201 (3) – Science of the Sea
OCN 201L (1) – Science of the Sea Laboratory

ZOOL 200 (3) - Marine Biology
ZOOL 200L (1) - Marine Biology Lab

HANA NOʻEAU (Arts)
HWST 128 (3) - Introduction to Hula Kahiko
HWST 129 (3) - Introduction to Hula ʻAuana
HWST 276 (3) - Introduction to Hawaiian Literature in English
MUS 112 (2) - Hawaiian Ensemble
MUS 113 (2) - Hawaiian Ensemble II
MUS 121F (2) - Introduction to Slack Key Guitar
MUS 121Z (2) - ʻUkulele
MUS 122Z (2) - Advanced ʻUkulele

HOʻOULU LĀHUI (Nation Building)
ANTH 200 (3) - Cultural Anthropology
ECON 131 (3) - Principles of Macroeconomics
HIST 284 (3) - History of the Hawaiian Islands
HWST 276 (3) - Introduction to Hawaiian Literature in English
HWST 245 (3) - Introduction to Native Hawaiian Systems of Governance
HWST 291 (3) - Contemporary Hawaiian Issues
PACS 108 (3) – Pacific Worlds
POLS 180 (3) - Introduction to Politics in Hawaiʻi
SOC 151 (3) - Introduction to the Sociology of Food
SOC 218 (3) - Introduction to Social Problems
SOC 250 (3) - Community Forces in Hawaiʻi
SOC 251 (3) - Sociology of the Family

MOʻOLELO (History/Literature)
DMED 150 (3) - Film Analysis and Storytelling
HIST 284 (3) - History of the Hawaiian Islands
HIST 288 (3) - History of the Pacific Islands
HWST 276 (3) - Introduction to Hawaiian Literature in English
PACS 108 (3) – Pacific Worlds
REL 205 (3) - Understanding Hawaiian Religion

ʻŌLELO (Language and Literature)
HAW 201 (4) - Intermediate Hawaiian
HAW 202 (4) - Intermediate Hawaiian II
HWST 128 (3) - Introduction to Hula Kahiko
HWST 129 (3) - Introduction to Hula 'Auana

GRADUATION REQUIREMENTS
Focus Requirements (5 courses)
1 course: Contemporary Ethical Issues (ETH)
1 course: Hawaiian, Asian, & Pacific Issues (HAP)
2 courses: Writing Intensive (WI)

TOTAL MINIMUM CREDITS 60 credits

Sample Program Plan

Semester 1
16Total Credits

- Complete all of the following
  - Completed at least 1 of the following:
    - ENG100 - Composition I (3)
    - ENG100E - Composition I (3)
  - Completed the following:
    - HWST107 - Hawai'i: Center of the Pacific (3)
    - HAW101 - Elementary Hawaiian I (4)
  - Completed at least 3 credits from the following types of courses:
    One Quantitative Reasoning course (FQ)
  - Earned at least 3 credits from the following course sets:
    - AA-HWST-DS
      - ANTH200 - Cultural Anthropology (3)
      - ECON131 - Principles of Macroeconomics (3)
      - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)
      - POLS180 - Introduction to Politics in Hawai'i (3)
      - SOC151 - Introduction to Sociology of Food (3)
      - SOC218 - Introduction to Social Problems (3)
      - SOC250 - Community Forces in Hawai`i (3)
      - SOC251 - Introduction to Sociology of the Family (3)

Semester 2
16Total Credits

- Complete all of the following
  - Completed the following:
    - HAW102 - Elementary Hawaiian II (4)
  - Completed at least 3 credits from the following types of courses:
    One Foundations Global/Multicultural course (FG)
  - Earned at least 3 credits from the following course sets:
    - AA-HWST-DS
      - ANTH200 - Cultural Anthropology (3)
      - ECON131 - Principles of Macroeconomics (3)
      - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)
      - POLS180 - Introduction to Politics in Hawai'i (3)
      - SOC151 - Introduction to Sociology of Food (3)
      - SOC218 - Introduction to Social Problems (3)
      - SOC250 - Community Forces in Hawai`i (3)
      - SOC251 - Introduction to Sociology of the Family (3)
  -

Earned at least 6 credits from the following course sets:

- AA-HWST-ʻĀINA
  - AG110 - Hawaiʻi Horticulture and Nutrition (3)
  - AG110L - Hawaiʻi Horticulture and Nutrition Lab (1)
  - ASTR110 - Survey of Astronomy (3)
  - BIOL124 - Environment and Ecology (3)
  - BIOL124L - Environment and Ecology Lab (1)
  - BOT130 - Plants in the Hawaiian Environment (3)
  - BOT130L - Plants in the Hawaiian Environment Lab (1)
  - ERTH103 - Geology of the Hawaiian Islands (3)
  - HWST105 - Mea Kanu Hawaiʻi: Hawaiian Ethnobotany (3)
  - HWST105L - Mea Kanu Hawaiʻi: Hawaiian Ethnobotany Laboratory (1)
  - HWST110 - Huakaʻi Waʻa: Introduction to Hawaiian Voyaging (3)
  - HWST207 - Hawaiian Perspectives in Ahupua'a Resource Management (3)
  - HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
  - HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
  - HWST282 - Hoʻokele II: Hawaiian Voyaging and Seamanship (3)
  - HWST282L - Hoʻokele II: Hawaiian Voyaging and Seamanship Lab (1)
  - OCN201 - Science of the Sea (3)
  - OCN201L - Science of the Sea Laboratory (1)
  - ZOOL200 - Marine Biology (3)
  - ZOOL200L - Marine Biology Lab (1)
- AA-HWST-HANA NOʻEAU
  - HWST128 - Introduction to Hula Kahiko (3)
  - HWST129 - Introduction to Hula ʻAuana (3)
  - HWST276 - Introduction to Hawaiian Literature in English (3)
  - MUS112 - Hawaiian Ensemble 1 (2)
  - MUS113 - Hawaiian Ensemble 2 (2)
  - MUS121F - Slack Key Guitar 1 (2)
  - MUS121Z - 'Ukulele 1 (2)
  - MUS122Z - 'Ukulele 2 (2)
- AA-HWST-HOʻOULU LĀHUI
  - ANTH200 - Cultural Anthropology (3)
  - ECON131 - Principles of Macroeconomics (3)
  - HIST284 - History of the Hawaiian Islands (3)
  - HWST276 - Introduction to Hawaiian Literature in English (3)
  - HWST245 - Living with Kuleana: An Introduction to Hawaiian Systems of Governance (3)
  - HWST291 - Contemporary Hawaiian Issues (3)
  - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)
  - POLS180 - Introduction to Politics in Hawai'i (3)
  - SOC151 - Introduction to Sociology of Food (3)
  - SOC218 - Introduction to Social Problems (3)
  - SOC250 - Community Forces in Hawai`i (3)
  - SOC251 - Introduction to Sociology of the Family (3)
- AA-HWST-MOʻOLELO
  - DMED150 - Film Analysis & Storytelling (3)
  - HIST284 - History of the Hawaiian Islands (3)
  - HIST288 - Oceania Survey (3)

        - HWST276 - Introduction to Hawaiian Literature in English (3)
        - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)
        - REL205 - Understanding Hawaiian Religion
    - AA-HWST-ʻŌLELO
        - HAW201 - Intermediate Hawaiian I (4)
        - HAW202 - Intermediate Hawaiian II (4)
        - HWST128 - Introduction to Hula Kahiko (3)
        - HWST129 - Introduction to Hula ʻAuana (3)

Semester 3
15Total Credits

- Complete all of the following
    - Completed the following:
        - HWST270 - Hawaiian Mythology (3)
    - Completed at least 3 credits from the following types of courses:
      One Foundation Global/Multicultural course (FG)
    - Earned at least 3 credits from the following course sets:
        - AA-HWST-DB
            - AG110 - Hawaiʻi Horticulture and Nutrition (3)
            - BIOL124 - Environment and Ecology (3)
            - BOT130 - Plants in the Hawaiian Environment (3)
            - ZOOL200 - Marine Biology (3)
        - AA-HWST-DP
            - ASTR110 - Survey of Astronomy (3)
            - ERTH103 - Geology of the Hawaiian Islands (3)
            - HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
            - OCN201 - Science of the Sea (3)
    - Earned at least 3 credits from the following course sets:
        - AA-HWST-DA
            - DMED150 - Film Analysis & Storytelling (3)
            - HWST128 - Introduction to Hula Kahiko (3)
            - MUS112 - Hawaiian Ensemble 1 (2)
            - MUS113 - Hawaiian Ensemble 2 (2)
            - MUS121F - Slack Key Guitar 1 (2)
            - MUS121Z - 'Ukulele 1 (2)
            - MUS122Z - 'Ukulele 2 (2)
        - AA-HWST-DH
            - HIST284 - History of the Hawaiian Islands (3)
            - HIST288 - Oceania Survey (3)
            - REL205 - Understanding Hawaiian Religion
        - AA-HWST-DL
            - HWST276 - Introduction to Hawaiian Literature in English (3)
    - Earned at least 3 credits from the following course sets:

- AA-HWST-ʻĀINA
  - AG110 - Hawaiʻi Horticulture and Nutrition (3)
  - AG110L - Hawaiʻi Horticulture and Nutrition Lab (1)
  - ASTR110 - Survey of Astronomy (3)
  - BIOL124 - Environment and Ecology (3)
  - BIOL124L - Environment and Ecology Lab (1)
  - BOT130 - Plants in the Hawaiian Environment (3)
  - BOT130L - Plants in the Hawaiian Environment Lab (1)
  - ERTH103 - Geology of the Hawaiian Islands (3)
  - HWST105 - Mea Kanu Hawaiʻi: Hawaiian Ethnobotany (3)
  - HWST105L - Mea Kanu Hawaiʻi: Hawaiian Ethnobotany Laboratory (1)
  - HWST110 - Huakaʻi Waʻa: Introduction to Hawaiian Voyaging (3)
  - HWST207 - Hawaiian Perspectives in Ahupua'a Resource Management (3)
  - HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
  - HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
  - HWST282 - Hoʻokele II: Hawaiian Voyaging and Seamanship (3)
  - HWST282L - Hoʻokele II: Hawaiian Voyaging and Seamanship Lab (1)
  - OCN201 - Science of the Sea (3)
  - OCN201L - Science of the Sea Laboratory (1)
  - ZOOL200 - Marine Biology (3)
  - ZOOL200L - Marine Biology Lab (1)
- AA-HWST-HANA NOʻEAU
  - HWST128 - Introduction to Hula Kahiko (3)
  - HWST129 - Introduction to Hula ʻAuana (3)
  - HWST276 - Introduction to Hawaiian Literature in English (3)
  - MUS112 - Hawaiian Ensemble 1 (2)
  - MUS113 - Hawaiian Ensemble 2 (2)
  - MUS121F - Slack Key Guitar 1 (2)
  - MUS121Z - 'Ukulele 1 (2)
  - MUS122Z - 'Ukulele 2 (2)
- AA-HWST-HOʻOULU LĀHUI
  - ANTH200 - Cultural Anthropology (3)
  - ECON131 - Principles of Macroeconomics (3)
  - HIST284 - History of the Hawaiian Islands (3)
  - HWST276 - Introduction to Hawaiian Literature in English (3)
  - HWST245 - Living with Kuleana: An Introduction to Hawaiian Systems of Governance (3)
  - HWST291 - Contemporary Hawaiian Issues (3)
  - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)
  - POLS180 - Introduction to Politics in Hawai'i (3)
  - SOC151 - Introduction to Sociology of Food (3)
  - SOC218 - Introduction to Social Problems (3)
  - SOC250 - Community Forces in Hawai`i (3)
  - SOC251 - Introduction to Sociology of the Family (3)
- AA-HWST-MOʻOLELO
  - DMED150 - Film Analysis & Storytelling (3)
  - HIST284 - History of the Hawaiian Islands (3)
  - HIST288 - Oceania Survey (3)
  - HWST276 - Introduction to Hawaiian Literature in English (3)
  - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)

        - REL205 - Understanding Hawaiian Religion
    - AA-HWST-ʻŌLELO
        - HAW201 - Intermediate Hawaiian I (4)
        - HAW202 - Intermediate Hawaiian II (4)
        - HWST128 - Introduction to Hula Kahiko (3)
        - HWST129 - Introduction to Hula ʻAuana (3)

Semester 4
14Total Credits

- Complete all of the following
    - Completed the following:
        - HWST292 - Kūkulu Manaʻo: Hawaiian Studies Capstone Project (1)
    - Earned at least 3 credits from the following course sets:
        - AA-HWST-ʻĀINA
            - AG110 - Hawaiʻi Horticulture and Nutrition (3)
            - AG110L - Hawaiʻi Horticulture and Nutrition Lab (1)
            - ASTR110 - Survey of Astronomy (3)
            - BIOL124 - Environment and Ecology (3)
            - BIOL124L - Environment and Ecology Lab (1)
            - BOT130 - Plants in the Hawaiian Environment (3)
            - BOT130L - Plants in the Hawaiian Environment Lab (1)
            - ERTH103 - Geology of the Hawaiian Islands (3)
            - HWST105 - Mea Kanu Hawaiʻi: Hawaiian Ethnobotany (3)
            - HWST105L - Mea Kanu Hawaiʻi: Hawaiian Ethnobotany Laboratory (1)
            - HWST110 - Huakaʻi Waʻa: Introduction to Hawaiian Voyaging (3)
            - HWST207 - Hawaiian Perspectives in Ahupua'a Resource Management (3)
            - HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
            - HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
            - HWST282 - Hoʻokele II: Hawaiian Voyaging and Seamanship (3)
            - HWST282L - Hoʻokele II: Hawaiian Voyaging and Seamanship Lab (1)
            - OCN201 - Science of the Sea (3)
            - OCN201L - Science of the Sea Laboratory (1)
            - ZOOL200 - Marine Biology (3)
            - ZOOL200L - Marine Biology Lab (1)
        - AA-HWST-HANA NOʻEAU
            - HWST128 - Introduction to Hula Kahiko (3)
            - HWST129 - Introduction to Hula ʻAuana (3)
            - HWST276 - Introduction to Hawaiian Literature in English (3)
            - MUS112 - Hawaiian Ensemble 1 (2)
            - MUS113 - Hawaiian Ensemble 2 (2)
            - MUS121F - Slack Key Guitar 1 (2)
            - MUS121Z - 'Ukulele 1 (2)
            - MUS122Z - 'Ukulele 2 (2)
        - AA-HWST-HOʻOULU LĀHUI
            - ANTH200 - Cultural Anthropology (3)
            - ECON131 - Principles of Macroeconomics (3)
            - HIST284 - History of the Hawaiian Islands (3)

        - HWST276 - Introduction to Hawaiian Literature in English (3)
        - HWST245 - Living with Kuleana: An Introduction to Hawaiian Systems of Governance (3)
        - HWST291 - Contemporary Hawaiian Issues (3)
        - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)
        - POLS180 - Introduction to Politics in Hawai'i (3)
        - SOC151 - Introduction to Sociology of Food (3)
        - SOC218 - Introduction to Social Problems (3)
        - SOC250 - Community Forces in Hawai`i (3)
        - SOC251 - Introduction to Sociology of the Family (3)
    - AA-HWST-MOʻOLELO
        - DMED150 - Film Analysis & Storytelling (3)
        - HIST284 - History of the Hawaiian Islands (3)
        - HIST288 - Oceania Survey (3)
        - HWST276 - Introduction to Hawaiian Literature in English (3)
        - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)
        - REL205 - Understanding Hawaiian Religion
    - AA-HWST-ʻŌLELO
        - HAW201 - Intermediate Hawaiian I (4)
        - HAW202 - Intermediate Hawaiian II (4)
        - HWST128 - Introduction to Hula Kahiko (3)
        - HWST129 - Introduction to Hula ʻAuana (3)
- Earned at least 3 credits from the following course sets:

    - AA-HWST-DA
        - DMED150 - Film Analysis & Storytelling (3)
        - HWST128 - Introduction to Hula Kahiko (3)
        - MUS112 - Hawaiian Ensemble 1 (2)
        - MUS113 - Hawaiian Ensemble 2 (2)
        - MUS121F - Slack Key Guitar 1 (2)
        - MUS121Z - 'Ukulele 1 (2)
        - MUS122Z - 'Ukulele 2 (2)
    - AA-HWST-DH
        - HIST284 - History of the Hawaiian Islands (3)
        - HIST288 - Oceania Survey (3)
        - REL205 - Understanding Hawaiian Religion
    - AA-HWST-DL
        - HWST276 - Introduction to Hawaiian Literature in English (3)
- Earned at least 1 credits from the following course sets:

    - AA-HWST-DY
        - AG110L - Hawaiʻi Horticulture and Nutrition Lab (1)
        - BIOL124L - Environment and Ecology Lab (1)
        - BOT130L - Plants in the Hawaiian Environment Lab (1)
        - HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
        - HWST105L - Mea Kanu Hawaiʻi: Hawaiian Ethnobotany Laboratory (1)
        - ZOOL200L - Marine Biology Lab (1)
        - ERTH101L - Introduction to Geology Lab (1)
-

Earned at least 3 credits from the following course sets:

- AA-HWST-DB
  - AG110 - Hawai‘i Horticulture and Nutrition (3)
  - BIOL124 - Environment and Ecology (3)
  - BOT130 - Plants in the Hawaiian Environment (3)
  - ZOOL200 - Marine Biology (3)
- AA-HWST-DP
  - ASTR110 - Survey of Astronomy (3)
  - ERTH103 - Geology of the Hawaiian Islands (3)
  - HWST281 - Ho‘okele I: Hawaiian Astronomy and Weather (3)
  - OCN201 - Science of the Sea (3)
- Completed at least 3 credits from the following types of courses:
  One Oral Communication (OC) focus course

Graduation Requirements
0Total Credits

- Complete all of the following
  - Graduation requirements may be double-dipped from the Diversification or Electives categories.
  - Completed at least 2 courses of the following types:
    WI
  - Completed at least 1 courses of the following types:
    HA
  - Completed at least 1 courses of the following types:
    ETH

Grand Total Credits: **61**

Health Information Technology

Health Information Technology (Certificate of Achievement (CA))

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 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

1. Perform basic coding tasks and maintain accurate reimbursement systems including the preparation of patient access, registration, and patient accounting statements.
2. Access, analyze, and interpret data to solve basic health information, coding, patient accounting, and supervisory problems.
3. Apply health information, records management, patient financial, and patient

accounting laws to code basic cases with industry reimbursement procedures based on patient insurance type.

Program Requirements

The Program is designed to meet the (1) employment needs of the healthcare organizations and (2) needs of students who wish to participate in a training program that will lead to a certificate in Health Information Technology with the opportunity to obtain entry-level positions and advance to higher levels in medical facilities.

The Leeward CC counselors, especially the counselor assigned to the Business Division will be responsible for advising future and current students in the HIT Program.

Certificate of Achievement in Health Information Technology: (31 credits)

HIT 101 - Healthcare Delivery Systems (3 credits)
HIT 102 - Health Data, Records, and Documentation (3 credits)
BUS 101 – Business Information Systems (3 credits) or ICS 101 Digital Tools for the Information World (3 credits)
HLTH 110 – Medical Terminology (2 credits)
ENG 100-Composition I (3 credits)
BIOL 130 – Anatomy and Physiology (4 credits)
BIOL 130L – Anatomy and Physiology Lab (1 credit)
HIT 108 - Introduction to Diagnosis Coding (3 credits)
HIT 109 - Introduction to Procedure Coding (3 credits)
HIT 200 - Disease Pathology and Pharmacology (3 credits)
HIT 120 -Intro to Healthcare Data Management & Analytics (3 credits)
Workflow:
In order to obtain a Health Information Technology (HIT) certificate, students must pass all required courses with a grade of C or better.

Sample Program Plan

Semester 1
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - HIT101 - Healthcare Delivery Systems (3)
    - HIT102 - Health Data, Records, and Documentation (3)
    - HLTH110 - Medical Terminology (2)
    - BIOL130 - Anatomy and Physiology (4)
    - BIOL130L - Anatomy and Physiology Laboratory (1)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - BUS101 - Business Info Systems (3)
    - Earned a minimum grade of C in each of the following:

        - ICS101 - Digital Tools for the Information World (3)

Semester 2
15Total Credits

- Earned a minimum grade of C in each of the following:

    - HIT108 - Introduction to Diagnosis Coding (3)
    - HIT109 - Introduction to Procedure Coding (3)
    - HIT120 - Intro to Healthcare Data Management & Analytics (3)
    - HIT200 - Disease Path and Pharmacology (3)
    - ENG100 - Composition I (3)

Grand Total Credits: **31**

Health Information Technology (Certificate of Competence (CO))

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

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

Program Requirements

The Program is designed to meet the (1) employment needs of the health care organizations and (2) needs of students who wish to participate in a training program that will lead to a certificate in Health Information Technology with the opportunity to obtain entry-level positions and advance to higher levels in medical facilities.

The Leeward CC counselors, especially the counselor assigned to the Business Division, will be responsible for advising future and current students in the HIT Program.

Certificate of Competence in Health Information Technology (16 credits)

HIT 101 - Healthcare Delivery Systems (3 credits)
HIT 102 - Health Data, Records, and Documentation (3 credits)
BUS 101 – Business Information Systems (3 credits) or ICS 101 Digital Tools for the Information World (3 credits)

HLTH 110 – Medical Terminology (2 credits)
BIOL 130 – Anatomy and Physiology (4 credits)
BIOL 130L – Anatomy and Physiology Lab (1 credit)

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

The modification supports the Five-Year development plan for a HIT Certificate of Competence, Certificate of Achievement and Associate in Science degree.

Sample Program Plan

Semester 1
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - HIT101 - Healthcare Delivery Systems (3)
    - HIT102 - Health Data, Records, and Documentation (3)
    - HLTH110 - Medical Terminology (2)
    - BIOL130 - Anatomy and Physiology (4)
    - BIOL130L - Anatomy and Physiology Laboratory (1)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - BUS101 - Business Info Systems (3)
    - Earned a minimum grade of C in each of the following:
      - ICS101 - Digital Tools for the Information World (3)

Grand Total Credits: **16**

Health Information Technology (Associate in Science (AS))

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

1. Perform basic coding tasks and maintain accurate reimbursement systems including the preparation of patient access, registration, and patient accounting statements.
2. Access, analyze, and interpret data to solve basic health information, coding, patient

accounting, and supervisory problems.
3. Interact with customers, vendors, and co-workers to effectively support the work with high customer satisfaction.
4. Organize, prioritize, and perform work tasks to meet deadlines and schedules.
5. Apply health information, records management, patient financial, and patient accounting laws to code basic cases with industry reimbursement procedures based on patient insurance type.

Program Requirements

The program is designed to meet the (1) employment needs of the health care organizations and (2) needs of students who wish to participate in a training program that will lead to an Associate in Science (AS) in Health Information Technology (HIT) with the opportunity to obtain entry-level positions and advance to higher levels in medical facilities. The Leeward CC counselors, especially the counselor assigned to the Business Division, will be responsible for advising future and current students in the HIT Program.

HIT 101 - Healthcare Delivery Systems (3 credits)
HIT 102 - Health Data, Records, and Documentation (3 credits)
BUS 101 – Business Information Systems (3 credits) or ICS 101 Digital Tools for the Information World (3 credits)
HLTH 110 – Medical Terminology (2 credits)
BIOL 130 – Anatomy and Physiology (4 credits)
BIOL 130L – Anatomy and Physiology Lab (1 credit)
HIT 108 - Introduction to Diagnosis Coding (3 credits)
HIT 109 - Introduction to Procedure Coding (3 credits)
HIT 200 - Disease Pathology and Pharmacology (3 credits)
HIT 120 – Intro to Healthcare Data Management & Analytics (3 credits)
ENG 100 – Composition I (3 credits)
HIT 208 - Advanced Coding I (3 credits)
HIT 209 - Advanced Coding II (3 credits)
HIT 115 – Reimbursement Methodologies (3 credits)
HIT 215 - Quality Management (3 credits)
HIT 220 - Healthcare Data Management & Analytics (3 credits)
HIT 176 - Statistics with Health Applications (3 credits)
HIT 192 - Professional Practice Experience and RHIT Study Prep (80 hours minimum) (3 credits)
HIT 225 - HIM Supervisory Management (3 credits)
HWST 107 - Hawai‘i: Center of the Pacific (3 credits)
Diversification Social Sciences (DS) (3 credits)

Total: 61 credits

To obtain a Health Information Technology (HIT) Associate in Science (AS), students must pass all required courses with a grade of C or better. The program is organized so that the student builds a foundation (CO = 16 credits; CA = 31 credits; AS = 61 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.

Sample Program Plan

Semester 1
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - HIT101 - Healthcare Delivery Systems (3)
    - HIT102 - Health Data, Records, and Documentation (3)
    - HLTH110 - Medical Terminology (2)
    - BIOL130 - Anatomy and Physiology (4)
    - BIOL130L - Anatomy and Physiology Laboratory (1)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - BUS101 - Business Info Systems (3)
    - Earned a minimum grade of C in each of the following:
      - ICS101 - Digital Tools for the Information World (3)

Semester 2
15Total Credits

- Earned a minimum grade of C in each of the following:
  - HIT108 - Introduction to Diagnosis Coding (3)
  - HIT109 - Introduction to Procedure Coding (3)
  - HIT120 - Intro to Healthcare Data Management & Analytics (3)
  - HIT200 - Disease Path and Pharmacology (3)
  - ENG100 - Composition I (3)

Semester 3
15Total Credits

- Earned a minimum grade of C in each of the following:
  - HIT208 - Advanced Coding I (3)
  - HIT209 - Advanced Coding II (3)
  - HIT115 - Reimbursement Methodologies (3)
  - HIT215 - Quality Management (3)
  - HIT220 - Healthcare Data Management & Analytics (3)

Semester 4
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - HIT176 - Health Information Statistics (3)
    - HIT192 - Professional Practice Experience and Registered Health Information Technician Exam Prep (3)

        - HIT225 - Health Information Management (HIM) Supervisory Management (3)
        - HWST107 - Hawai'i: Center of the Pacific (3)
    - Complete 1 of the following
        - Completed at least 3 credits from the following types of courses: Diversification Social Sciences (DS)
        - Earned a minimum grade of C in each of the following:
            - ECON131 - Principles of Macroeconomics (3)

Grand Total Credits: **61**

Human Services

Human Services/Substance Use Disorders Counseling (Certificate of Competence (CO))

Description

The Human Services (HSER) Certificate of Competence in Substance Abuse Counseling Program provides education and skill development for people interested in pursuing a career as substance use disorders (SUDs) counselors, as well as for those already working in the helping professions and who wish to hone their knowledge and skills. The CO-SUDS program offers a specialization for people with BA and MA degrees in such areas as social work, psychology, counseling, marriage and family counseling, and additional expertise for professionals in law enforcement, nursing, education, and rehabilitation counseling. 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 the 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 IC & RC Twelve Core Functions of the Alcohol and Drug Abuse Counselor requirements with the completion of a substance use disorder counseling certificate program. The coursework 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 learners work to complete along with the certificate, an AA degree in Liberal Arts if they currently have no degree. All of the HSER courses may be applied toward the elective credit requirements 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 also contributes toward the ADAD experiential hours requirement.
Program Learning Outcomes

1. Demonstrate interpersonal and communication skills needed to build appropriate, collaborative, and respectful relationships with clients, colleagues and a diversity of

populations in various practice settings.
2. Identify the medical, societal, and psychological effects of substance use disorders (SUD) on the family.
3. Examine the special needs of vulnerable substance use disorder populations and develop an attitude of cultural humility, inclusivity, and sensitivity to the unique needs of various groups (such as minority groups, Americans with disabilities, LGBTQUIA+, the elderly, intravenous drug users, pregnant women, youth, and incarcerated populations).
4. Apply the 12 Core Functions and the 46 Global Criteria of the SUD counselor across the continuum of care.
5. Employ a person-centered and motivational interviewing approach during practice assessments (with the American Society of Addiction Medicine- ASAM & biopsychosocial) and counseling role plays.
6. Survey the history of substance use disorders, theories, regulatory issues, the stages of the treatment process, and issues relevant to clients along the continuum of care—to include prevention, intervention, aftercare, and relapse prevention.
7. Compare the substance use disorder severity along the continuum, the pharmacology of the drugs, their physiological impact, and the symptomology to meet DSM 5/ICD criteria.
8. Examine the most common co-occurring behavioral/mental health disorders as defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM-5) that occur alongside substance use disorders, the symptomatic behavior, and best practice interventions.

Program Requirements

The Certificate of Competence in Substance Use Disorders Counseling consists of:

HSER 100 Exploration of Self in Society (3) credits
HSER 140 Individual Counseling (3) credits
HSER 245 Group Counseling (3) credits
HSER 268 Survey of Substance Use Disorders (3) credits
HSER 270 Substance Use Disorders Counseling (3) credits
HSER 294 Seminar & Fieldwork I (3) credits
HSER 295 Seminar & Fieldwork II (3) credits

Total Program: 21 credits

In order for a learner to enroll in human service (HSER) courses, one must qualify for placement into ENG 100 based on current placement standards.

The CO in Substance Use Disorders Counseling Program requires a minimum of a C grade in all courses to matriculate through the program.

Typically, this is a two-year, part-time program of study. In most cases, one needs to complete HSER 100, 140, 245, 268 & 270 (in any order) prior to enrollment in the fieldwork courses HSER 294 and HSER 295, which typically are completed in the second year.

Prior to entering the internship/fieldwork experience and enrolling in HSER 294 & 295, but after completing all previous program courses (or with instructor approval), the learner

must be officially accepted into the CO in Substance Use Disorders Counseling Program. Learners will complete a formal application (to be provided by the program coordinator) before being accepted into the fieldwork part of the program. Upon acceptance into the program, they will then need to secure a commitment from a substance use disorder treatment program in order to complete their internship. In most cases, learners need to be living an abstinent (if in recovery) lifestyle for a minimum of two years and for some agencies, up to three years, in order to intern at a substance use disorders treatment facility.
*Background checks of applicants are often done by fieldwork agencies prior to acceptance. There are only a few agencies who accept those on probation or parole as interns.

*Felonies that are substance use related have typically not been a barrier to work within this field, however having other felonies could be an obstacle to working with clients. Contact DOH Alcohol & Drug Abuse Division (ADAD) Certification Department if you have any questions about becoming a Certified Substance Abuse Counselor (CSAC).

Sample Program Plan

Semester 1
9Total Credits

- Earned a minimum grade of C in each of the following:
    - HSER140 - Individual Counseling (3)
    - HSER268 - Survey of Substance Use Disorders (3)
    - HSER100 - Exploration of Self in Society (3)

Semester 2
6Total Credits

- Earned a minimum grade of C in each of the following:
    - HSER245 - Group Counseling (3)
    - HSER270 - Substance Use Disorders Counseling (3)

Semester 3
3Total Credits

- Earned a minimum grade of C in each of the following:
    - HSER294 - Seminar & Fieldwork I (3)

Semester 4
3Total Credits

- Earned a minimum grade of C in each of the following:
    - HSER295 - Seminar & Fieldwork II (3)

Grand Total Credits: **21**

Information & Computer Science

Basic Logic and Programming Level 1 (Certificate of Competence (CO))

Description

The Certificate of Competence in Basic Logic and Programming Level 1 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

1. Solve problems, develop algorithms, and write structured computer programs in a programming language.
2. Demonstrate familiarity with the mathematics used in computing science.

Program Requirements

A minimum of a "C" grade in each course is required to earn this certificate.

The Certificate of Competence in Basic Logic and Programming Level 1 contains these two ICS courses:

ICS 111 - Introduction to Computer Science I (3)
ICS 141 – Discrete Mathematics for Computer Science I (3)

Total credits: 6

These two courses are taught at Leeward CC as part of the ICS courses required to transfer to UH Manoa. This certificate will use the same admission, advising, and counseling resources as the ICS programs. ICS 111 is a programming class. ICS 141 is a mathematics class. The two skills have been identified by the Department of the Navy as meeting a critical need. Furthermore, these two classes are articulated with the ICS BA and BS degrees at UH Manoa. Earning a Certificate of Competence in Basic Logic and Programming will facilitate the transfer of students to UH Manoa who wish to attain these degrees.

Sample Program Plan

Semester 1
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS111 - Introduction to Computer Science I (3)
    - ICS141 - Discrete Mathematics for Computer Science I (3)

Grand Total Credits: **6**

Basic Logic and Programming Level 2 (Certificate of Competence (CO))

Description

The Certificate of Competence in Basic Logic and Programming Level 2 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

1. Solve problems, develop algorithms, and write structured computer programs in a programming language.
2. Demonstrate familiarity with the mathematics used in computing science.
3. Create data structures in an object-oriented programming language.

Program Requirements

A minimum grade of "C" in each course is required to earn the certificate.

The Certificate of Competence in Basic Logic and Programming Level 2 contains these two ICS courses:

ICS 211 - Introduction to Computer Science II (3)
ICS 241 – Discrete Mathematics for Computer Science II (3)

Total credits: 6
These two courses are taught at Leeward CC as part of the ICS courses required to transfer to UH Manoa. This certificate will use the same admission, advising, and counseling resources as the ICS programs. ICS 211 is a programming class. ICS 241 is a mathematics class. The two skills have been identified by the Department of the Navy as meeting a critical need. Furthermore, these two classes are articulated with the ICS BA and BS degrees at UH Manoa. Earning a Certificate of Competence in Basic Logic and Programming will facilitate the transfer of students to UH Manoa who wish to attain these degrees.

Sample Program Plan

Semester 1
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS211 - Introduction to Computer Science II (3)
    - ICS241 - Discrete Mathematics for Computer Science II (3)

Grand Total Credits: **6**

CO-Cloud Security Specialist (Certificate of Competence (CO))

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

1. Utilize methodologies and tools that assist with discovering and securing data in the cloud.
2. Apply techniques involved with Ethical Hacking.
3. Utilize methodologies and tools that will assist in deploying a zero trust network.

Program Requirements

This certificate contains these three ICS courses: ICS 215 Introduction to Scripting (3), ICS 281 Ethical Hacking (3), and ICS 284 Cloud Security (3). This certificate will use the same admission, advising, and counseling resources as the ICS program. To earn the certificate, a minimum of a C grade in each of the courses is required.

Sample Program Plan

Semester 1
3Total Credits

- Completed the following:
    - ICS281 - Ethical Hacking (3)

Semester 2
6Total Credits

- Completed the following:
    - ICS215 - Introduction to Scripting (3)
    - ICS284 - Cloud Security (3)

Grand Total Credits: **9**

Help Desk (Certificate of Competence (CO))

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

1. Apply critical thinking, problem-solving, and collaborative skills to assess and troubleshoot software and computer hardware problems.
2. Demonstrate good customer service skills by identifying and evaluating the indicators of customer satisfaction throughout the problem-resolution process.
3. Apply effective communication while working with clients and fellow workers.
4. Report the problem to appropriate levels in the organization.

Program Requirements

To earn the certificate, a minimum of a "C" grade in each of the courses is required.

ICS courses 12 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)

Elective 6 credits:
SP 151 Personal and Public Speech (3) or SP 251 Principles of Effective Public Speaking (3)
Any ICS or DMED course or MGT 121 Customer Service (3)

Total credits: 18

These courses are taught at Leeward CC as part of the ICS AS. This certificate will use the same admission, advising, and counseling resources as the ICS program.

Sample Program Plan

Semester 1
12Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS101 - Digital Tools for the Information World (3)
    - ICS125 - Personal Computer Maintenance and Repair (3)
    - ICS171 - Introduction to Computer Security (3)
    - ICS184 - Introduction to Networking (3)

Semester 2
6Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - SP151 - Personal and Public Speech (3)
    - Earned a minimum grade of C in each of the following:
      - SP251 - Principles of Effective Public Speaking (3)
  - Complete 1 of the following
    - Completed at least 3 credits from the following types of courses: Any ICS or DMED courses with a C or better grade.
    - Earned a minimum grade of C in each of the following:
      - MGT121 - Service Excellence (3)

Grand Total Credits: **18**

Information and Computer Science (Academic Subject Certificate (ASC))

Description

This certificate 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

1. Solve problems, develop algorithms, and write computer programs specified in a manner consistent with the ACM CS1 and CS2 recommendations.
2. Demonstrate familiarity with the mathematics used in computing science.

Program Requirements

To earn the certificate, a minimum of a "C" grade in each of the courses is required.

ICS111 - Introduction to Computer Science I (3)
ICS141 - Discrete Mathematics for Computer Science I (3)
ICS211 - Introduction to Computer Science II (3)
ICS241 - Discrete Mathematics for Computer Science II (3)
ICS212 - Program Structure (3) OR ICS215 - Introduction to Scripting (3)

Total credits: 15

Sample Program Plan

Semester 1
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS111 - Introduction to Computer Science I (3)
    - ICS141 - Discrete Mathematics for Computer Science I (3)

Semester 2
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS211 - Introduction to Computer Science II (3)
    - ICS241 - Discrete Mathematics for Computer Science II (3)

Semester 3
3Total Credits

- Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
        - ICS212 - Program Structure (3)
    - Earned a minimum grade of C in each of the following:
        - ICS215 - Introduction to Scripting (3)

Grand Total Credits: **15**

Information and Computer Science (Certificate of Achievement (CA))

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

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

Program Requirements

The program consists of general education courses including oral and written communications, general computing courses to provide a strong foundation in computer skills, and specific database and networking courses to prepare students for entry-level jobs in computer support, cabling and basic networking, office application support, and database management. Admission and counseling is consistent with other programs at the

college. There are no special admission requirements.

A minimum of a "C" grade in each ICS course is required to earn the certificate.

ICS 101 Digital Tools For the Information World (3 credits)
ICS 110M Introduction to Programming (3 credits) or ICS 110P Introduction to Programming (3 credits)
ICS 129 Introduction to Databases (3 credits)
ICS 111 Introduction to Computer Science I (3 credits)
ICS 125 Personal Computer Maintenance (3 credits)
ICS 170 Ethics for the Digital World (3 credits)
ICS 184 Introduction to Networking (3 credits)
ENG 100 Composition I (3 credits)
MATH 103 College Algebra (3 credits) or MATH 135 Precalc: Elementary Functions (3) or higher or ICS 141 Discrete Math for Computer Science I (3 credits)
SP 151 Personal and Public Speech (3 credits) or SP 251 Principles of Effective Public Speaking (3 credits)

Total credits: 30.

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - ICS101 - Digital Tools for the Information World (3)
    - ICS129 - Introduction to Databases (3)
  - Completed the following:
    - ENG100 - Composition I (3)
  - Complete 1 of the following
    - Completed the following:
      - MATH103 - College Algebra (3)
    - Completed the following:
      - MATH135 - Precalculus: Elementary Functions (3)
    - or higher MATH
    - Earned a minimum grade of C in each of the following:
      - ICS141 - Discrete Mathematics for Computer Science I (3)

- Complete 1 of the following
  - Earned a minimum grade of C in each of the following:
    - ICS110M - Introduction to Programming (3)
  - Earned a minimum grade of C in each of the following:
    - ICS110P - Introduction to Programming (3)

Semester 2
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - ICS111 - Introduction to Computer Science I (3)
    - ICS125 - Personal Computer Maintenance and Repair (3)
    - ICS170 - Ethics for the Digital World (3)
    - ICS184 - Introduction to Networking (3)
  - Complete 1 of the following
    - Completed the following:
      - SP151 - Personal and Public Speech (3)
    - Completed the following:
      - SP251 - Principles of Effective Public Speaking (3)

Grand Total Credits: **30**

Information and Computer Science (Associate in Science (AS))

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 five areas of specialty: Network Support Specialist, Information Security Specialist, Software Developer Specialist, Data Science 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 Mānoa, UH Hilo, and UH West O'ahu for those students who wish to continue their education while working in the industry.
Program Learning Outcomes

1. Demonstrate computing literacy.
2. Describe the functions and interrelationships of the building blocks of an operating system.
3. Develop object-oriented computer programs in at least two programming languages.

4. Apply mathematics to solve computing problems.
5. Communicate in written and oral form, a system solution, its documentation, and its implementation.
6. Use project management tools to manage information systems development projects.
7. Work as part of a group/team.
8. Design a relational database with proper documentation.
9. Demonstrate proficiency in computer maintenance and networking.
10. Software Developer Specialist: Develop a foundation in computer programming, data structures, and discrete mathematics.
11. Network Support Specialist: Apply computer-networking principles to build and troubleshoot networks.
12. Information Security Specialist: Apply the tools and techniques of information security to secure physical and digital information.
13. Cloud Support Specialist: Utilize methodologies and tools that assist with discovering and securing data in the cloud.
14. Data Science Specialist: Apply tools used to analyze and display data.

Program Requirements

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

Core Requirements: 27 credits

- ICS 101 Digital Tools for the Information World (3) or ICS 103 Introduction to Computer Science Principles (3)
- ICS 110M Introduction to Programming (3) or ICS 110P Introduction to Programming or equivalent (3)
- ICS 111 Introduction to Computer Science I (3)
- ICS 125 Personal Computer Maintenance and Repair (3) or ICS 131 Introduction to Virtualization (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)

General Education Requirements: 24 credits

- ENG 100 Composition I (3)
- ENG 209 Business Writing (3) or ENG 225 Technical Writing (3)
- ICS 141 Discrete Mathematics for Computer Science I (3) or MATH 103 College Algebra (3), or MATH 135 Precalc: Elementary Functions (3) or higher than MATH 135
- ICS 170 Ethics for the Digital World (3)
- SP 151 Personal and Public Speech (3) or SP 251 Principles of Effective Public Speaking (3)
- One DS Course (3)
- One FG Course (3)
- One Elective: 3 credits (must be any ICS course 100 or higher not used for ICS program requirements)

Specialty: 9 credits Select One Specialty Below
Information Security Specialty (for UHWO ISA BAS transfer students)

- ICS 215 Introduction to Scripting (3)
- ICS 281 Ethical Hacking (3)
- ICS 282 Computer Forensics (3)

Network Support Specialty (for UHWO ISA BAS transfer students)

- ICS 215 Introduction to Scripting (3)
- ICS 273 Network Design and Administration (3)
- ICS 274 Advanced Network Design and Administration (3)

Software Developer Specialty (for UHM ICS BA or UHWO ISA BAS transfer students)

- ICS 211 Introduction to Computer Science II (3)
- ICS 212 Program Structure (3) or ICS 215 Introduction to Scripting (3)
- ICS 241 Discrete Mathematics for Computer Science II (3)

Cloud Support Specialty

- ICS 215 Introduction to Scripting (3)
- ICS 281 Ethical Hacking (3)
- ICS 284 Cloud Security (3)

Data Science Specialty

- ICS 235 Machine Learning Methods (3)
- ICS 262 Data Analysis Using R and Python (3)
- ICS 263 Data Visualization (3)

Total Credits: 60

MATH 103 transfers to UHWO. ICS 141 transfers to UH Mānoa. ENG 209 transfers to UHWO. ICS 110P is recommended for students who plan to transfer to UHWO B.A.S Information Security and Assurance.

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - ICS170 - Ethics for the Digital World (3)
    - ICS184 - Introduction to Networking (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - ICS110M - Introduction to Programming (3)
    - Earned a minimum grade of C in each of the following:
      - ICS110P - Introduction to Programming (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:

        - ICS101 - Digital Tools for the Information World (3)
    - Earned a minimum grade of C in each of the following:
        - ICS103 - Introduction to Computer Science Principles (3)
- Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
        - ICS141 - Discrete Mathematics for Computer Science I (3)
    - Completed the following:
        - MATH103 - College Algebra (3)
    - Completed the following:
        - MATH135 - Precalculus: Elementary Functions (3)
    - Completed at least 3 credits from the following types of courses: MATH course numbered higher than 135

Semester 2
15Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ICS111 - Introduction to Computer Science I (3)
        - ICS171 - Introduction to Computer Security (3)
        - ICS231 - Introduction to Linux (3)
    - Completed the following:
        - ENG100 - Composition I (3)
- Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
        - ICS125 - Personal Computer Maintenance and Repair (3)
    - Earned a minimum grade of C in each of the following:
        - ICS131 - Introduction to Virtualization (3)

Semester 3
15Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ICS129 - Introduction to Databases (3)
    -

Completed at least 1 of the following:

- ENG209 - Business Writing (3)
- ENG225 - Technical Writing (3)

- Completed at least 1 of the following:

  - SP151 - Personal and Public Speech (3)
  - SP251 - Principles of Effective Public Speaking (3)
- Complete 1 of the following
  - Completed at least 1 courses from the following:

    - Information Security Speciality
      - ICS215 - Introduction to Scripting (3)
      - ICS281 - Ethical Hacking (3)
      - ICS282 - Computer Forensics (3)
  - Completed at least 1 courses from the following:

    - Software Developer Speciality
      - ICS211 - Introduction to Computer Science II (3)
      - ICS241 - Discrete Mathematics for Computer Science II (3)
      - ICS212 - Program Structure (3)
  - Completed at least 1 courses from the following:

    - Network Support Speciality
      - ICS215 - Introduction to Scripting (3)
      - ICS273 - Network Design and Administration (3)
      - ICS274 - Advanced Network Routing and Optimization (3)
  - Completed at least 1 courses from the following:

    - ICS Cloud Specialization
      - ICS284 - Cloud Security (3)
      - ICS215 - Introduction to Scripting (3)
      - ICS281 - Ethical Hacking (3)
  - Completed at least 1 courses from the following:

    - Data Science Speciality
      - ICS235 - Machine Learning Methods (3)
      - ICS262 - Data Analysis Using R and Python (3)
      - ICS263 - Data Visualization (3)
- Earned at least 3 credits from ICS

Semester 4
15Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Completed at least 2 courses from the following:

      - Information Security Speciality
        - ICS215 - Introduction to Scripting (3)
        - ICS281 - Ethical Hacking (3)
        - ICS282 - Computer Forensics (3)
    - Completed at least 2 courses from the following:

      - Software Developer Speciality
        - ICS211 - Introduction to Computer Science II (3)
        - ICS241 - Discrete Mathematics for Computer Science II (3)
        - ICS212 - Program Structure (3)
    - Completed at least 2 courses from the following:

      - Network Support Speciality
        - ICS215 - Introduction to Scripting (3)
        - ICS273 - Network Design and Administration (3)
        - ICS274 - Advanced Network Routing and Optimization (3)
    - Completed at least 2 courses from the following:

      - ICS Cloud Specialization
        - ICS284 - Cloud Security (3)
        - ICS215 - Introduction to Scripting (3)
        - ICS281 - Ethical Hacking (3)
    - Completed at least 2 courses from the following:

      - Data Science Speciality
        - ICS235 - Machine Learning Methods (3)
        - ICS262 - Data Analysis Using R and Python (3)
        - ICS263 - Data Visualization (3)
  - Completed at least 3 credits from the following types of courses: FG.
  - Completed at least 3 credits from the following types of courses: DS.
  - Earned a minimum grade of C in each of the following:

    - ICS270 - Systems Analysis (3)

Grand Total Credits: **60**

Information Security (Certificate of Achievement (CA))

Description

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

1. Develop object-oriented computer programs using a programming language.
2. Design a relational database with proper documentation.
3. Demonstrate proficiency in computer maintenance and networking.
4. Exhibit proper use of an operating system.
5. Apply the tools and techniques of information security to secure physical and digital information.

Program Requirements

First Semester
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
ICS 101 Digital Tools for the Information World (3)
ICS 215 Introduction to Scripting (3)
ICS 129 Introduction to Databases (3)
ICS 281 Ethical Hacking (3)
ICS 282 Computer Forensics (3)

Total Credits 30

This certificate will use the same admission, advising, and counseling resources as the ICS program.

All Courses must be completed with a grade of "C" or better.

Sample Program Plan

Semester 1
15Total Credits

- Completed the following:
    - ICS111 - Introduction to Computer Science I (3)
    - ICS170 - Ethics for the Digital World (3)
    - ICS184 - Introduction to Networking (3)
    - ICS231 - Introduction to Linux (3)
    - ICS171 - Introduction to Computer Security (3)

Semester 2
15Total Credits

- Completed the following:
    - ICS215 - Introduction to Scripting (3)
    - ICS281 - Ethical Hacking (3)
    - ICS282 - Computer Forensics (3)
    - ICS129 - Introduction to Databases (3)
    - ICS101 - Digital Tools for the Information World (3)

Grand Total Credits: **30**

Information Security Specialist (Certificate of Competence (CO))

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

1. Create and implement security policies and procedures to aid in security administration.
2. Apply techniques involved with ethical hacking.
3. Aid in the collection, examination, and preservation of data using proper computer forensics.

Program Requirements

To earn the certificate, a minimum of a C grade in each of the courses is required.
This certificate is for career retraining.
Students obtaining just the certificate will have the prerequisites for each course by means of previous experience.

This certificate contains these three ICS courses:
ICS 215 Introduction to Scripting (3)
ICS 281 Ethical Hacking (3)
ICS 282 Computer Forensics (3)

Total credits: 9

These three courses are taught at Leeward CC as part of the AS in ICS. This certificate will use the same admission, advising, and counseling resources as the ICS program.

Sample Program Plan

Semester 1
3Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS215 - Introduction to Scripting (3)

Semester 2
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS281 - Ethical Hacking (3)
    - ICS282 - Computer Forensics (3)

Grand Total Credits: **9**

Network Support Specialist (Certificate of Competence (CO))

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

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

Program Requirements

To earn the certificate, a minimum of a C grade in each of the courses is required.

This certificate contains these five ICS courses:
ICS 111 Introduction to Computer Science I (3)
ICS 184 Introduction to Networking (3)
ICS 215 Introduction to Scripting (3)
ICS 273 Network Design and Administration (3)
ICS 274 Advanced Network Design and Administration (3)

Total credits: 15

These courses are taught at Leeward CC as part of the AS in ICS. This certificate will use the same admission, advising, and counseling resources as the ICS program.

Sample Program Plan

Semester 1
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS111 - Introduction to Computer Science I (3)
    - ICS184 - Introduction to Networking (3)

Semester 2
9Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS215 - Introduction to Scripting (3)
    - ICS273 - Network Design and Administration (3)
    - ICS274 - Advanced Network Routing and Optimization (3)

Grand Total Credits: **15**

Software Developer (Certificate of Competence (CO))

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

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

Program Requirements

A minimum of a "C" grade in each course is required to earn the certificate.
This certificate is for career retraining.
Students obtaining just the certificate will have the prerequisites for each course by means of previous experience.

This certificate contains these two required ICS courses:

- ICS 211 Introduction to Computer Science II (3)
- ICS 241 Discrete Mathematics for Computer Science II (3)

Students are also required to select one of the following two ICS courses to complete this certificate:

- ICS 212 Program Structure (3)
- ICS 215 Introduction to Scripting (3)

Total credits: 9
These courses are taught at Leeward CC as part of the AS in ICS. This certificate will use the same admission, advising, and counseling resources as the ICS program.

Sample Program Plan

Semester 1
6Total Credits

- Earned a minimum grade of C in each of the following:
    - ICS211 - Introduction to Computer Science II (3)
    - ICS241 - Discrete Mathematics for Computer Science II (3)

Semester 2
3Total Credits

- Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
        - ICS212 - Program Structure (3)
    - Earned a minimum grade of C in each of the following:
        - ICS215 - Introduction to Scripting (3)

Grand Total Credits: **9**

Integrated Industrial Technologies

Integrated Industrial Technology (Associate in Science (AS))

Description

The Associate in Science in Integrated Industrial Technology (AS-IIT) is a 61-credit degree program intended to provide students with a foundation in electronic, electrical, mechanical, and automated control systems to meet the workforce needs of an emerging industrial technology industry. This program provides students with a theoretical and practical understanding of mechatronic systems and 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 technicians, robotics and manufacturing systems technicians, and process control systems integration technicians.
Program Learning Outcomes

1. Use appropriate safety, health, and personal protection procedures applicable to an industrial working environment.
2. Utilize proper procedures for inspection, preventive maintenance, and corrective

maintenance of integrated industrial systems.
3. Demonstrate an understanding of the theory, construction, installation, and operation of hydraulic and pneumatic systems in an automated controls environment.
4. Demonstrate an understanding of mechanical drive systems, their function, and their operation in an automated controls environment.
5. Apply principles of process quality assurance to an automated controls environment.
6. Use CAD/CAM to create drawings of parts and assemblies and create prototypes using additive manufacturing.
7. Apply the principles of mathematics, electronics, mechanical systems, and controls systems to program, maintain, calibrate, and repair advanced integrated systems in manufacturing and transportation.
8. Demonstrate an understanding of the structure and function of mechatronic systems and follow a logical sequence for isolating problems within an industrial process.
9. Analyze process control system operations and select the appropriate sensing equipment for that operation.
10. Analyze the operating difficulties of an automated system and perform the corrective actions needed.

Program Requirements

The IIT Associate of Science Degree contains these courses:

Core Requirements (42 credits):
- IIT 101 Safety, Health, and Environment (3 cr)
- IIT 121 Electro-hydraulics and Pneumatics (3 cr)
- IIT 131 Mechanical Drive Systems (3 cr)
- IIT 151 Rapid Prototyping (3 cr)
- IIT 171 Principles of Process Quality (3 cr)
- IIT 201 AC/DC Circuits (4 cr)
- IIT 205 Digital and Analog Circuits (4 cr)
- IIT 221 Programmable Logic Control (4 cr)
- IIT 231 Process Control and Instrumentation (4 cr)
- IIT 251 Motor and Motion Control (4 cr)
- IIT 271 Distributed Control Systems (3 cr)
- IIT 281 Supervisory Control & Data Administration (4 cr)

General Education Requirements (19 credits):
- ENG 100 Composition I (3 cr)
- MATH 103 College Algebra or higher in STEM track (3 cr)
- ICS 141 Discrete Math for Computer Science I (3 cr)
- PHYS 100 Survey Of Physics (3 cr)
- PHYS 100L Survey of Physics Laboratory (1 cr)
- Social Science, 100 level or above (3 cr)
- Arts & Humanities, 100 level or above (3 cr)

Total: 61 credits

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

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - IIT101 - Industrial Safety Health and Environment (3)
    - IIT121 - Electro-Hydraulics and Pneumatics (Fluid Power Systems) (3)
    - IIT131 - Mechanical Drive Systems (3)
    - ENG100 - Composition I (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - MATH103 - College Algebra (3)
    - higher STEM MATH

Semester 2
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - IIT151 - Rapid Prototyping (3)
    - IIT171 - Principles of Process Quality (3)
    - ICS141 - Discrete Mathematics for Computer Science I (3)
    - PHYS100 - Survey of Physics (3)
    - PHYS100L - Survey of Physics Lab (1)
  - Completed at least 3 credits from the following types of courses:
    Any Social Sciences Course (100 level or above)

Semester 3
16Total Credits

- Earned a minimum grade of C in each of the following:
  - IIT201 - AC/DC Circuits (4)
  - IIT251 - Motor and Motion Control (4)
  - IIT221 - Programmable Logic Control (4)
  - IIT231 - Process Control and Instrumentation (4)

Semester 4
14Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - IIT205 - Digital and Analog Circuits (4)
    - IIT271 - Distributed Control Systems (3)
    - IIT281 - Supervisory Control and Data Acquisition (SCADA) Systems (4)
  - Completed at least 3 credits from the following types of courses:
    Any Arts & Humanities Course (100 level or above)

Grand Total Credits: **61**

Integrated Industrial Technology (Certificate of Achievement (CA))

Description

The Certificate of Achievement in Integrated Industrial Technology (CA-IIT) program is intended to provide students with entry-level skills in hydraulic, pneumatic, and mechanical drive systems, as well as apply principles of process quality assurance in an automated controls environment to meet the workforce needs of an emerging industrial technology industry. Students will be able to perform inspection, preventative maintenance, and corrective maintenance while applying proper safety, health, and personal protection procedures. Students will also gain experience in computer-aided design (CAD) to create drawings of parts and assemblies for prototypes.
Program Learning Outcomes

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

Program Requirements

The IIT Certificate of Achievement contains these courses:

Core Requirements (15 credits):

- IIT 101 Safety, Health, and Environment (3 cr)
- IIT 121 Electro-hydraulics and Pneumatics (3 cr)
- IIT 131 Mechanical Drive Systems (3 cr)
- IIT 151 Rapid Prototyping (3 cr)
- IIT 171 Principles of Process Quality (3 cr)

General Education Requirements (16 credits):

- ENG 100 Composition I (3 cr)

- MATH 103 College Algebra or higher in STEM track (3 cr)
- ICS 141 Discrete Math for Computer Science I (3 cr)
- PHYS 100 Survey Of Physics (3 cr)
- PHYS 100L Survey of Physics Laboratory (1 cr)
- Social Science, 100 level or above (3 cr)

Total: 31 credits

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

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - IIT101 - Industrial Safety Health and Environment (3)
    - IIT121 - Electro-Hydraulics and Pneumatics (Fluid Power Systems) (3)
    - IIT131 - Mechanical Drive Systems (3)
    - ENG100 - Composition I (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - MATH103 - College Algebra (3)
    - higher STEM MATH

Semester 2
16Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - IIT151 - Rapid Prototyping (3)
    - IIT171 - Principles of Process Quality (3)
    - ICS141 - Discrete Mathematics for Computer Science I (3)
    - PHYS100 - Survey of Physics (3)
    - PHYS100L - Survey of Physics Lab (1)
  - Completed at least 3 credits from the following types of courses:
    Any Social Sciences Course (100 level or above)

Grand Total Credits: **31**

Integrated Industrial Technology (Certificate of Competence (CO))

Description

The Certificate of Competence in Integrated Industrial Technology (CO-IIT) program is intended to provide students with entry-level skills in hydraulic, pneumatic, and mechanical drive systems in an automated controls environment to meet the workforce needs of an emerging industrial technology industry. Students will be able to perform inspection, preventative maintenance, and corrective maintenance while applying proper safety,

health, and personal protection procedures.
Program Learning Outcomes

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

Program Requirements

The IIT Certificate of Competence contains these courses:

IIT 101 Safety, Health, and Environment (3 cr)
IIT 121 Electro-hydraulics and Pneumatics (3 cr)
IIT 131 Mechanical Drive Systems (3 cr)
ENG 100 Composition I (3 cr)
MATH 103 College Algebra or higher in STEM track (3 cr)
Total: 15 credits

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

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - IIT101 - Industrial Safety Health and Environment (3)
    - IIT121 - Electro-Hydraulics and Pneumatics (Fluid Power Systems) (3)
    - IIT131 - Mechanical Drive Systems (3)
    - ENG100 - Composition I (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - MATH103 - College Algebra (3)
    - higher STEM MATH

Grand Total Credits: **15**

Liberal Arts

Business (Academic Subject Certificate (ASC))

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

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

Program Requirements

ENG 100 Composition - 3 credits
SP 151 Personal and Public Speech or SP 251 Principles of Effective Public Speaking - 3 credits

Accounting Series* - 6 or 9 credits:
ACC 201 and ACC 202 or ACC 124, ACC 125 and ACC 202

ECON 130 Principles of Microeconomics - 3 credits
ECON 131 Principles of Macroeconomics - 3 credits

BUS 101 Business Computer Systems or ICS 101 Digital Tools for the Information World - 3 credits

MATH 103**College Algebra, or BUS 250***Applied Mathematics in Business, or MATH 115**Introduction to Statistics and Probability or higher - 3 credits

Total Credits 24 or 27

NOTE: Students need to check receiving institution (to which they are transferring) for specific math requirement or see an academic advisor for appropriate Math course.

*Possible combinations of accounting courses ACC 124, ACC 125 and ACC 202, or ACC 201 and ACC 202. All ACC courses must be completed with grade of "C" or higher.

UHWO transfers: **MATH 103 and **MATH 115 articulate with UH West Oahu 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

UHM transfers: ***BUS 250 meets the Shidler College of Business, UH Manoa FQ General Education Core.

Sample Program Plan

Semester 1
12Total Credits

- Complete all of the following
  - Completed the following:
    - ENG100 - Composition I (3)
    - ECON130 - Principles of Microeconomics (3)
  - Completed at least 1 of the following:
    - SP151 - Personal and Public Speech (3)
    - SP251 - Principles of Effective Public Speaking (3)
  - Completed at least 1 of the following:
    - ACC124 - Principles of Accounting I (3)
    - ACC201 - Introduction to Financial Accounting (3)

Semester 2
12Total Credits

- Complete all of the following
  - Completed the following:
    - ECON131 - Principles of Macroeconomics (3)
  - Completed at least 1 of the following:
    - BUS101 - Business Info Systems (3)
    - ICS101 - Digital Tools for the Information World (3)
  - Complete 1 of the following
    - Completed at least 1 of the following:
      - MATH103 - College Algebra (3)
      - BUS250 - Applied Mathematics in Business (3)
    - Complete 1 of the following
      - Completed at least 1 of the following:
        - MATH115 - Introduction to Statistics and Probability (3)
      - Or higher.
  - Complete 1 of the following
    - Students who completed ACC 124 in Semester 1, must take ACC 125. Students who completed ACC 201 in Semester 1, must take ACC 202.
    -

Completed at least 1 of the following:

- ACC125 - Principles of Accounting II (3)
- ACC202 - Introduction to Managerial Accounting (3)

Semester 3
3Total Credits

- Complete 1 of the following
  - Students who did not take ACC 202 in Semester 2.
  - Completed the following:
    - ACC202 - Introduction to Managerial Accounting (3)

Grand Total Credits: **27**

Community Food Security (Academic Subject Certificate (ASC))

Description

This certificate is designed to offer students a comprehensive understanding of the Community Food Security movement through coursework, skill development, and insights into certified organic farm operations and produce marketing. The courses introduce students to the local, national, and international aspects of the Community Food Security movement. They also equip students with the skills needed for organic food cultivation, the preparation of farm produce for sale to restaurants and markets, and the creation and delivery of educational activities for elementary, middle, and high school students. Moreover, students will gain knowledge about Hawaiian culture, as well as insights related to plants, nutrition, the environment, and agriculture. With this strong foundation, it is anticipated that students will be well-prepared to pursue degrees in various fields, such as environmental resources, education, nutrition, and sustainability.
Program Learning Outcomes

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

Program Requirements

The ASC is multi-disciplinary and includes courses from the Math and Science, Social Science, Arts and Humanities, and Language Arts Divisions. To earn the certificate, a minimum of a C grade in each of the courses is required.

Required courses:
ENG 100 Composition I (3)
SOC 151 Sociology of Food (3)
AG 112 Introduction to Organic Agriculture (4)
HWST 291 Contemporary Hawaiian Issues (3)
HWST 107 Hawaii: Center of the Pacific (3)

Total credits: 16

Sample Program Plan

Semester 1
13Total Credits

- Earned a minimum grade of C in each of the following:
  - HWST107 - Hawai'i: Center of the Pacific (3)
  - ENG100 - Composition I (3)
  - AG112 - Introduction to Organic Agriculture (4)
  - SOC151 - Introduction to Sociology of Food (3)

Semester 2
3Total Credits

- Earned a minimum grade of C in each of the following:
  - HWST291 - Contemporary Hawaiian Issues (3)

Grand Total Credits: **16**

Filipino Studies (Academic Subject Certificate (ASC))

Description

The Academic Subject Certificate in Filipino Studies is designed to provide an introduction to the arts, cultures, histories, and languages of Filipino people. The Certificate may be completed within the total credit requirements for the associate in arts degree. This certificate provides a valuable foundation to students planning to earn a bachelor's degree in Asian Studies, Ethnic Studies, Education, and other related fields and is recommended to students of any ethnic heritage who are interested in Filipino arts, cultures, histories, languages and the evolution of ethnic minorities in the United States.
Program Learning Outcomes

1. Develop knowledge of Filipino identity.
2. Compare and contrast the Filipino experience in Hawai'i and the continental United States.
3. Explain and analyze the relationships between the Philippines, the United States, and other countries, and the impact of historical, cultural, economic, political, and performing arts exchange, on Filipino contributions around the world.

Program Requirements

A minimum of 15 credits is required to fulfill the requirements of the Filipino Studies Academic Subject Certificate Program. Students may choose from the recommended electives in addition to the 12 required core credits to earn the Certificate. A minimum grade of "C" in all courses is required to earn the Certificate.

The curriculum of the Filipino Studies ASC program is organized as follows:

Core Requirement 12 credits

FIL 107 Introduction to Filipino Studies 3 credits
FIL 253 Filipino History, Culture & Arts 3 credits
FIL 254 Filipinos in the U.S. 3 credits
FIL 255 Contemporary Philippine Issues 3 credits

All four core courses are required to earn the Certificate.

Recommended Electives (beyond the 12 credits required for the Certificate)

IS 115 (formerly SSCI 101) Self-Development 3 credits
FIL 101 Elementary Filipino I 4 credits
FIL 102 Elementary Filipino II 4 credits

Total Credits: 15-16

Sample Program Plan

Semester 1
15 - 16Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - FIL107 - Introduction to Filipino Studies (3)
        - FIL253 - Filipino Culture, History, and the Arts (3)
        - FIL254 - Filipinos in the United States: The History and Culture of Filipinos in the U.S. (3)
        - FIL255 - Contemporary Philippine Issues (3)
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - IS115 - Self-Development (3)
        - Earned a minimum grade of C in each of the following:
            - FIL101 - Elementary Filipino I (4)
        - Earned a minimum grade of C in each of the following:
            - FIL102 - Elementary Filipino II (4)

Grand Total Credits: **15 - 16**

Global Studies (Academic Subject Certificate (ASC))

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

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

Program Requirements

The Academic Subject Certificate in Global Studies will total 18-20 credits.

Students will select five courses (15-16 credits) from the core requirements and one course (3-4 credits) from the list of electives (any of the core courses not previously selected as one of the core requirements may be taken as an elective). A single course cannot count towards two categories.

Core Requirements:

Choose one course from each of the five groups (15-16 credits):
GROUP 1 (Culture, Society and Globalization) = 3 credits (mandatory one course)

- ANTH 152 Culture and Humanity 3 credits
- ANTH 200 Cultural Anthropology 3 credits
- GEO 102 World Regional Geography 3 credits
- GEO 151 Geography and Contemporary Society 3 credits
- POLS 150 Introduction to Global Politics 3 credits

GROUP 2 (Global Business and Economics) = 3 credits (mandatory one course)

- BUSN 277 International Business Protocol 3 credits
- BUSN 279 International Business Analysis 3 credits
- ECON 120 Introduction to Economics 3 credits
- ECON 130 Principles of Microeconomics 3 credits
- ECON 131 Principles of Macroeconomics 3 credits

Group 3 (Global History, Philosophy and Religion) = 3 credits (mandatory one course)

- HIST 151 World Civilizations I 3 credits
- HIST 152 World Civilizations II 3 credits
- HIST 284 History of the Hawaiian Islands 3 credits
- PHIL 130 Introduction to World Philosophy I 3 credits
- REL 150 Introduction to the World's Major Religions 3 credits

Group 4 (Global Arts) = 3 credits (mandatory one course)

- ART 175 Survey of Global Art 3 credits
- ART 176 Survey of Global Art II 3 credits
- COM 210H Intercultural Communications Honors 3 credits
- ENG 270 Intro. to Lit.: Literary History (World Literature 1650 - Present Day) 3 credits
- MUS 107 Music in World Cultures 3 credits

Group 5 (Hawaiian and Foreign Language) = 3-4 credits (mandatory one course or equivalent)

- KOR 101 Elementary Korean I 4 credits
- KOR 102 Elementary Korean II 4 credits
- KOR 201 Intermediate Korean I 4 credits
- KOR 202 Intermediate Korean I 4 credits
- FR 101 Elementary French I 4 credits
- FR 102 Elementary French II 4 credits
- FR 201 Intermediate French I 4 credits
- FR 202 Intermediate French II 4 credits
- SPAN 101 Elementary Spanish I 4 credits
- SPAN 102 Elementary Spanish II 4 credits
- SPAN 201 Intermediate Spanish I 4 credits
- SPAN 202 Intermediate Spanish II 4 credits
- HAW 101 Elementary Hawaiian I 4 credits
- HAW 102 Elementary Hawaiian II 4 credits
- HAW 201 Intermediate Hawaiian I 4 credits
- HAW 202 Intermediate Hawaiian II 4 credits
- FIL 101 Elementary Filipino I 4 credits
- FIL 102 Elementary Filipino II 4 credits
- FIL 201 Intermediate Filipino I 4 credits
- FIL 202 Intermediate Filipino II 4 credits
- JPN 101 Elementary Japanese I 4 credits
- JPN 102 Elementary Japanese II 4 credits
- JPN 201 Intermediate Japanese I 4 credits
- JPN 202 Intermediate Japanese II 4 credits
- ENG 100E Composition I (for non-native speakers of English) 3 credits

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

- AMST 212 Contemporary American Issues: World 3 credits
- ASAN 107 Introduction to Filipino Studies 3 credits
- ASAN 203 Philippine Culture: A Survey of Philippine Cultural History 3 credits
- ASAN 205 Contemporary Philippine Issues 3 credits
- BIOL 124 Environment and Ecology 3 credits

- ENG 270 British Literature (1800-Present) 3 credits
- HWST 107 Hawaii: Center of the Pacific 3 credits HWST 261 Hawaiian Literature 3 credits
- HWST 270 Hawaiian Mythology 3 credits
- HWST 291 Contemporary Hawaiian Issues 3 credits
- HIST 260 Twentieth Century World History 3 credits
- HIST 231 Modern European Civilizations I 3 credits
- HIST 232 Modern European Civilizations II 3 credits
- HIST 241 Asian Civilizations I 3 credits
- HIST 242 Civilizations of Asia II 3 credits
- HIST 244 Introduction to Japanese History 3 credits
- HIST 251 Islamic Civilization 3 credits
- HIST 281 Introduction to American History I 3 credits
- HIST 282 Introduction to American History II 3 credits
- HIST 288 History of the Pacific Islands 3 credits
- LING 102 Introduction to the Study of Language 3 credits
- PACS 108 Pacific Worlds 3 credits
- PHIL 102 Introduction to Philosophy: Asian Traditions 3 credits
- PHIL 131 Introduction to World Philosophy II 3 credits
- POLS 180 Introduction to Politics in Hawai`i
- REL 202 Understanding Indian Religions 3 credits
- REL 204 Understanding Japanese Religions 3 credits
- REL 207 Understanding Buddhism 3 credits
- REL 209 Understanding Islam 3 credits
- Study Abroad 3-4 credits

There are no program entrance requirements prescribed for this certificate, but individual course prerequisites apply.

Sample Program Plan

Requirements
18 - 19Total Credits
Course Requirements
- Complete all of the following
  GROUP 1 (Culture, Society and Globalization)
  - Complete 1 of the following
    - Completed the following:
      - ANTH152 - Culture and Humanity (3)
    - Completed the following:
      - ANTH200 - Cultural Anthropology (3)
    - Completed the following:
      - GEO102 - World Regional Geography (3)
    - Completed the following:

        - GEO151 - Geography and Contemporary Society (3)
    - Completed the following:
        - POLS150 - Introduction to Global Politics (3)

GROUP 2 (Global Business and Economics)

- Complete 1 of the following
    - Completed the following:
        - BUSN277 - International Business Protocol (3)
    - Completed the following:
        - BUSN279 - International Business Analysis (3)
    - Completed the following:
        - ECON120 - Introduction to Economics (3)
    - Completed the following:
        - ECON130 - Principles of Microeconomics (3)
    - Completed the following:
        - ECON131 - Principles of Macroeconomics (3)

Group 3 (Global History, Philosophy and Religion)

- Complete 1 of the following
    - Completed the following:
        - HIST151 - World History to 1500 (3)
    - Completed the following:
        - HIST152 - World History since 1500 (3)
    - Completed the following:
        - HIST284 - History of the Hawaiian Islands (3)
    - Completed the following:
        - PHIL130 - Introduction to World Philosophy I (3)
    - Completed the following:
        - REL150 - Introduction to the World's Major Religions (3)

Group 4 (Global Arts)

- Complete 1 of the following
  - Completed the following:
    - ART175 - Survey of Global Art I (3)
  - Completed the following:
    - ART176 - Survey of Global Art II (3)
  - Completed the following:
    - COM210H - Intercultural Communication (3)
  - Completed the following:
    - ENG270 - Introduction to Literature: Literary History (3)
  - Completed the following:
    - MUS107 - Music in World Cultures (3)
- Complete 1 of the following
  - Earned at least 4 credits from KOR, FR, SPAN, HAW, JPN, or FIL
  - Completed the following:
    - ENG100E - Composition I (3)

Electives

- Complete 1 of the following
  - Earned at least 3 credits from the following course sets:
    - ASC Global Studies Electives
      - AMST212 - Contemporary American Global Issues (3)
      - FIL107 - Introduction to Filipino Studies (3)
      - FIL255 - Contemporary Philippine Issues (3)
      - FIL253 - Filipino Culture, History, and the Arts (3)
      - BIOL124 - Environment and Ecology (3)
      - ENG270 - Introduction to Literature: Literary History (3)
      - HWST107 - Hawai'i: Center of the Pacific (3)
      - HWST270 - Hawaiian Mythology (3)
      - HWST291 - Contemporary Hawaiian Issues (3)
      - HIST260 - Twentieth Century World History (3)
      - HIST231 - Modern European Civilization I (3)
      - HIST232 - Modern European Civilization II (3)
      - HIST241 - Civilizations of Asia I (3)
      - HIST242 - Civilizations of Asia II (3)
      - HIST244 - Introduction to Japanese History (3)
      - HIST251 - Islamic Civilization (3)
      - HIST281 - Introduction to American History I (3)
      - HIST282 - Introduction to American History II (3)

        - HIST288 - Oceania Survey (3)
        - LING102 - Introduction to the Study of Language (3)
        - PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (3)
        - PHIL102 - Introduction to Philosophy: Asian Traditions (3)
        - POLS180 - Introduction to Politics in Hawai'i (3)
        - REL202 - Understanding Indian Religions (3)
        - REL204 - Understanding Japanese Religions (3)
        - REL207 - Understanding Buddhism (3)
        - REL209 - Understanding Islam (3)
        - PHIL131 - Introduction to World Philosophy II (3)
    - Study Abroad 3-4 credits

Grand Total Credits: **18 - 19**

Hawaiian Language (Academic Subject Certificate (ASC))

Description

This certificate 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 Learning Outcomes

1. Analyze Native Hawaiian linguistic, cultural, historical, and political concepts.
2. Explain Native Hawaiian concepts as expressed in the broader areas of science, humanities, arts, or social sciences.
3. Reflect on issues relevant to the Native Hawaiian community.

Program Requirements

All required courses must be completed with a grade of C or higher.

Required Courses:

- HWST 107 Hawai'i: Center of the Pacific (3)
- HAW 101 Elementary Hawaiian I (4)
- HAW 102 Elementary Hawaiian II (4)
- HAW 201 Intermediate Hawaiian I (4)
- HAW 202 Intermediate Hawaiian II (4)

Total Credits: 19

Sample Program Plan

Semester 1
7Total Credits

- Earned a minimum grade of C in each of the following:
    - HWST107 - Hawai'i: Center of the Pacific (3)
    - HAW101 - Elementary Hawaiian I (4)

Semester 2
4Total Credits

- Earned a minimum grade of C in each of the following:
    - HAW102 - Elementary Hawaiian II (4)

Semester 3
4Total Credits

- Earned a minimum grade of C in each of the following:
    - HAW201 - Intermediate Hawaiian I (4)

Semester 4
4Total Credits

- Earned a minimum grade of C in each of the following:
    - HAW202 - Intermediate Hawaiian II (4)

Grand Total Credits: **19**

History (Academic Subject Certificate (ASC))

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, 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 Hawai'i system or elsewhere.
Program Learning Outcomes

1. Analyze cause and effect relationships in history.
2. Summarize key ideas in history, including major world philosophies, religions, and political theories and systems.
3. Compare and contrast historical experiences across cultures and time.
4. Describe major historical events, places, people, and other items of historical import.
5. Evaluate the historical roots of current events.
6. 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).

Program Requirements

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

Core (12 Credits)

ENG 100 Composition (3)
Any FQ course (3)
HIST 151 World History to 1500 (3) or HIST 156 World History of Human Disease (3)
HIST 152 World History since 1500 (3) or HIST 156 World History of Human Disease (3)

History Concentration (9 Credits)

HIST 231 Modern European Civilizations I (3)
HIST 232 Modern European Civilizations II (3)
HIST 241 Asian Civilizations 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 History of the Pacific Islands (3)

Total Credits: 21

Sample Program Plan

Semester 1
12Total Credits

- Complete all of the following
  - Complete all of the following
    - Earned a minimum grade of C in each of the following:
      - ENG100 - Composition I (3)
    - Complete 1 of the following
      - Earned a minimum grade of C in each of the following:
        - HIST151 - World History to 1500 (3)
      - Earned a minimum grade of C in each of the following:
        - HIST156 - World History of Human Disease (3)
  - Completed at least 3 credits from the following types of courses:
    FQ courses

- Earned at least 3 credits from the following:
    - HIST231 - Modern European Civilization I (3)
    - HIST232 - Modern European Civilization II (3)
    - HIST241 - Civilizations of Asia I (3)
    - HIST242 - Civilizations of Asia II (3)
    - HIST244 - Introduction to Japanese History (3)
    - HIST251 - Islamic Civilization (3)
    - HIST260 - Twentieth Century World History (3)
    - HIST281 - Introduction to American History I (3)
    - HIST282 - Introduction to American History II (3)
    - HIST284 - History of the Hawaiian Islands (3)
    - HIST288 - Oceania Survey (3)

Semester 2
9Total Credits

- Complete all of the following
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - HIST152 - World History since 1500 (3)
        - Earned a minimum grade of C in each of the following:
            - HIST156 - World History of Human Disease (3)
    - Earned at least 6 credits from the following:
        - HIST231 - Modern European Civilization I (3)
        - HIST232 - Modern European Civilization II (3)
        - HIST241 - Civilizations of Asia I (3)
        - HIST242 - Civilizations of Asia II (3)
        - HIST244 - Introduction to Japanese History (3)
        - HIST251 - Islamic Civilization (3)
        - HIST260 - Twentieth Century World History (3)
        - HIST281 - Introduction to American History I (3)
        - HIST282 - Introduction to American History II (3)
        - HIST284 - History of the Hawaiian Islands (3)
        - HIST288 - Oceania Survey (3)

Grand Total Credits: **21**

Liberal Arts (Associate in Arts (AA))

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

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

Program Requirements

The requirements for the Associate in Arts Degree are as follows:

1. Minimum cumulative grade point average: 2.0 GPR or better for all courses used to meet the degree requirements
2. 60 credits, all in courses numbered 100 or above
3. A maximum of 48 transfer credits earned at other colleges may be applied towards the degree
4. The 60 credits are composed of:
    a. 31 credits in General Education Core requirements (12 credits in Foundation, 19 credits in Diversification)
    b. 29 credits of elective
    c. Graduation Requirements (Focus Requirements)
5. A minimum of 12 credits of courses numbered 100 or above must be earned at Leeward CC

Foundations Requirements: 12 credits
3 cr. in Written Communication (FW)
3 cr. in Quantitative Reasoning (FQ) or Symbolic Reasoning (FS).
Students entering Fall 2018 and thereafter must take FQ. Students enrolled prior to Fall 2018 may take either FQ or FS.
6 cr. in Global Multicultural Perspectives (FG)

For the list of approved Foundation courses, see: http://www.hawaii.edu/offices/app/aa/afc/
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, FQ 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. Some courses that satisfy a Focus requirement may also simultaneously satisfy Diversification and/or Writing Intensive requirements. (See a counselor for "Requirements that may be Double-Dipped.") Approved courses are identified below. They are also indicated by designations after the course **Description**.

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 for students admitted prior to Fall 2018. Symbolic Reasoning courses expose students to the beauty and power of formal systems, as well as to their clarity and precision; courses will not focus solely on computational skills. Students learn the concept of proof as a chain of inferences. They learn to apply formal rules or algorithms; engage in hypothetical reasoning; and traverse a bridge between theory and practice. In addition, students develop the ability to use appropriate symbolic techniques in the context of problem solving and to present and critically evaluate evidence.

Quantitative Reasoning (FQ): 3 credits for all new students admitted for the Fall 2018 semester It includes the ability to do the following: apply math skills; judge reasonableness of results; understand and communicate numerical information via variables and equations, graphs and charts, words and sentences; and recognize the limitations of mathematical or statistical methods.

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.

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)

For the list of Diversification courses, see:
https://sites.google.com/a/hawaii.edu/leeward-cc-diversification-board/list-of-diversification-courses

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.")

Arts, Humanities, and Literatures (DA, DH, DL): 6 credits
To satisfy this requirement, students must take six credits from two separate subcategories. 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 **Description**s in the Leeward Catalog.

Social Sciences (DS): 6 credits
To satisfy this requirement, students must take six credits from two different disciplines. Approved courses are identified in the Leeward Catalog with the letters "DS" after the course **Description**.

Natural Sciences (DB, DP, DY): 7 credits
Designations are: "DB" for Biological science courses, "DP"for physical science courses and "DY" for laboratory courses. 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. Approved courses are identified in the Leeward Catalog with the appropriate letters after the course **Description**.

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 Oahu, or any community college, will meet the Leeward CC E-focus graduation requirement.

Hawaiian, Asian, and Pacific Issues (HAP): 1 course
These courses focus on issues in Hawaiian and Asian or Pacific cultures and history; they promote cross-cultural understanding between nations and cultures. Courses fulfilling this requirement are offered in departments across the curriculum. Approved sections are identified in the College's Class Availability with a "HAP"; offerings vary each semester.

Writing Intensive (WI): 2 courses
Because writing helps students both to learn and to communicate, Leeward Community College requires students to take two writing intensive courses. Small writing intensive classes, in which instructors work with students on writing related to course topics, are offered in various disciplines. Students need to satisfy the Written Communication "FW" requirement with a grade of C or better before they enroll in writing intensive courses. Approved sections are identified in the College's Class Availability with a "WI"; offerings vary each semester.

Oral Communication (OC): 1 course
These courses will give students explicit training, in the context of the class, in oral

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

For the list of Oral Communication courses, see Oral Communication Focus Board website and/or report.

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Completed the following:
      - ENG100 - Composition I (3)
    - Completed at least 3 credits from the following types of courses: Written Communication (FW)
  - Completed at least 6 credits from the following types of courses: Electives
  - Completed at least 3 credits from the following types of courses: Quantitative Reasoning (FQ)
  - Completed at least 3 credits from the following types of courses: Global Multicultural Perspectives (FG)

Semester 2
15Total Credits

- Complete all of the following
  - Completed at least 3 credits from the following types of courses: Global Multicultural Perspectives (FG)
  - Completed at least 3 credits from the following types of courses: Natural Sciences (DB, DP, DY)
  - Completed at least 3 credits from the following types of courses: Arts, Humanities, and Literatures (DA, DH, DL)
  - Completed at least 6 credits from the following types of courses: Electives

Semester 3
15Total Credits

- Complete all of the following
  - Completed at least 4 credits from the following types of courses: Natural Sciences (DB, DP, DY)
  - Completed at least 3 credits from the following types of courses: Social Sciences (DS)
  - Completed at least 3 credits from the following types of courses: Arts, Humanities, and Literatures (DA, DH, DL)
  - Completed at least 5 credits from the following types of courses:

Elective
Semester 4
15Total Credits

- Complete all of the following
  - Completed at least 3 credits from the following types of courses: Social Sciences (DS)
  - Completed at least 12 credits from the following types of courses: Elective

Grand Total Credits: **60**

Marine Option Program (MOP) (Academic Subject Certificate (ASC))

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

1. Describe how the ocean relates to Hawai‘i’s economy, society, and lifestyle.
2. Evaluate how career and educational opportunities can be influenced by the surrounding marine environment.
3. Explain the ocean and its impacts on Hawai‘i.
4. Create and execute an experiential learning project (Skill Project).

Program Requirements

The Marine Option Program has existed for 40 years as a UH System certificate managed by the UH Manoa MOP office. The university has undergone many changes over the years and in 2011 the Council of Chief Academic Officers (CCAO) determined that each campus should create its own MOP Certificate. The program listed below has been in existence at Leeward CC for over 20 years and will continue to allow articulation with all other MOP certificate programs at other UH campuses. The following are required and elective courses for the Marine Option Program Academic Subject Certificate:

1. A total of 8-10 credits from the following list of courses.
A. Minimum of one of the following two marine survey courses (4 credits):
OCN 201 3 cr Science of the Sea
OCN 201L 1 cr Science of the Sea Lab
ZOOL 200 3 cr Intro to Marine Biology
ZOOL 200L 1 cr Intro to Marine Biology Lab
B. Four to six (4-6) additional credits of ocean-related elective courses from this list:
BIOL 124 3 cr Environment and Ecology
BIOL 124L 1cr Environment and Ecology Lab
BIOL 200 3cr Coral Reefs
BIOL 200L 1cr Coral Reefs Lab

BOT 130 3 cr Plants in the Hawaiian Environment
BOT 130L 1 cr Plants in the Hawaiian Environment Lab
ERTH 103 3 cr Geology of the Hawaiian Islands (formerly GG 103)
HIST 284 3 cr History of the Hawaiian Islands
OCN 201 3 cr Science of the Sea (if not counted as the required survey course)
OCN 201L 1 cr Science of the Sea Lab (if not counted as the required survey course)
ZOOL 200 3 cr Intro to Marine Biology (if not counted as the required survey course)
ZOOL 200L 1 cr Intro to Marine Biology Lab (if not counted as the required survey course)
Note that the lab course must be a companion course to a lecture course you have taken concurrently or previously, e.g. OCN 201 and OCN 201L.
Any marine related course accepted for MOP certificate at other UH campuses.
Subtotal 8-10 cr

2. A total of 3-4 credits from the following list of courses.
OCN 101 1 cr MOP Seminar (must be taken once)
OCN 199 2-3 cr MOP Skill Project (Independent Study)
Subtotal 3-4 cr

TOTAL 11 cr (minimum)

Sample Program Plan

Semester 1
5Total Credits

- Complete all of the following
  - Completed the following:
    - OCN101 - Introduction to Marine Option Program (1)
  - Complete 1 of the following
    - Completed the following:
      - OCN201 - Science of the Sea (3)
      - OCN201L - Science of the Sea Laboratory (1)
    - Completed the following:
      - ZOOL200 - Marine Biology (3)
      - ZOOL200L - Marine Biology Lab (1)

Semester 2
7Total Credits

- Complete all of the following
  - Completed at least 3 credits from the following types of courses: OCN 199
  - Earned at least 4 credits from the following course sets:
    - ASC-MOP Electives
      - BIOL124 - Environment and Ecology (3)
      - BIOL124L - Environment and Ecology Lab (1)

- BIOL200 - Coral Reefs (3)
- BIOL200L - Coral Reefs Lab (1)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- ERTH103 - Geology of the Hawaiian Islands (3)
- HIST284 - History of the Hawaiian Islands (3)
- OCN201 - Science of the Sea (3)
- OCN201L - Science of the Sea Laboratory (1)
- ZOOL200 - Marine Biology (3)
- ZOOL200L - Marine Biology Lab (1)

Grand Total Credits: **12**

Music (Academic Subject Certificate (ASC))

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

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

Program Requirements

Total 18 Credits Core Courses (6 Credits Required)
MUS 107 Music in World Cultures (3)
MUS 108 Music Fundamentals (3)
MUS 253 Music For Classroom Teachers (3)

Performing Ensembles (6 Credits required)
MUS 103 Guitar Ensemble 1 (2)
MUS 104 Beginning Jazz Ensemble (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)
Electives (6 Credits Required)
MUS 106 Introduction to Music Literature (3)
MUS 121B Voice 1 (2)
MUS 121C Piano 1 (2)
MUS 121D Guitar 1 (2)
MUS 121E Pop/Folk Guitar 1 (2)
MUS 121F Slack Key Guitar 1 (2)
MUS 121Z 'Ukulele 1 (2)
MUS 122B Voice 2 (2)
MUS 122C Piano 2 (2)

MUS 122D Guitar 2 (2)
MUS 122Z 'Ukulele 2 (2)
MUS 140 Introduction to Audio Production (3)
MUS 221B Voice 3 (2)
MUS 221H Guitar 3 (2)
MUS 232B Applied Music: Voice (1)
MUS 232G Applied Music: Classic Guitar (1)
MUS 232R Applied Music: Trumpet (1)
MUS 281 Music Theory I (3)
MUS 282 Music Theory II (3)
MUS 283 Aural Training 1 (1)
MUS 284 Aural Training 2 (1)

Sample Program Plan

Semester 1
6 - 8Total Credits

- Complete all of the following
    - Completed at least 1 courses from the following:
        - Music Core Courses
            - MUS107 - Music in World Cultures (3)
            - MUS108 - Music Fundamentals (3)
            - MUS253 - Elementary Music in Action (3)
    - Completed at least 1 courses from the following:
        - Music Performing Ensembles
            - MUS103 - Guitar Ensemble 1 (2)
            - MUS104 - Jazz Ensemble 1 (2)
            - MUS112 - Hawaiian Ensemble 1 (2)
            - MUS113 - Hawaiian Ensemble 2 (2)
            - MUS114 - College Chorus (2)
            - MUS201 - Vocal Ensemble (2)
            - MUS203G - Guitar Ensemble 2 (2)
    - Completed at least 1 courses from the following:
        - Music Electives
            - MUS106 - Introduction to Music Literature (3)
            - MUS121B - Voice 1 (2)
            - MUS121C - Piano 1 (2)
            - MUS121D - Guitar 1 (2)
            - MUS121E - Pop/Folk Guitar 1 (2)
            - MUS121F - Slack Key Guitar 1 (2)
            - MUS121Z - 'Ukulele 1 (2)
            - MUS122B - Voice 2 (2)
            - MUS122D - Guitar 2 (2)
            - MUS122Z - 'Ukulele 2 (2)
            - MUS140 - Introduction to Audio Production (3)

        - MUS221B - Voice 3 (2)
        - MUS221H - Guitar 3 (2)
        - MUS232B - Applied Music: Voice (1)
        - MUS232G - Applied Music: Classical Guitar (1)
        - MUS232R - Trumpet
        - MUS281 - Music Theory 1 (3)
        - MUS282 - Music Theory 2 (3)
        - MUS283 - Aural Training 1 (1)
        - MUS284 - Aural Training 2 (1)
        - MUS122C - Piano 2 (2)

Semester 2
8 - 10Total Credits

- Complete all of the following
    - Completed at least 1 courses from the following:

        - Music Core Courses
            - MUS107 - Music in World Cultures (3)
            - MUS108 - Music Fundamentals (3)
            - MUS253 - Elementary Music in Action (3)
    - Completed at least 2 courses from the following:

        - Music Performing Ensembles
            - MUS103 - Guitar Ensemble 1 (2)
            - MUS104 - Jazz Ensemble 1 (2)
            - MUS112 - Hawaiian Ensemble 1 (2)
            - MUS113 - Hawaiian Ensemble 2 (2)
            - MUS114 - College Chorus (2)
            - MUS201 - Vocal Ensemble (2)
            - MUS203G - Guitar Ensemble 2 (2)
    - Completed at least 1 courses from the following:

        - Music Electives
            - MUS106 - Introduction to Music Literature (3)
            - MUS121B - Voice 1 (2)
            - MUS121C - Piano 1 (2)
            - MUS121D - Guitar 1 (2)
            - MUS121E - Pop/Folk Guitar 1 (2)
            - MUS121F - Slack Key Guitar 1 (2)
            - MUS121Z - 'Ukulele 1 (2)
            - MUS122B - Voice 2 (2)
            - MUS122D - Guitar 2 (2)
            - MUS122Z - 'Ukulele 2 (2)
            - MUS140 - Introduction to Audio Production (3)
            - MUS221B - Voice 3 (2)
            - MUS221H - Guitar 3 (2)
            - MUS232B - Applied Music: Voice (1)
            - MUS232G - Applied Music: Classical Guitar (1)
            - MUS232R - Trumpet

- MUS281 - Music Theory 1 (3)
- MUS282 - Music Theory 2 (3)
- MUS283 - Aural Training 1 (1)
- MUS284 - Aural Training 2 (1)
- MUS122C - Piano 2 (2)

Grand Total Credits: **14 - 18**

Performing Arts (Academic Subject Certificate (ASC))

Description

The Academic Subject Certificate (ASC) in Performing Arts is intended to provide students with a strong foundation in general performance, including different tracks in 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; wish to develop and further their interest or talent in these areas while earning an associate in arts degree; and/or intend to pursue a professional career in the performing arts (19 to 20 credits).
Program Learning Outcomes

1. Accurately perform solo or in an ensemble in dance, music, or theatre before an audience.
2. Describe the key terms and concepts in dance, music, or theatre disciplines.
3. Critically evaluate performances and productions in the performing arts.

Program Requirements

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.

All required courses must be passed with a grade of "C" or better.

Complete all of the Core courses (9 credits) and complete at least one of the five tracks:

- Dance (10 credits)
- Theatre (10 credits)
- Music – Guitar (11 credits)
- Music – 'Ukulele (11 credits)
- Music – Piano (11 credits)

ASC in Performing Arts – Theatre or Dance: 19 total credits
ASC in Performing Arts – Music - Guitar, Music - Piano, or Music - 'Ukulele: 20 total credits

Academic Subject Certificate in Performing Arts Core (9 credits)

- MUS 107 – Music in World Cultures (3 credits)
- THEA 101 – Introduction to Drama and Theatre (3 credits)
- THEA 240 - Introduction to Stagecraft (3 credits)

Dance (10 Credits) Selected from below:

- DNCE 108 – Hatha Yoga: Beginning (3 credits)
- DNCE 121 – Beginning Ballet Technique (3 credits)
- DNCE 122 – Continuing Ballet Technique (3 credits)
- DNCE 131 – Beginning Contemporary Dance Technique (3 credits)
- DNCE 132 – Continuing Contemporary Dance Technique (3 credits)
- HWST 128 – Introduction to Hula Kahiko(3 credits)
- HWST 129 – Introduction to Hula ʻAuana (3 credits)
- DNCE 180 – Dance Production (1 credit)
- THEA 200B – Beginning Theatre Practicum (1 credit)

Theatre (10 Credits) Selected from below:

- THEA 221 – Acting I (3 credits)
- THEA 222 – Acting II (3 credits)
- THEA 260 – Dramatic Production (3 credits) OR THEA 262 – Local Style Theatre (3 credits)
- THEA 220 - Beginning Voice and Movement (3 credits)
- THEA 200B – Beginning Theatre Practicum (1 credit)
- DNCE 131 – Beginning Contemporary Dance Technique (3 credits)

Music - Guitar (11 Credits)

- MUS 108 – Music Fundamentals (3 credits)
- MUS 103 – Guitar Ensemble 1 (2 credits) or MUS 112 - Hawaiian Ensemble 1 (2 credits)
- MUS 121D – Guitar 1 (2 credits)
- MUS 122D – Guitar 2 (2 credits) or MUS 121F – Slack Key Guitar (2 credits)
- MUS 203G – Guitar Ensemble 2 (2 credits) or MUS 113 - Hawaiian Ensemble 2 (2 credits)

Music - ʻUkulele (11 Credits)

- MUS 108 – Music Fundamentals (3 credits)
- MUS 121Z – ʻUkulele 1 (2 credits)
- MUS 122Z – ʻUkulele 2 (2 credits)
- MUS 112 – Hawaiian Ensemble 1 (2 credits)
- MUS 113 – Hawaiian Ensemble 2 (2 credits)

Music - Piano (11 Credits)

- MUS 108 – Music Fundamentals (3 credits)
- *MUS 203D – Keyboard Ensemble 1 (2 credits)
- MUS 121C – Piano 1 (2 credits)
- MUS 122C – Piano 2 (2 credits)
- *MUS 203D - Keyboard Ensemble 1 (2 credits) or MUS 112 – Hawaiian Ensemble 1 (2 credits)

* For Music - Piano track, students may choose to repeat MUS 203D once.

Sample Program Plan

Semester 1
8 - 9Total Credits

- Complete all of the following
  - Completed the following:
    - THEA240 - Introduction to Stagecraft (3)

  Group
  - Complete 1 of the following

    Dance
    - Earned at least 5 credits from the following:
      - DNCE108 - Hatha Yoga: Beginning (3)
      - DNCE121 - Beginning Ballet Technique (3)
      - DNCE122 - Continuing Ballet Technique (3)
      - DNCE131 - Beginning Contemporary Dance Technique (3)
      - DNCE132 - Continuing Contemporary Dance Technique (3)
      - HWST128 - Introduction to Hula Kahiko (3)
      - HWST129 - Introduction to Hula ‘Auana (3)
      - DNCE180 - Dance Production (1)
      - THEA200B - Beginning Theatre Practicum: Acting (1)

    Theatre
    - Completed at least 5 credits from the following types of courses: THEA 221, THEA 222, THEA 260 or THEA 262, THEA 220, THEA 200B, DNCE 131

    Music - Guitar
    - Completed at least 6 credits from the following types of courses: MUS 108, MUS 103 or MUS 112, MUS 121D, MUS 122D or MUS 121F, MUS 203G or MUS 113

    Music - ‘Ukulele
    - Earned at least 6 credits from the following:
      - MUS108 - Music Fundamentals (3)
      - MUS121Z - 'Ukulele 1 (2)
      - MUS122Z - 'Ukulele 2 (2)
      - MUS112 - Hawaiian Ensemble 1 (2)
      - MUS113 - Hawaiian Ensemble 2 (2)

    Music - Piano
    - Completed at least 6 credits from the following types of courses: MUS 108, MUS 203D, MUS 121C, MUS 122C, MUS 203D or MUS 112

Semester 2
11Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - MUS107 - Music in World Cultures (3)
    - THEA101 - Introduction to Drama and Theatre (3)
  - Complete 1 of the following
    - Dance
      - Earned at least 5 credits from the following:
        - DNCE108 - Hatha Yoga: Beginning (3)
        - DNCE121 - Beginning Ballet Technique (3)
        - DNCE122 - Continuing Ballet Technique (3)
        - DNCE131 - Beginning Contemporary Dance Technique (3)
        - DNCE132 - Continuing Contemporary Dance Technique (3)
        - HWST128 - Introduction to Hula Kahiko (3)
        - HWST129 - Introduction to Hula ‘Auana (3)
        - DNCE180 - Dance Production (1)
        - THEA200B - Beginning Theatre Practicum: Acting (1)

      Theatre
    - Completed at least 5 credits from the following types of courses: THEA 221, THEA 222, THEA 260 or THEA 262, THEA 220, THEA 200B, DNCE 131

      Music - Guitar
    - Completed at least 5 credits from the following types of courses: MUS 108, MUS 103 or MS 112, MUS 121D, MUS 122D or MUS 121F, MUS 203G or MUS 113

      Music - ‘Ukulele
    - Completed at least 5 credits from the following types of courses: MUS 108, MUS 121Z, MUS 122Z, MUS 112, MUS 113

      Music - Piano
    - Completed at least 5 credits from the following types of courses: MUS 108, MUS 203D, MUS 121C, MUS 122C, MUS 203D or MUS 112

Grand Total Credits: **19 - 20**

Sustainability (Academic Subject Certificate (ASC))

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

1. Define sustainability on local, national and international levels.
2. Identify personal values and attitudes that can facilitate sustainable living.
3. Describe how the individual relates to the wider issues of sustainability.
4. Measure one's impact on the triple bottom line: People, Planet, Profit.

5. Identify the sociocultural values and attitudes that facilitate sustainable living at the local, regional and global levels.
6. Apply concepts of sustainability to local, regional and/or global challenges.
7. Describe how concepts of sustainability are connected to local, regional, and global issues.
8. Describe how traditional and indigenous perspectives inform sustainable practices.

Program Requirements

Students will be required to complete a minimum of 16 credits and earn a grade of C or higher for all courses required in this certificate. To earn this certificate six courses must have the S-designation.

Science Courses (4 credits):

- AG 112 (4 credits, DB + DY)
- AG 264 (3 credits, DB + DY)
- BIOL 124 (3 credits, DB)
- BIOL 124L (1 credit, DY)
- BOT 130 (3 credits, DB)
- BOT 130L (1 credit, DY)
- GEOG 101 (3 credits, DP)
- GEOG 101L (1 credit, DY)
- Any other DB/DP/DY course.
- Lecture and Lab do not need to match

Electives (12 credits):

- Any course not previously completed for the Science Courses.

Sample Program Plan

Program Minimum Requirements
16Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Earned at least 4 credits from the following:
      - AG112 - Introduction to Organic Agriculture (4)
      - AG264 - Plant Propagation (3)
      - BIOL124 - Environment and Ecology (3)
      - BIOL124L - Environment and Ecology Lab (1)
      - BOT130 - Plants in the Hawaiian Environment (3)
      - BOT130L - Plants in the Hawaiian Environment Lab (1)
      - GEO101 - The Natural Environment (3)
      - GEO101L - The Natural Environment Lab (1)
    - Completed at least 4 credits from the following types of courses: Earned minimum 4 of credits any other DB/DP/DY courses.
  - Completed at least 12 credits from the following types of courses: Earned 12 credits from any course not previously completed for the Science Courses.
  - 6 courses must have the S-designation

Grand Total Credits: **16**

Writing (Academic Subject Certificate (ASC))

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 Learning Outcomes

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

Program Requirements

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.

DESCRIPTION OF COURSE SEQUENCE:

Students choose between the Creative Track and the Business Track.

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

- Core (12 credits):
    - ENG 100 Composition I (3)
    - ENG 200 Composition II (3)
    - ENG 204 Intro to Creative Writing (3)
    - Any DL approved course (3)
- Two of the following courses: (6 credits)
    - ENG 207 Fiction Workshop (3)
    - ENG 208 Poetry Workshop (3)
    - ENG 211 Autobiographical Writing (3)

18 TOTAL

Business Track:

- Core (12 credits)
    - ENG 100 Composition I (3)
    - ENG 200 Composition II (3)

    - ENG 209 Business Writing (3)
    - ENG 225 Technical Writing (3)
- Two of the following courses: (6 credits)
    - BUSN 269 -Supervision (3)
    - BUSN 277 -International Business Protocol (3)
    - BUSN 279 -International Business Analysis (3)

18 TOTAL

Sample Program Plan

Semester 1
3Total Credits

- Completed the following:
    - ENG100 - Composition I (3)

Semester 2
15Total Credits

- Complete 1 of the following

Creative Track

- Complete all of the following
    - Completed the following:
        - ENG200 - Composition II (3)
        - ENG204 - Introduction to Creative Writing (3)
    - Completed at least 3 credits from the following types of courses: any DL
    - Completed at least 2 of the following:
        - ENG207 - Fiction Workshop (3)
        - ENG208 - Poetry Workshop (3)
        - ENG211 - Autobiographical Writing (3)

Business Track

- Complete all of the following

Core

- Completed the following:
    - ENG200 - Composition II (3)
    - ENG209 - Business Writing (3)
    - ENG225 - Technical Writing (3)
- Completed at least 2 of the following:
    - BUSN269 - Supervision (3)

- BUSN277 - International Business Protocol (3)
- BUSN279 - International Business Analysis (3)

Grand Total Credits: **18**

Management

Administrative Assistant (Certificate of Competence (CO))

Description

The Certificate of Competence is to prepare students to acquire basic entry-level skills in administrative assistant support positions in office settings in businesses, non-profit and governmental service institutions.
Program Learning Outcomes

1. Demonstrate professional behavior in work quality, appearance, and attitude as required in a business environment.
2. Employ current and emerging technologies effectively to create, manage, and prioritize documents to handle multiple business circumstances.
3. Demonstrate clear and effective verbal and non-verbal communications which comply with standard office etiquette.

Program Requirements

Certificate of Competence (15 credits)

BUSN 123 Word Processing for Business (3 credits)
BUSN 158 Social Media and Cloud-Based Collaboration for Business (3 credits)
BUSN 164 Career Success (3 credits)
BUSN 170 Records and Information Management (3 credits)
BUS 101 Business Information Systems or ICS 101 Digital Tools info World (3 credits)

To obtain the Administrative Assistant CO students must pass all required business (BUS) and business technology (BUSN) courses with a grade of C or better.

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - BUSN123 - Word Processing for Business (3)
    - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
    - BUSN164 - Career Success (3)
    - BUSN170 - Records and Information Management (3)

- Complete 1 of the following
  - Earned a minimum grade of C in each of the following:
    - BUS101 - Business Info Systems (3)
  - Earned a minimum grade of C in each of the following:
    - ICS101 - Digital Tools for the Information World (3)

Grand Total Credits: **15**

Agriculture-based Product Development & Entrepreneurship (Certificate of Competence (CO))

Description

The Certificate of Competence in Agriculture-based Product Development & Entrepreneurship program is intended to provide students with entry-level skills in creating and marketing value-added products. Students will be able to explain agricultural practices, apply sanitation and safety principles to the food service operation, create a value-added product, apply entrepreneurship resources and practices to a new business venture, and prepare a business plan.
Program Learning Outcomes

1. Explain agricultural practices.
2. Apply sanitation and safety principles to the food service operation.
3. Create a value-added product.
4. Apply entrepreneurship resources and practices to a new business venture.
5. Prepare a business plan.

Program Requirements

All classes can be taught as 8-week classes. This certificate can be completed in one semester.

First 8 weeks:

AG 100, Orientation to Hawaii Agriculture Industry (1)
ENT 120, Introduction to Entrepreneurship (3)
CULN 112, Sanitation & Safety (2)

Second 8 weeks:

ENT 125, Starting a Business (3)

CULN 243, Farm-to Retail: Value-added Product Development, (3)

Total Program Credits: 12

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

Sample Program Plan

Semester 1
12Total Credits

- Earned a minimum grade of C in each of the following:
    - AG100 - Orientation to Hawai‘i Agriculture Industry (1)
    - ENT120 - Introduction to Entrepreneurship (3)
    - ENT125 - Starting a Business (3)
    - CULN243 - Farm-to-Retail: Value-Added Product Development (3)
    - CULN112 - Sanitation and Safety (2)

Grand Total Credits: **12**

Business Essentials (Certificate of Competence (CO))

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

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

Program Requirements

How is the program organized to meet its outcomes? (**Description** of curriculum organization, requirements, admission policies, advising and counseling, and other aspects of the program, with reference to its outcomes.) This is an approved program of study.

BUS 101 Business Information Systems (3) OR ICS 100 Computing Literacy and Applications (3) and ICS 101 Digital Tools for the Information World (3)
MGT 122 Human Relations in Business (3)
Total Credits 6 (or 9)

These classes already exist and are taught at Leeward CC. It would use the same admission, advising, and counseling resources as other vocational programs.

Sample Program Plan

Semester 1
6 - 9Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Completed the following:
      - BUS101 - Business Info Systems (3)
    - Completed the following:
      - ICS100 - Computing Literacy and Applications (3)
      - ICS101 - Digital Tools for the Information World (3)
  - Completed the following:
    - MGT122 - Human Relations in Management (3)

Grand Total Credits: **6 - 9**

Business Foundations (Certificate of Competence (CO))

Description

Certificate of Competence in Business Foundations
Program Learning Outcomes

1. Evaluate and apply decision-making components for successful problem solving in a workplace to satisfy customer (internal and external) needs.
2. Analyze business situations and prescribe appropriate solutions to resolve conflicts.
3. Evaluate life-long learning resources available and determine appropriate times to use them.
4. Model professional behavior acceptable in a business setting.
5. Provide exceptional customer service to attract new customers, retain current customers, and ensure loyal customers.

Program Requirements

The program is comprised of one certificate with 2 core classes. These classes already exist and are taught at Leeward CC. It would use the same admission, advising, and counseling resources as other vocational programs.

MGT 121: Customer Service (3)
BUSN 164: Career Success (3)

Total Credits: 6

Sample Program Plan

Semester 1
6Total Credits

- Completed the following:
    - MGT121 - Service Excellence (3)
    - BUSN164 - Career Success (3)

Grand Total Credits: **6**

Hospitality and Tourism (Certificate of Competence (CO))

Description

The Hospitality and 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 tourism industry. 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

1. PLO #1: Assess situations and apply the concepts of hospitality business management to select the best solutions within a hotel and lodging establishment. 1. Demonstrate and maintain appropriate standards of professionalism, including ethical behavior and adherence to dress and grooming codes required for the industry. 2. Evaluate ethical leadership and differentiate situations calling for ethical decision making. 3. Demonstrate skills in team-building, coaching, motivating and supervising employees. 4. Explain the need for the hiring and training processes for an effective operation. 5. Perform math calculations necessary for the industry. 6. Utilize computer software and online resources applicable to the industry. 7. Demonstrate problem-solving and critical thinking skills. 8. Analyze financial reports and determine appropriate operational procedures. 9. Establish and maintain safety, sanitation, and security standards. 10. Discuss the importance of marketing and selling products and services. 11. Demonstrate a basic knowledge of and an ability to comply with current laws, rules, and regulations governing food service, lodging, and tourism. 12. Apply destination geography knowledge as required in hotels and tourism. 13. Utilize travel industry reference materials and the Internet. 14. Determine the components needed to create customer travel itineraries for individuals and group tours. 15. Demonstrate a working knowledge of lodging operations. 16. Demonstrate a basic knowledge of meeting planning and catering services. 17. Identify and practice the hospitality and tourism culture; as it relates to various kinds of hospitality structures. 18. Practice and exhibit proper interviewing skills, including pre- and post-interview strategies.
2. PLO #2: Communicate effectively with diverse populations to provide customer service excellence within a hospitality establishment. 1. Demonstrate effective listening, writing, and speaking skills with diverse populations in management and with employees and customers. 2. Produce and present effective written and oral communication for the hospitality industry. 3. Set and maintain high-quality service standards to satisfy diverse customers. 4. Participate in activities-based learning in the areas of human resources, front desk operations, housekeeping, food and

beverages, and other integral departments. 5. Create a database of restaurants, activities, cultural events, and sites to recommend to customers when asked for suggestions. 6. Provide customer service with aloha. 7. Demonstrate knowledge of the hospitality culture and of the local (Hawaii and area community) culture and customs.

3. PLO #3: Analyze and articulate global perspectives on the travel industry, including the impact local and international events have on industry trends. 1. Discuss events and international laws that have impacted the history of tourism in Hawaii. 2. Determine how economic trends in global economies have impacted tourism.

Program Requirements

MGT 121 Customer Service 3 credits
HOST 101 Introduction to Travel Industry Management 3 credits
HOST 152 Front Office Operations 3 credits
HOST 154 Food and Beverage Operations 3 credits
*foreign language (100 or above) elective 3-4 credits

Total Credits 15-16

The program is comprised of one certificate with five (5) classes. 4 of the courses are taught within the Management Program. Foreign language elective could be any foreign language. This program would use the same admission, advising, and counseling resources as other career and technical education programs.

Sample Program Plan

Semester 1
15 - 16Total Credits

- Complete all of the following
  - Completed the following:
    - MGT121 - Service Excellence (3)
    - HOST101 - Introduction to Hospitality and Tourism (3)
    - HOST152 - Front Office Operations (3)
    - HOST154 - Food and Beverage Operations (3)
  - Complete 1 of the following
    - Completed at least 3 credits from the following types of courses: One foreign language course (100 or above).
    - Completed at least 4 credits from the following types of courses: One foreign language course (100 or above).

Grand Total Credits: **15 - 16**

Management (Certificate of Achievement (CA))

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

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

Program Requirements

ENG 100 Composition I (3)
or ENG 209 Business Writing (3)

BUS 101 Business Information Systems (3)
or ICS 100 Computing Literacy and Applications (3)
and ICS 101 Digital Tools for the Information World (3)

MGT 120 Principles of Management (3)
MGT 122 Human Relations in Business (3)
MGT 124 Human Resources Management (3)

MKT 130 Principles of Retailing (3)
or MGT 121 Service Excellence (3)

ACC 124 Principles of Accounting 1 (3)
or ACC 201 Intro to Financial Accounting (3)

MKT 120 Principles of Marketing (3)

Total Credits 24 or 27

The certificate will provide students with a "stepping-stone" approach toward their degree. By doing so, students' motivation to complete the program will increase as they are rewarded as they move towards attainment of the Associate in Science in Management degree.

Sample Program Plan

Semester 1
15 - 18Total Credits

- Complete all of the following
    - Completed the following:
        - MGT122 - Human Relations in Management (3)
        - MGT124 - Human Resource Management (3)

- Complete 1 of the following
  - Completed the following:
    - ENG100 - Composition I (3)
  - Completed the following:
    - ENG209 - Business Writing (3)
- Complete 1 of the following
  - Completed the following:
    - MKT130 - Principles of Retailing (3)
  - Completed the following:
    - MGT121 - Service Excellence (3)
- Complete 1 of the following
  - Completed the following:
    - BUS101 - Business Info Systems (3)
  - Completed the following:
    - ICS100 - Computing Literacy and Applications (3)
    - ICS101 - Digital Tools for the Information World (3)

Semester 2
9Total Credits

- Complete all of the following
  - Completed the following:
    - MGT120 - Principles of Management (3)
    - MKT120 - Principles of Marketing (3)
- Complete 1 of the following
  - Completed the following:
    - ACC124 - Principles of Accounting I (3)
  - Completed the following:
    - ACC201 - Introduction to Financial Accounting (3)

Grand Total Credits: **24 - 27**

Management (Associate in Science (AS))

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. Students may choose to earn an Associate in Science in Management degree OR an Associate in Science in Management degree with a specialization in: Entrepreneurship (ENT) OR Hospitality and Tourism (HOST) OR Administrative Assistant (ADAS).
Program Learning Outcomes

1. Apply general business operations that require basic math and computer skills.
2. Demonstrate appropriate managerial verbal and non-verbal communication skills in a business context.
3. Apply basic management, accounting, and marketing functions in a workplace.
4. Demonstrate the ability to train, motivate, and supervise employees to attain business goals.
5. Create a collaborative work environment.
6. Identify the ethical, legal, and regulatory parameters in industry.
7. Entrepreneurship Specialist: Analyze business financial records in marketing decisions.
8. Administrative Assistant Specialist: Select and utilize current and emerging technologies to support business functions.
9. Hospitality Specialist: Describe strategies that support positive internal and external customer satisfaction.
10. Entrepreneurship Specialist: Identify components in the design, implementation, and assessment of business strategies.

Program Requirements

All required core courses and special electives must be passed with a grade of "C" or better to be applied to the degree and certificates.

Core Requirements Credits (42 Credits)

- ENG 100 Composition I (3)
- SP 151 Personal and Public Speaking (3) or SP 251 Principles of Effective Public Speaking (3)
- MGT 121 Service Excellence (3)
- BUS 120 Principles of Business (3)
- BUS 101 Business Computer Systems (3) or ICS 101 Digital Tools for the Information World (3)
- BUS 250 Applied Mathematics in Business (3) or BUSN 188 Business Calculations (3) or MATH 103 College Algebra (3) or MATH 115 Intro to Stats & Prob (3) or higher (3)
- MGT 124 Human Resource Management (3)
- MKT 120 Principles of Marketing (3)
- ENG 209 Business Writing (3) or BUSN 242 Business Presentations (3)
- MGT 120 Principles of Management (3)
- MGT 122 Human Relations in Business (3)
- ACC 124 College Accounting (3) or ACC 201 Financial Accounting (3)
- ECON 120 Introduction to Economics (3) or ECON 130 Principles of Microeconomics

(3) or ECON 131 Principles of Macroeconomics (3)
- MGT 200 Integrated Topics in Management (3)

General Education Credits (6 Credits)
- DB or DP (3)
- HWST 107 or any other DA or DH or DL course (3)

Special Electives for AS Management
*Special Electives - 12 Credits (The following courses are recommended):
- BLAW 200 Legal Environment of Business (3)
- BUSN 123 Word Processing for Business (3)
- **BUSN 158 Social Media and Cloud-Based Collaboration for Business (3)
- BUSN 164 Career Success (3)
- *BUSN 166 Professional Employment Preparation (1)
- BUSN 170 Records & Info Management (3)
- *BUSN 193V Cooperative Education (3)
- BUSN 277 International Business Protocol (3)
- FIN 150 Personal Finance (3)
- HOST 101 Introduction to Travel Industry Management (3)
- HOST 152 Front Office Operations (3)
- HOST 154 Food and Beverage Operations (3)
- ENT 120 Introduction to Entrepreneurship (3)
- ENT 125 Starting a Business (3)
- MKT 130 Principles of Retailing (3)
- ***PSY 100 Introduction to Psychology (3)

** ECOM 100 can be substituted for BUSN 158.
*** SOC 250 can be substituted for PSY 100.

Special Electives may also be taken from the courses with the following alphas: ACC, BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM.

OR

Students may elect to take the following special electives for AS Management, specialization in Hospitality and Tourism:

Specialization: Hospitality and Tourism Electives (12 credits)
- HOST 101 Introduction to Travel Industry Management (3)
- HOST 152 Front Office Operations (3)
- HOST 154 Food and Beverage Operations (3)
- BUSN 193V Cooperative Education (2)
- BUS 166 Professional Employment Prep (1)

OR

Students may elect to take the following special electives for AS Management, specialization in Entrepreneurship:

Specialization: Entrepreneurship Electives (12 Credits)
- ENT 120 Introduction to Entrepreneurship (3)
- ENT 125 Starting a Business (3)

- MKT 130 Principles of Retailing (3)
- BUSN 158 Social Media and Cloud-Based Collaboration for Business (3)

OR

Students may elect to take the following special electives for AS Management, specialization in Administrative Assistant:

Specialization: Administrative Assistant Electives (12 Credits)

- BUSN 123 Word Processing for Business (3)
- BUSN 164 Career Success (3)
- BUSN 170 Records & Info Management (3)
- BUSN 158 Social Media and Cloud-Based Collaboration for Business (3)

Total number of credits: 60

Sample Program Plan

Semester 1
15Total Credits

- Complete all of the following
  - Completed the following:
    - ENG100 - Composition I (3)
    - MGT121 - Service Excellence (3)
    - BUS120 - Principles of Business (3)
  - Complete 1 of the following
    - Completed the following:
      - SP151 - Personal and Public Speech (3)
    - Completed the following:
      - SP251 - Principles of Effective Public Speaking (3)
  - Complete 1 of the following
    - Completed the following:
      - BUS101 - Business Info Systems (3)
    - Completed the following:
      - ICS101 - Digital Tools for the Information World (3)

Semester 2
15Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - MKT120 - Principles of Marketing (3)
    - MGT120 - Principles of Management (3)

- Complete 1 of the following
  - Earned a minimum grade of C in each of the following:
    - BUS250 - Applied Mathematics in Business (3)
  - Earned a minimum grade of C in each of the following:
    - BUSN188 - Business Calculations (3)
  - Earned a minimum grade of C in each of the following:
    - MATH103 - College Algebra (3)
  - Earned a minimum grade of C in each of the following:
    - MATH115 - Introduction to Statistics and Probability (3)
  - Completed at least 3 credits from the following types of courses: A MATH course numbered higher than 115. Minimum grade requirement: C.
- Complete 1 of the following
  - Earned a minimum grade of C in each of the following:
    - ENG209 - Business Writing (3)
  - Earned a minimum grade of C in each of the following:
    - BUSN242 - Business Presentations (3)
- Complete 1 of the following
  - Earned at least 3 credits from the following course sets:
    - Management Recommended Electives
      - BLAW200 - Legal Environment of Business (3)
      - BUSN123 - Word Processing for Business (3)
      - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
      - BUSN164 - Career Success (3)
      - BUSN166 - Professional Employment Preparation (1)
      - BUSN170 - Records and Information Management (3)
      - BUSN193V - Cooperative Education (1 - 4)
      - BUSN277 - International Business Protocol (3)
      - FIN150 - Personal Finance (3)
      - HOST101 - Introduction to Hospitality and Tourism (3)
      - HOST152 - Front Office Operations (3)
      - HOST154 - Food and Beverage Operations (3)
      - ENT120 - Introduction to Entrepreneurship (3)
      - ENT125 - Starting a Business (3)
      - MKT130 - Principles of Retailing (3)
      - PSY100 - Survey of Psychology (3)

        - Earned at least 3 credits from ACC, BLAW, BUS, BUSN, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM
        - Earned at least 3 credits from the following course sets:
        - Management Hospitality and Tourism Specialization
            - HOST101 - Introduction to Hospitality and Tourism (3)
            - HOST152 - Front Office Operations (3)
            - HOST154 - Food and Beverage Operations (3)
            - BUSN193V - Cooperative Education (1 - 4)
            - BUSN166 - Professional Employment Preparation (1)
        - Earned at least 3 credits from the following course sets:
        - Management Entrepreneurship Specialization
            - ENT120 - Introduction to Entrepreneurship (3)
            - ENT125 - Starting a Business (3)
            - MKT130 - Principles of Retailing (3)
            - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
        - Earned at least 3 credits from the following course sets:
        - Management Administration Assistant Specialization
            - BUSN123 - Word Processing for Business (3)
            - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
            - BUSN164 - Career Success (3)
            - BUSN170 - Records and Information Management (3)

Semester 3
15Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - MGT122 - Human Relations in Management (3)
        - MGT124 - Human Resource Management (3)
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - ACC124 - Principles of Accounting I (3)
        - Earned a minimum grade of C in each of the following:
            - ACC201 - Introduction to Financial Accounting (3)
    - Complete 1 of the following
        - Earned at least 3 credits from the following course sets:
        - Management Recommended Electives

        - BLAW200 - Legal Environment of Business (3)
        - BUSN123 - Word Processing for Business (3)
        - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
        - BUSN164 - Career Success (3)
        - BUSN166 - Professional Employment Preparation (1)
        - BUSN170 - Records and Information Management (3)
        - BUSN193V - Cooperative Education (1 - 4)
        - BUSN277 - International Business Protocol (3)
        - FIN150 - Personal Finance (3)
        - HOST101 - Introduction to Hospitality and Tourism (3)
        - HOST152 - Front Office Operations (3)
        - HOST154 - Food and Beverage Operations (3)
        - ENT120 - Introduction to Entrepreneurship (3)
        - ENT125 - Starting a Business (3)
        - MKT130 - Principles of Retailing (3)
        - PSY100 - Survey of Psychology (3)
    - Earned at least 3 credits from ACC, BLAW, BUSN, BUS, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM
    - Earned at least 3 credits from the following course sets:

        - Management Hospitality and Tourism Specialization
            - HOST101 - Introduction to Hospitality and Tourism (3)
            - HOST152 - Front Office Operations (3)
            - HOST154 - Food and Beverage Operations (3)
            - BUSN193V - Cooperative Education (1 - 4)
            - BUSN166 - Professional Employment Preparation (1)
    - Earned at least 3 credits from the following course sets:

        - Management Entrepreneurship Specialization
            - ENT120 - Introduction to Entrepreneurship (3)
            - ENT125 - Starting a Business (3)
            - MKT130 - Principles of Retailing (3)
            - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
    - Earned at least 3 credits from the following course sets:

        - Management Administration Assistant Specialization
            - BUSN123 - Word Processing for Business (3)
            - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
            - BUSN164 - Career Success (3)
            - BUSN170 - Records and Information Management (3)
- Completed at least 3 credits from the following types of courses:
  Any DB or DP course.

Semester 4
15Total Credits

- Complete all of the following
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - ECON120 - Introduction to Economics (3)
    - Earned a minimum grade of C in each of the following:
      - ECON130 - Principles of Microeconomics (3)
    - Earned a minimum grade of C in each of the following:
      - ECON131 - Principles of Macroeconomics (3)
  - Complete 1 of the following
    - Completed the following:
      - HWST107 - Hawai'i: Center of the Pacific (3)
    - Completed at least 3 credits from the following types of courses: Any DA/DH/DL course other than HWST 107.
  - Complete 1 of the following
    - Earned at least 6 credits from the following course sets:
      - Management Recommended Electives
        - BLAW200 - Legal Environment of Business (3)
        - BUSN123 - Word Processing for Business (3)
        - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
        - BUSN164 - Career Success (3)
        - BUSN166 - Professional Employment Preparation (1)
        - BUSN170 - Records and Information Management (3)
        - BUSN193V - Cooperative Education (1 - 4)
        - BUSN277 - International Business Protocol (3)
        - FIN150 - Personal Finance (3)
        - HOST101 - Introduction to Hospitality and Tourism (3)
        - HOST152 - Front Office Operations (3)
        - HOST154 - Food and Beverage Operations (3)
        - ENT120 - Introduction to Entrepreneurship (3)
        - ENT125 - Starting a Business (3)
        - MKT130 - Principles of Retailing (3)
        - PSY100 - Survey of Psychology (3)
    - Earned at least 6 credits from ACC, BLAW, BUSN, BUS, FIN, ECOM, HIT, HOST, MGT, MKT, or TIM
    - Earned at least 6 credits from the following course sets:
      - Management Hospitality and Tourism Specialization

        - HOST101 - Introduction to Hospitality and Tourism (3)
        - HOST152 - Front Office Operations (3)
        - HOST154 - Food and Beverage Operations (3)
        - BUSN193V - Cooperative Education (1 - 4)
        - BUSN166 - Professional Employment Preparation (1)
    - Earned at least 6 credits from the following course sets:

    - Management Entrepreneurship Specialization
        - ENT120 - Introduction to Entrepreneurship (3)
        - ENT125 - Starting a Business (3)
        - MKT130 - Principles of Retailing (3)
        - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
    - Earned at least 6 credits from the following course sets:

    - Management Administration Assistant Specialization
        - BUSN123 - Word Processing for Business (3)
        - BUSN158 - Social Media and Cloud-Based Collaboration for Business (3)
        - BUSN164 - Career Success (3)
        - BUSN170 - Records and Information Management (3)
- Earned a minimum grade of C in each of the following:

    - MGT200 - Integrated Topics in Management (3)

Grand Total Credits: **60**

Management (Academic Subject Certificate (ASC))

Description

Designed to enhance the marketability and increase earning potential of the liberal arts students who will enter the workforce upon graduation, work while earning their associates degree, or continue working while pursuing a bachelors degree
Program Learning Outcomes

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

context.
10. Interact with internal and external customers in ways that effectively support the work to be accomplished and customer satisfaction.
11. Exhibit work behaviors that maximize the opportunity for continued employment and growth within an organization.
12. Assist in the design, implementation and continuous assessment of business strategies based on consumer needs and market changes.

Program Requirements

Students earning the Academic Subject Certificate in Management will be working towards an AA liberal arts degree. According to the guidelines detailed in UHCCP #5.203 for the Associate Degree and the Academic Subject Certificate requirements, the 18 - 21 credits for the certificate will fit within the 26 elective credits required in the College's AA liberal arts degree.

Students would target their electives to the courses specified in the Academic Subject Certificate in Management. The courses include customer service, business computer systems, basic accounting, principles of business, principles of management, and human relations in business. These courses introduce basic skills and knowledge required of anyone planning to work in a supervisory position.

Any student meeting the prerequisites for the courses would be admitted into the program. No new courses are being created. The certificate would use the same admission and counseling resources as other programs.

Following are the requirements for the Academic Subject Certificate in Management.

MGT 121 Customer Service (3)
BUS 120 Principles of Business (3)

ACC 124 College Accounting (3) or
ACC 201 Financial Accounting (3)

BUS 101 Business Computer Systems (3) or
ICS 100 Computer Literacy & Applications (3) and
ICS 101 Digital Tools for the Information World (3) 3-6

MGT 120 Principles of Management (3)
MGT 122 Human Relations in Business (3)

Total Credits 18 - 21

Sample Program Plan

Semester 1
15 - 18Total Credits

- Complete all of the following
  - Completed the following:
    - BUS120 - Principles of Business (3)
    - MGT120 - Principles of Management (3)
    - MGT121 - Service Excellence (3)
  - Complete 1 of the following
    - Completed the following:
      - BUS101 - Business Info Systems (3)
    - Completed the following:
      - ICS100 - Computing Literacy and Applications (3)
      - ICS101 - Digital Tools for the Information World (3)
  - Complete 1 of the following
    - Completed the following:
      - ACC124 - Principles of Accounting I (3)
    - Completed the following:
      - ACC201 - Introduction to Financial Accounting (3)

Semester 2
3Total Credits

- Completed the following:
  - MGT122 - Human Relations in Management (3)

Grand Total Credits: **18 - 21**

Management Foundations (Certificate of Competence (CO))

Description

Provides insight to practical applications of managerial and human resource functions 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

1. Handle general business operations that require computer skill.
2. Communicate effectively with customers and coworkers in a workplace setting.

Program Requirements

MKT 120 Principles of Marketing 3
MGT 120 Principles of Management 3
MGT 124 Human Resource Management 3

Total Credits 9

This is an approved program of study.

The program is comprised of three certificates with 8 core classes. This certificate represents one of the three certificates and is comprised of 3 of the 8 core classes. These classes already exist and are taught at Leeward CC. It would use the same admission, advising, and counseling resources as other vocational programs.

Sample Program Plan

Semester 1
9Total Credits

- Completed the following:
    - MGT120 - Principles of Management (3)
    - MGT124 - Human Resource Management (3)
    - MKT120 - Principles of Marketing (3)

Grand Total Credits: **9**

Travel Industry Management (Academic Subject Certificate (ASC))

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

1. Communicate orally, and in writing, at levels that would help students succeed in bachelor's degree travel industry management programs.
2. Apply basic computer skills to create documents and produce information to assist with problem solving within the travel industry.
3. Utilize logical and analytical problem solving skills to succeed in bachelor's-level travel industry management programs.

Program Requirements

These courses already exist and are taught at Leeward CC as part of the certificates and degrees in the Business Education Program. It would use the same admission and

counseling resources as other programs.

Requirements Course Credits

ENG 100 Composition I (or equivalent) (3)

BUS 250 Applied Mathematics in Business (3) or MATH 203 Calculus for Business and Social Sciences (3) or MATH 241 Calculus I (4) or higher

SP 151 Personal and Public Speech (3)
or SP 251 Principles of Effective Public Speaking

ECON 130 Principles of Microeconomics (3)
HOST 101 Introduction to Travel Industry Management (3)

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

ACC 124 Principles of Accounting I (3) and ACC 125 Principles of Accounting II (3) or ACC 201 Introduction to Financial Accounting (3)

ACC 202 Introduction to Managerial Accounting (3)

Total 24-28 credits

Sample Program Plan

Semester 1
12Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - ENG100 - Composition I (3)
    - HOST101 - Introduction to Hospitality and Tourism (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - BUS101 - Business Info Systems (3)
    - Earned a minimum grade of C in each of the following:
      - ICS101 - Digital Tools for the Information World (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - ACC124 - Principles of Accounting I (3)
    - Earned a minimum grade of C in each of the following:

        - ACC201 - Introduction to Financial Accounting (3)

Semester 2
12Total Credits

- Complete all of the following
    - Earned a minimum grade of C in each of the following:
        - ECON130 - Principles of Microeconomics (3)
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - ACC125 - Principles of Accounting II (3)
        - Earned a minimum grade of C in each of the following:
            - ACC202 - Introduction to Managerial Accounting (3)
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - SP151 - Personal and Public Speech (3)
        - Earned a minimum grade of C in each of the following:
            - SP251 - Principles of Effective Public Speaking (3)
    - Complete 1 of the following
        - Earned a minimum grade of C in each of the following:
            - BUS250 - Applied Mathematics in Business (3)
        - Earned a minimum grade of C in each of the following:
            - Course Not Found

Semester 3
3Total Credits

- Earned a minimum grade of C in each of the following:
    - ACC202 - Introduction to Managerial Accounting (3)

Grand Total Credits: **27**

Natural Science

Natural Sciences (Associate in Science (AS))

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 Computer Sciences, and Physical Sciences.
Program Learning Outcomes

1. Communicate STEM field specific ideas and/or principles clearly, correctly, and effectively.
2. Apply quantitative reasoning in solving mathematical, programming, biological, physical, or chemical problems, with a special emphasis on Hawai'i, where appropriate.
3. Analyze and apply STEM concepts and/or techniques to one of the four concentrations (i.e. Biological Sciences, Engineering, Information and Computer Sciences, and Physical Sciences).

Program Requirements

Leeward Community College Associate in Science in Natural Sciences (ASNS) with concentrations in Biological Sciences, Physical Sciences, Engineering, and Information and Computer Sciences Degree Requirements: The AS Natural Sciences degree is awarded to students who complete the following:

1. 60 credits, all in courses numbered 100 and above.
2. General education, concentration requirements and electives, as indicated below.
3. 12 credits of the requirements earned from the Math and Sciences Division at Leeward CC.
4. One Hawaiian, Asian, Pacific (HAP) course.
5. Cumulative grade point average (GPA) of 2.0 or higher for all courses used to meet the degree requirement.

Foundation and Diversification Requirements :
I. Foundation Written Communication (FW) (3)
Must complete: ENG 100 or equivalent

II. Foundation Quantitative Reasoning (FQ) (4)
Must complete: MATH 241

III. Foundation Global Multicultural Perspectives (FG) (6)
Must take from 2 groups (FGA, FGB, FGC)

IV. Diversification Social Sciences (DS) (3)
Any DS

ECON 120*, ECON 130*, ECON 131* (*recommended for Engineering)

V. Diversification Arts, Humanities, and Literature (DA/DH/DL) (3)
Any DA, DH, or DL
SP 251* (*option for Engineering only)

VI. Diversification Physical and Biological Sciences (DB+DP+DY) (4-7 credits required)
CHEM 161 (DP) (3) and CHEM 161L (DY)(1) are required

VII. Concentration Requirements Select one of the Natural Science Concentrations:

Biological Sciences (total 22 credits)
CHEM 162 (3)
CHEM 162L (1)
BIOL 171 (3)
BIOL 171L (1)
BIOL 172 (3)
BIOL 172L (1)
CHEM 272 (3)
CHEM 272L (2)
CHEM 273/273L (5) or BIOL 275/275L (5)

Physical Sciences (total 23 - 25 credits)
CHEM 162 (3)
CHEM 162L (1)
MATH 242 (4)
PHYS 170 (4)
PHYS 170L (1)
PHYS 272 (3)
PHYS 272L (1)
PHYS 274 (3) or ERTH 101 and ERTH 101L (4) or CHEM 272 and CHEM 272L (5)
Any DB

Engineering (total 28 - 30 credits)
CHEM 162 (3)
EE 160 (4) or ICS 111 (3, for CE and ME only)
MATH 242 (4)
PHYS 170 (4)
PHYS 170L (1)
PHYS 272 (3)
PHYS 272L (1)
MATH 243 (3)
MATH 244 (3)
EE 211 (4) or CE 270 (3)

Information and Computer Sciences (total 26 credits)
CHEM 162 (3)
CHEM 162L (1)
MATH 242 (4)
ICS 111 (3)
ICS 141 (3)

ICS 211 (3)
ICS 212 (3)
ICS 241 (3)
Any DB

VIII. Optional Electives
Biological Sciences, Physical Sciences, and Information and Computer Sciences students may take up to four semesters of sequential Hawaiian or Second Language (HSL) courses.

IX. Natural Science Electives Select classes not chosen above and appropriate for your chosen baccalaureate degree.

AG 110, AG 110L, AG 112, AG 122, AG 141, AG 170, AG 170L, AG 200, AG 200L, AG 264, AG 269
ANTH 215, ANTH 215L
ASTR 110
BIOC 141
BIOL 100, BIOL 101,BIOL 101L,BIOL 124, BIOL 124L, BIOL 130, BIOL 130L, BIOL 171, BIOL 171L, BIOL 172, BIOL 172L, BIOL 200, BIOL 200L, BIOL 265, BIOL 265L, BIOL 275, BIOL 275L
BOT 101, BOT 101L, BOT 130, BOT 130L
CE 270, CE 271
CHEM 162L, CHEM 272, CHEM 272L, CHEM 273, CHEM 273L
EE 160, EE 211, EE 213, EE 260, EE 296
ERTH 101, ERTH 101L, ERTH 103
FSHN 185
GEO 101, GEO 101L
HWST 281, HWST 281L
ICS 111, ICS 141, ICS 211, ICS 212, ICS 215, ICS 241
MATH 242, MATH 243, MATH 244
ME 213
MICR 130, MICR 140L
OCN 101, OCN 201, OCN 201L
OEST 101
PHRM 203
PHYS 151*, PHYS 151L*, PHYS 152*, PHYS 152L* (*Biological Sciences and ICS only)
PHYS 170, PHYS 170L, PHYS 272, PHYS 272L, PHYS 274
PHYL 141, PHYL 141L, PHYL 142, PHYL 142L
ZOOL 101, ZOOL 101L, ZOOL 200, ZOOL 200L
Other STEM courses as appropriate with approval

X. Hawaiian Asian Pacific (HAP) 1 course required

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

Sample Program Plan

Semester 1
11 - 15Total Credits

- Complete 1 of the following
  Biological Sciences
  - Complete all of the following
    - Completed the following:
      - CHEM161 - General Chemistry I (3)
      - CHEM161L - General Chemistry I Lab (1)
      - ENG100 - Composition I (3)
      - MATH241 - Calculus I (4.0)
    - Complete 1 of the following
      - Earned at least 4 credits from the following course sets:
        - AS-NSCI Electives (E2024)
          - AG110 - Hawai‘i Horticulture and Nutrition (3)
          - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
          - AG112 - Introduction to Organic Agriculture (4)
          - AG122 - Soil Technology (3)
          - AG141 - Integrated Pest Management (3)
          - AG170 - Introduction to Commercial Aquaponics (3)
          - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
          - AG200 - Principles of Horticulture (3)
          - AG200L - Principles of Horticulture Lab (1)
          - AG264 - Plant Propagation (3)
          - AG269 - Ornamental Plant Materials (3)
          - ANTH215 - Biological Anthropology (3)
          - ANTH215L - Biological Anthropology Lab (1)
          - ASTR110 - Survey of Astronomy (3)
          - BIOC141 - Fundamentals of Biochemistry (3)
          - BIOL100 - Human Biology (3)
          - BIOL101 - Biology and Society (3)
          - BIOL101L - Biology and Society Lab (1)
          - BIOL124 - Environment and Ecology (3)
          - BIOL124L - Environment and Ecology Lab (1)
          - BIOL130 - Anatomy and Physiology (4)
          - BIOL130L - Anatomy and Physiology Laboratory (1)
          - BIOL171 - Introduction to Biology I (3)
          - BIOL171L - Introduction to Biology I Lab (1)
          - BIOL172 - Introduction to Biology II (3)
          - BIOL172L - Introduction to Biology II Lab (1)
          - BIOL200 - Coral Reefs (3)
          - BIOL200L - Coral Reefs Lab (1)
          - BIOL265 - Ecology and Evolutionary Biology (3)
          - BIOL265L - Ecology and Evolutionary Biology Lab (1)
          - BIOL275 - Cell and Molecular Biology (3)

- BIOL275L - Cell and Molecular Biology Lab (2)
- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)
- MATH244 - Calculus IV (3)
- ME213 - Introduction to Engineering Design (3)
- MICR130 - General Microbiology (3)
- MICR140L - General Microbiology Lab (2)
- OCN101 - Introduction to Marine Option Program (1)
- OCN201 - Science of the Sea (3)
- OCN201L - Science of the Sea Laboratory (1)
- OEST101 - Natural Hazards (3)
- PHRM203 - General Pharmacology (3)
- PHYS151 - College Physics I (3)
- PHYS151L - College Physics I Lab (1)
- PHYS152 - College Physics II (3)
- PHYS152L - College Physics II Lab (1)
- PHYS170 - General Physics I (4)
- PHYS170L - General Physics I Lab (1)
- PHYS272 - General Physics II (3)

- PHYS272L - General Physics II Lab (1)
- PHYS274 - General Physics III (3)
- PHYL141 - Human Anatomy and Physiology I (3)
- PHYL141L - Human Anatomy and Physiology I Lab (1)
- PHYL142 - Human Anatomy and Physiology II (3)
- PHYL142L - Human Anatomy and Physiology II Lab (1)
- ZOOL101 - Principles of Zoology (3)
- ZOOL101L - Principles of Zoology Lab (1)
- ZOOL200 - Marine Biology (3)
- ZOOL200L - Marine Biology Lab (1)

- Earned at least 4 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Physical Science

- Complete all of the following
  - Completed the following:
    - ENG100 - Composition I (3)
    - MATH241 - Calculus I (4.0)
  - Completed FG course
  - Completed at least 3 credits from the following types of courses: Completed FG course.
  - Complete 1 of the following
    - Earned at least 4 credits from the following course sets:
      - AS-NSCI Electives (E2024)
        - AG110 - Hawai‘i Horticulture and Nutrition (3)
        - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
        - AG112 - Introduction to Organic Agriculture (4)
        - AG122 - Soil Technology (3)
        - AG141 - Integrated Pest Management (3)
        - AG170 - Introduction to Commercial Aquaponics (3)
        - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
        - AG200 - Principles of Horticulture (3)
        - AG200L - Principles of Horticulture Lab (1)
        - AG264 - Plant Propagation (3)
        - AG269 - Ornamental Plant Materials (3)
        - ANTH215 - Biological Anthropology (3)
        - ANTH215L - Biological Anthropology Lab (1)
        - ASTR110 - Survey of Astronomy (3)
        - BIOC141 - Fundamentals of Biochemistry (3)
        - BIOL100 - Human Biology (3)
        - BIOL101 - Biology and Society (3)
        - BIOL101L - Biology and Society Lab (1)
        - BIOL124 - Environment and Ecology (3)
        - BIOL124L - Environment and Ecology Lab (1)
        - BIOL130 - Anatomy and Physiology (4)
        - BIOL130L - Anatomy and Physiology Laboratory (1)
        - BIOL171 - Introduction to Biology I (3)
        - BIOL171L - Introduction to Biology I Lab (1)

- BIOL172 - Introduction to Biology II (3)
- BIOL172L - Introduction to Biology II Lab (1)
- BIOL200 - Coral Reefs (3)
- BIOL200L - Coral Reefs Lab (1)
- BIOL265 - Ecology and Evolutionary Biology (3)
- BIOL265L - Ecology and Evolutionary Biology Lab (1)
- BIOL275 - Cell and Molecular Biology (3)
- BIOL275L - Cell and Molecular Biology Lab (2)
- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)
- MATH244 - Calculus IV (3)
- ME213 - Introduction to Engineering Design (3)
- MICR130 - General Microbiology (3)
- MICR140L - General Microbiology Lab (2)
- OCN101 - Introduction to Marine Option Program (1)
- OCN201 - Science of the Sea (3)
- OCN201L - Science of the Sea Laboratory (1)
- OEST101 - Natural Hazards (3)
- PHRM203 - General Pharmacology (3)

        - PHYS151 - College Physics I (3)
        - PHYS151L - College Physics I Lab (1)
        - PHYS152 - College Physics II (3)
        - PHYS152L - College Physics II Lab (1)
        - PHYS170 - General Physics I (4)
        - PHYS170L - General Physics I Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
        - PHYS274 - General Physics III (3)
        - PHYL141 - Human Anatomy and Physiology I (3)
        - PHYL141L - Human Anatomy and Physiology I Lab (1)
        - PHYL142 - Human Anatomy and Physiology II (3)
        - PHYL142L - Human Anatomy and Physiology II Lab (1)
        - ZOOL101 - Principles of Zoology (3)
        - ZOOL101L - Principles of Zoology Lab (1)
        - ZOOL200 - Marine Biology (3)
        - ZOOL200L - Marine Biology Lab (1)
    - Earned at least 4 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Pre-Engineering

- Complete all of the following
  - Completed the following:
    - MATH241 - Calculus I (4.0)
    - CHEM161 - General Chemistry I (3)
    - CHEM161L - General Chemistry I Lab (1)
    - ENG100 - Composition I (3)
  - Completed FG course

Pre-Information and Computer Sciences

- Complete all of the following
  - Completed the following:
    - MATH241 - Calculus I (4.0)
    - ICS111 - Introduction to Computer Science I (3)
    - ICS141 - Discrete Mathematics for Computer Science I (3)
  - Complete 1 of the following
    - Earned at least 3 credits from the following course sets:
      - AS-NSCI Electives (E2024)
        - AG110 - Hawai‘i Horticulture and Nutrition (3)
        - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
        - AG112 - Introduction to Organic Agriculture (4)
        - AG122 - Soil Technology (3)
        - AG141 - Integrated Pest Management (3)
        - AG170 - Introduction to Commercial Aquaponics (3)
        - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
        - AG200 - Principles of Horticulture (3)
        - AG200L - Principles of Horticulture Lab (1)

- AG264 - Plant Propagation (3)
- AG269 - Ornamental Plant Materials (3)
- ANTH215 - Biological Anthropology (3)
- ANTH215L - Biological Anthropology Lab (1)
- ASTR110 - Survey of Astronomy (3)
- BIOC141 - Fundamentals of Biochemistry (3)
- BIOL100 - Human Biology (3)
- BIOL101 - Biology and Society (3)
- BIOL101L - Biology and Society Lab (1)
- BIOL124 - Environment and Ecology (3)
- BIOL124L - Environment and Ecology Lab (1)
- BIOL130 - Anatomy and Physiology (4)
- BIOL130L - Anatomy and Physiology Laboratory (1)
- BIOL171 - Introduction to Biology I (3)
- BIOL171L - Introduction to Biology I Lab (1)
- BIOL172 - Introduction to Biology II (3)
- BIOL172L - Introduction to Biology II Lab (1)
- BIOL200 - Coral Reefs (3)
- BIOL200L - Coral Reefs Lab (1)
- BIOL265 - Ecology and Evolutionary Biology (3)
- BIOL265L - Ecology and Evolutionary Biology Lab (1)
- BIOL275 - Cell and Molecular Biology (3)
- BIOL275L - Cell and Molecular Biology Lab (2)
- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)

        - ICS211 - Introduction to Computer Science II (3)
        - ICS212 - Program Structure (3)
        - ICS215 - Introduction to Scripting (3)
        - ICS241 - Discrete Mathematics for Computer Science II (3)
        - MATH242 - Calculus II (4.0)
        - MATH243 - Calculus III (3.0)
        - MATH244 - Calculus IV (3)
        - ME213 - Introduction to Engineering Design (3)
        - MICR130 - General Microbiology (3)
        - MICR140L - General Microbiology Lab (2)
        - OCN101 - Introduction to Marine Option Program (1)
        - OCN201 - Science of the Sea (3)
        - OCN201L - Science of the Sea Laboratory (1)
        - OEST101 - Natural Hazards (3)
        - PHRM203 - General Pharmacology (3)
        - PHYS151 - College Physics I (3)
        - PHYS151L - College Physics I Lab (1)
        - PHYS152 - College Physics II (3)
        - PHYS152L - College Physics II Lab (1)
        - PHYS170 - General Physics I (4)
        - PHYS170L - General Physics I Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
        - PHYS274 - General Physics III (3)
        - PHYL141 - Human Anatomy and Physiology I (3)
        - PHYL141L - Human Anatomy and Physiology I Lab (1)
        - PHYL142 - Human Anatomy and Physiology II (3)
        - PHYL142L - Human Anatomy and Physiology II Lab (1)
        - ZOOL101 - Principles of Zoology (3)
        - ZOOL101L - Principles of Zoology Lab (1)
        - ZOOL200 - Marine Biology (3)
        - ZOOL200L - Marine Biology Lab (1)
    - Earned at least 3 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Semester 2
12 - 19Total Credits

- Complete 1 of the following
  Biological Sciences
  - Complete all of the following
    - Completed the following:
      - CHEM162 - General Chemistry II (3)
      - CHEM162L - General Chemistry II Lab (1)
      - BIOL171 - Introduction to Biology I (3)
      - BIOL171L - Introduction to Biology I Lab (1)
    - Completed FG course
    - Complete 1 of the following
      - Earned at least 4 credits from the following course sets:

- AS-NSCI Electives (E2024)
  - AG110 - Hawai‘i Horticulture and Nutrition (3)
  - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
  - AG112 - Introduction to Organic Agriculture (4)
  - AG122 - Soil Technology (3)
  - AG141 - Integrated Pest Management (3)
  - AG170 - Introduction to Commercial Aquaponics (3)
  - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
  - AG200 - Principles of Horticulture (3)
  - AG200L - Principles of Horticulture Lab (1)
  - AG264 - Plant Propagation (3)
  - AG269 - Ornamental Plant Materials (3)
  - ANTH215 - Biological Anthropology (3)
  - ANTH215L - Biological Anthropology Lab (1)
  - ASTR110 - Survey of Astronomy (3)
  - BIOC141 - Fundamentals of Biochemistry (3)
  - BIOL100 - Human Biology (3)
  - BIOL101 - Biology and Society (3)
  - BIOL101L - Biology and Society Lab (1)
  - BIOL124 - Environment and Ecology (3)
  - BIOL124L - Environment and Ecology Lab (1)
  - BIOL130 - Anatomy and Physiology (4)
  - BIOL130L - Anatomy and Physiology Laboratory (1)
  - BIOL171 - Introduction to Biology I (3)
  - BIOL171L - Introduction to Biology I Lab (1)
  - BIOL172 - Introduction to Biology II (3)
  - BIOL172L - Introduction to Biology II Lab (1)
  - BIOL200 - Coral Reefs (3)
  - BIOL200L - Coral Reefs Lab (1)
  - BIOL265 - Ecology and Evolutionary Biology (3)
  - BIOL265L - Ecology and Evolutionary Biology Lab (1)
  - BIOL275 - Cell and Molecular Biology (3)
  - BIOL275L - Cell and Molecular Biology Lab (2)
  - BOT101 - General Botany (3)
  - BOT101L - General Botany Lab (1)
  - BOT130 - Plants in the Hawaiian Environment (3)
  - BOT130L - Plants in the Hawaiian Environment Lab (1)
  - CE270 - Applied Mechanics I (3)
  - CE271 - Applied Mechanics II (3)
  - CHEM162L - General Chemistry II Lab (1)
  - CHEM273L - Organic Chemistry II Lab (2)
  - CHEM272L - Organic Chemistry I Lab (2)
  - CHEM273 - Organic Chemistry II (3)
  - CHEM273L - Organic Chemistry II Lab (2)
  - EE160 - Programming for Engineers (4)
  - EE211 - Basic Circuit Analysis I (4)
  - EE213 - Basic Circuit Analysis II (4)
  - EE260 - Introduction to Digital Design (4)
  - EE296 - Sophomore Project (1 - 3)

        - ERTH101 - Introduction to Geology (3)
        - ERTH101L - Introduction to Geology Lab (1)
        - ERTH103 - Geology of the Hawaiian Islands (3)
        - FSHN185 - The Science of Human Nutrition (3)
        - GEO101 - The Natural Environment (3)
        - GEO101L - The Natural Environment Lab (1)
        - HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
        - HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
        - ICS111 - Introduction to Computer Science I (3)
        - ICS141 - Discrete Mathematics for Computer Science I (3)
        - ICS211 - Introduction to Computer Science II (3)
        - ICS212 - Program Structure (3)
        - ICS215 - Introduction to Scripting (3)
        - ICS241 - Discrete Mathematics for Computer Science II (3)
        - MATH242 - Calculus II (4.0)
        - MATH243 - Calculus III (3.0)
        - MATH244 - Calculus IV (3)
        - ME213 - Introduction to Engineering Design (3)
        - MICR130 - General Microbiology (3)
        - MICR140L - General Microbiology Lab (2)
        - OCN101 - Introduction to Marine Option Program (1)
        - OCN201 - Science of the Sea (3)
        - OCN201L - Science of the Sea Laboratory (1)
        - OEST101 - Natural Hazards (3)
        - PHRM203 - General Pharmacology (3)
        - PHYS151 - College Physics I (3)
        - PHYS151L - College Physics I Lab (1)
        - PHYS152 - College Physics II (3)
        - PHYS152L - College Physics II Lab (1)
        - PHYS170 - General Physics I (4)
        - PHYS170L - General Physics I Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
        - PHYS274 - General Physics III (3)
        - PHYL141 - Human Anatomy and Physiology I (3)
        - PHYL141L - Human Anatomy and Physiology I Lab (1)
        - PHYL142 - Human Anatomy and Physiology II (3)
        - PHYL142L - Human Anatomy and Physiology II Lab (1)
        - ZOOL101 - Principles of Zoology (3)
        - ZOOL101L - Principles of Zoology Lab (1)
        - ZOOL200 - Marine Biology (3)
        - ZOOL200L - Marine Biology Lab (1)
    - Earned at least 4 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Physical Science

- Complete all of the following
    - Completed the following:
        - PHYS170 - General Physics I (4)

- PHYS170L - General Physics I Lab (1)
- MATH242 - Calculus II (4.0)
- CHEM161 - General Chemistry I (3)
- CHEM161L - General Chemistry I Lab (1)

- Complete all of the following
  - Earned at least 3 credits from the following course sets:

    - AS-NSCI Electives (E2024)
      - AG110 - Hawai‘i Horticulture and Nutrition (3)
      - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
      - AG112 - Introduction to Organic Agriculture (4)
      - AG122 - Soil Technology (3)
      - AG141 - Integrated Pest Management (3)
      - AG170 - Introduction to Commercial Aquaponics (3)
      - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
      - AG200 - Principles of Horticulture (3)
      - AG200L - Principles of Horticulture Lab (1)
      - AG264 - Plant Propagation (3)
      - AG269 - Ornamental Plant Materials (3)
      - ANTH215 - Biological Anthropology (3)
      - ANTH215L - Biological Anthropology Lab (1)
      - ASTR110 - Survey of Astronomy (3)
      - BIOC141 - Fundamentals of Biochemistry (3)
      - BIOL100 - Human Biology (3)
      - BIOL101 - Biology and Society (3)
      - BIOL101L - Biology and Society Lab (1)
      - BIOL124 - Environment and Ecology (3)
      - BIOL124L - Environment and Ecology Lab (1)
      - BIOL130 - Anatomy and Physiology (4)
      - BIOL130L - Anatomy and Physiology Laboratory (1)
      - BIOL171 - Introduction to Biology I (3)
      - BIOL171L - Introduction to Biology I Lab (1)
      - BIOL172 - Introduction to Biology II (3)
      - BIOL172L - Introduction to Biology II Lab (1)
      - BIOL200 - Coral Reefs (3)
      - BIOL200L - Coral Reefs Lab (1)
      - BIOL265 - Ecology and Evolutionary Biology (3)
      - BIOL265L - Ecology and Evolutionary Biology Lab (1)
      - BIOL275 - Cell and Molecular Biology (3)
      - BIOL275L - Cell and Molecular Biology Lab (2)
      - BOT101 - General Botany (3)
      - BOT101L - General Botany Lab (1)
      - BOT130 - Plants in the Hawaiian Environment (3)
      - BOT130L - Plants in the Hawaiian Environment Lab (1)
      - CE270 - Applied Mechanics I (3)
      - CE271 - Applied Mechanics II (3)
      - CHEM162L - General Chemistry II Lab (1)
      - CHEM273L - Organic Chemistry II Lab (2)
      - CHEM272L - Organic Chemistry I Lab (2)

- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)
- MATH244 - Calculus IV (3)
- ME213 - Introduction to Engineering Design (3)
- MICR130 - General Microbiology (3)
- MICR140L - General Microbiology Lab (2)
- OCN101 - Introduction to Marine Option Program (1)
- OCN201 - Science of the Sea (3)
- OCN201L - Science of the Sea Laboratory (1)
- OEST101 - Natural Hazards (3)
- PHRM203 - General Pharmacology (3)
- PHYS151 - College Physics I (3)
- PHYS151L - College Physics I Lab (1)
- PHYS152 - College Physics II (3)
- PHYS152L - College Physics II Lab (1)
- PHYS170 - General Physics I (4)
- PHYS170L - General Physics I Lab (1)
- PHYS272 - General Physics II (3)
- PHYS272L - General Physics II Lab (1)
- PHYS274 - General Physics III (3)
- PHYL141 - Human Anatomy and Physiology I (3)
- PHYL141L - Human Anatomy and Physiology I Lab (1)
- PHYL142 - Human Anatomy and Physiology II (3)
- PHYL142L - Human Anatomy and Physiology II Lab (1)
- ZOOL101 - Principles of Zoology (3)
- ZOOL101L - Principles of Zoology Lab (1)
- ZOOL200 - Marine Biology (3)
- ZOOL200L - Marine Biology Lab (1)

        - Earned at least 3 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Pre-Engineering

- Complete all of the following
    - Completed the following:
        - MATH242 - Calculus II (4.0)
        - CHEM162 - General Chemistry II (3)
        - PHYS170L - General Physics I Lab (1)
        - PHYS170 - General Physics I (4)
    - Completed FG course

Pre-Information and Computer Sciences

- Complete all of the following
    - Completed the following:
        - MATH242 - Calculus II (4.0)
        - ICS211 - Introduction to Computer Science II (3)
        - ICS241 - Discrete Mathematics for Computer Science II (3)
        - ENG100 - Composition I (3)
    - Complete 1 of the following
        - Earned at least 3 credits from the following course sets:
            - AS-NSCI Electives (E2024)
                - AG110 - Hawai‘i Horticulture and Nutrition (3)
                - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
                - AG112 - Introduction to Organic Agriculture (4)
                - AG122 - Soil Technology (3)
                - AG141 - Integrated Pest Management (3)
                - AG170 - Introduction to Commercial Aquaponics (3)
                - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
                - AG200 - Principles of Horticulture (3)
                - AG200L - Principles of Horticulture Lab (1)
                - AG264 - Plant Propagation (3)
                - AG269 - Ornamental Plant Materials (3)
                - ANTH215 - Biological Anthropology (3)
                - ANTH215L - Biological Anthropology Lab (1)
                - ASTR110 - Survey of Astronomy (3)
                - BIOC141 - Fundamentals of Biochemistry (3)
                - BIOL100 - Human Biology (3)
                - BIOL101 - Biology and Society (3)
                - BIOL101L - Biology and Society Lab (1)
                - BIOL124 - Environment and Ecology (3)
                - BIOL124L - Environment and Ecology Lab (1)
                - BIOL130 - Anatomy and Physiology (4)
                - BIOL130L - Anatomy and Physiology Laboratory (1)
                - BIOL171 - Introduction to Biology I (3)
                - BIOL171L - Introduction to Biology I Lab (1)
                - BIOL172 - Introduction to Biology II (3)

- BIOL172L - Introduction to Biology II Lab (1)
- BIOL200 - Coral Reefs (3)
- BIOL200L - Coral Reefs Lab (1)
- BIOL265 - Ecology and Evolutionary Biology (3)
- BIOL265L - Ecology and Evolutionary Biology Lab (1)
- BIOL275 - Cell and Molecular Biology (3)
- BIOL275L - Cell and Molecular Biology Lab (2)
- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)
- MATH244 - Calculus IV (3)
- ME213 - Introduction to Engineering Design (3)
- MICR130 - General Microbiology (3)
- MICR140L - General Microbiology Lab (2)
- OCN101 - Introduction to Marine Option Program (1)
- OCN201 - Science of the Sea (3)
- OCN201L - Science of the Sea Laboratory (1)
- OEST101 - Natural Hazards (3)
- PHRM203 - General Pharmacology (3)
- PHYS151 - College Physics I (3)

        - PHYS151L - College Physics I Lab (1)
        - PHYS152 - College Physics II (3)
        - PHYS152L - College Physics II Lab (1)
        - PHYS170 - General Physics I (4)
        - PHYS170L - General Physics I Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
        - PHYS274 - General Physics III (3)
        - PHYL141 - Human Anatomy and Physiology I (3)
        - PHYL141L - Human Anatomy and Physiology I Lab (1)
        - PHYL142 - Human Anatomy and Physiology II (3)
        - PHYL142L - Human Anatomy and Physiology II Lab (1)
        - ZOOL101 - Principles of Zoology (3)
        - ZOOL101L - Principles of Zoology Lab (1)
        - ZOOL200 - Marine Biology (3)
        - ZOOL200L - Marine Biology Lab (1)
    - Earned at least 3 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Semester 3

11 - 15Total Credits

- Complete 1 of the following

  Biological Sciences
  - Complete all of the following
    -

      Completed the following:

      - CHEM272 - Organic Chemistry I (3)
      - CHEM272L - Organic Chemistry I Lab (2)
      - BIOL172 - Introduction to Biology II (3)
      - BIOL172L - Introduction to Biology II Lab (1)
    - Completed DA/DH/DL course. Recommended HWST 107 (HAP)
    - Complete 1 of the following
      -

        Earned at least 3 credits from the following course sets:

        - AS-NSCI Electives (E2024)
          - AG110 - Hawai‘i Horticulture and Nutrition (3)
          - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
          - AG112 - Introduction to Organic Agriculture (4)
          - AG122 - Soil Technology (3)
          - AG141 - Integrated Pest Management (3)
          - AG170 - Introduction to Commercial Aquaponics (3)
          - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
          - AG200 - Principles of Horticulture (3)
          - AG200L - Principles of Horticulture Lab (1)
          - AG264 - Plant Propagation (3)
          - AG269 - Ornamental Plant Materials (3)
          - ANTH215 - Biological Anthropology (3)
          - ANTH215L - Biological Anthropology Lab (1)
          - ASTR110 - Survey of Astronomy (3)
          - BIOC141 - Fundamentals of Biochemistry (3)

- BIOL100 - Human Biology (3)
- BIOL101 - Biology and Society (3)
- BIOL101L - Biology and Society Lab (1)
- BIOL124 - Environment and Ecology (3)
- BIOL124L - Environment and Ecology Lab (1)
- BIOL130 - Anatomy and Physiology (4)
- BIOL130L - Anatomy and Physiology Laboratory (1)
- BIOL171 - Introduction to Biology I (3)
- BIOL171L - Introduction to Biology I Lab (1)
- BIOL172 - Introduction to Biology II (3)
- BIOL172L - Introduction to Biology II Lab (1)
- BIOL200 - Coral Reefs (3)
- BIOL200L - Coral Reefs Lab (1)
- BIOL265 - Ecology and Evolutionary Biology (3)
- BIOL265L - Ecology and Evolutionary Biology Lab (1)
- BIOL275 - Cell and Molecular Biology (3)
- BIOL275L - Cell and Molecular Biology Lab (2)
- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Ho‘okele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Ho‘okele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)

        - MATH244 - Calculus IV (3)
        - ME213 - Introduction to Engineering Design (3)
        - MICR130 - General Microbiology (3)
        - MICR140L - General Microbiology Lab (2)
        - OCN101 - Introduction to Marine Option Program (1)
        - OCN201 - Science of the Sea (3)
        - OCN201L - Science of the Sea Laboratory (1)
        - OEST101 - Natural Hazards (3)
        - PHRM203 - General Pharmacology (3)
        - PHYS151 - College Physics I (3)
        - PHYS151L - College Physics I Lab (1)
        - PHYS152 - College Physics II (3)
        - PHYS152L - College Physics II Lab (1)
        - PHYS170 - General Physics I (4)
        - PHYS170L - General Physics I Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
        - PHYS274 - General Physics III (3)
        - PHYL141 - Human Anatomy and Physiology I (3)
        - PHYL141L - Human Anatomy and Physiology I Lab (1)
        - PHYL142 - Human Anatomy and Physiology II (3)
        - PHYL142L - Human Anatomy and Physiology II Lab (1)
        - ZOOL101 - Principles of Zoology (3)
        - ZOOL101L - Principles of Zoology Lab (1)
        - ZOOL200 - Marine Biology (3)
        - ZOOL200L - Marine Biology Lab (1)
    - Earned at least 3 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Physical Science

- Complete all of the following
    - Completed the following:
        - CHEM162 - General Chemistry II (3)
        - CHEM162L - General Chemistry II Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
    - Complete 1 of the following
        - Earned at least 3 credits from the following course sets:
            - AS-NSCI Electives (E2024)
                - AG110 - Hawai‘i Horticulture and Nutrition (3)
                - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
                - AG112 - Introduction to Organic Agriculture (4)
                - AG122 - Soil Technology (3)
                - AG141 - Integrated Pest Management (3)
                - AG170 - Introduction to Commercial Aquaponics (3)
                - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
                - AG200 - Principles of Horticulture (3)
                - AG200L - Principles of Horticulture Lab (1)

- AG264 - Plant Propagation (3)
- AG269 - Ornamental Plant Materials (3)
- ANTH215 - Biological Anthropology (3)
- ANTH215L - Biological Anthropology Lab (1)
- ASTR110 - Survey of Astronomy (3)
- BIOC141 - Fundamentals of Biochemistry (3)
- BIOL100 - Human Biology (3)
- BIOL101 - Biology and Society (3)
- BIOL101L - Biology and Society Lab (1)
- BIOL124 - Environment and Ecology (3)
- BIOL124L - Environment and Ecology Lab (1)
- BIOL130 - Anatomy and Physiology (4)
- BIOL130L - Anatomy and Physiology Laboratory (1)
- BIOL171 - Introduction to Biology I (3)
- BIOL171L - Introduction to Biology I Lab (1)
- BIOL172 - Introduction to Biology II (3)
- BIOL172L - Introduction to Biology II Lab (1)
- BIOL200 - Coral Reefs (3)
- BIOL200L - Coral Reefs Lab (1)
- BIOL265 - Ecology and Evolutionary Biology (3)
- BIOL265L - Ecology and Evolutionary Biology Lab (1)
- BIOL275 - Cell and Molecular Biology (3)
- BIOL275L - Cell and Molecular Biology Lab (2)
- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)

        - ICS211 - Introduction to Computer Science II (3)
        - ICS212 - Program Structure (3)
        - ICS215 - Introduction to Scripting (3)
        - ICS241 - Discrete Mathematics for Computer Science II (3)
        - MATH242 - Calculus II (4.0)
        - MATH243 - Calculus III (3.0)
        - MATH244 - Calculus IV (3)
        - ME213 - Introduction to Engineering Design (3)
        - MICR130 - General Microbiology (3)
        - MICR140L - General Microbiology Lab (2)
        - OCN101 - Introduction to Marine Option Program (1)
        - OCN201 - Science of the Sea (3)
        - OCN201L - Science of the Sea Laboratory (1)
        - OEST101 - Natural Hazards (3)
        - PHRM203 - General Pharmacology (3)
        - PHYS151 - College Physics I (3)
        - PHYS151L - College Physics I Lab (1)
        - PHYS152 - College Physics II (3)
        - PHYS152L - College Physics II Lab (1)
        - PHYS170 - General Physics I (4)
        - PHYS170L - General Physics I Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
        - PHYS274 - General Physics III (3)
        - PHYL141 - Human Anatomy and Physiology I (3)
        - PHYL141L - Human Anatomy and Physiology I Lab (1)
        - PHYL142 - Human Anatomy and Physiology II (3)
        - PHYL142L - Human Anatomy and Physiology II Lab (1)
        - ZOOL101 - Principles of Zoology (3)
        - ZOOL101L - Principles of Zoology Lab (1)
        - ZOOL200 - Marine Biology (3)
        - ZOOL200L - Marine Biology Lab (1)
    - Earned at least 3 credits from FIL, FR, HAW, JPN, KOR, or SPAN
  - Completed DS course.

Pre-Engineering

- Complete all of the following
  - Completed the following:
    - MATH243 - Calculus III (3.0)
    - PHYS272 - General Physics II (3)
    - PHYS272L - General Physics II Lab (1)
    - EE160 - Programming for Engineers (4)
  - Complete 1 of the following
    - Completed the following:
      - CE270 - Applied Mechanics I (3)
    - Completed the following:

        - EE211 - Basic Circuit Analysis I (4)
    - Completed DS course. Recommended ECON 120, ECON 130 or ECON 131.

Pre-Information and Computer Sciences

- Complete all of the following
    - Completed the following:
        - ICS212 - Program Structure (3)
        - CHEM161 - General Chemistry I (3)
        - CHEM161L - General Chemistry I Lab (1)
    - Completed FG course.
    - Completed DB course.
    - Complete all of the following
        - Earned at least 3 credits from the following course sets:
            - AS-NSCI Electives (E2024)
                - AG110 - Hawai‘i Horticulture and Nutrition (3)
                - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
                - AG112 - Introduction to Organic Agriculture (4)
                - AG122 - Soil Technology (3)
                - AG141 - Integrated Pest Management (3)
                - AG170 - Introduction to Commercial Aquaponics (3)
                - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
                - AG200 - Principles of Horticulture (3)
                - AG200L - Principles of Horticulture Lab (1)
                - AG264 - Plant Propagation (3)
                - AG269 - Ornamental Plant Materials (3)
                - ANTH215 - Biological Anthropology (3)
                - ANTH215L - Biological Anthropology Lab (1)
                - ASTR110 - Survey of Astronomy (3)
                - BIOC141 - Fundamentals of Biochemistry (3)
                - BIOL100 - Human Biology (3)
                - BIOL101 - Biology and Society (3)
                - BIOL101L - Biology and Society Lab (1)
                - BIOL124 - Environment and Ecology (3)
                - BIOL124L - Environment and Ecology Lab (1)
                - BIOL130 - Anatomy and Physiology (4)
                - BIOL130L - Anatomy and Physiology Laboratory (1)
                - BIOL171 - Introduction to Biology I (3)
                - BIOL171L - Introduction to Biology I Lab (1)
                - BIOL172 - Introduction to Biology II (3)
                - BIOL172L - Introduction to Biology II Lab (1)
                - BIOL200 - Coral Reefs (3)
                - BIOL200L - Coral Reefs Lab (1)
                - BIOL265 - Ecology and Evolutionary Biology (3)
                - BIOL265L - Ecology and Evolutionary Biology Lab (1)
                - BIOL275 - Cell and Molecular Biology (3)
                - BIOL275L - Cell and Molecular Biology Lab (2)

- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Ho‘okele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Ho‘okele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)
- MATH244 - Calculus IV (3)
- ME213 - Introduction to Engineering Design (3)
- MICR130 - General Microbiology (3)
- MICR140L - General Microbiology Lab (2)
- OCN101 - Introduction to Marine Option Program (1)
- OCN201 - Science of the Sea (3)
- OCN201L - Science of the Sea Laboratory (1)
- OEST101 - Natural Hazards (3)
- PHRM203 - General Pharmacology (3)
- PHYS151 - College Physics I (3)
- PHYS151L - College Physics I Lab (1)
- PHYS152 - College Physics II (3)
- PHYS152L - College Physics II Lab (1)
- PHYS170 - General Physics I (4)
- PHYS170L - General Physics I Lab (1)
- PHYS272 - General Physics II (3)
- PHYS272L - General Physics II Lab (1)

- PHYS274 - General Physics III (3)
- PHYL141 - Human Anatomy and Physiology I (3)
- PHYL141L - Human Anatomy and Physiology I Lab (1)
- PHYL142 - Human Anatomy and Physiology II (3)
- PHYL142L - Human Anatomy and Physiology II Lab (1)
- ZOOL101 - Principles of Zoology (3)
- ZOOL101L - Principles of Zoology Lab (1)
- ZOOL200 - Marine Biology (3)
- ZOOL200L - Marine Biology Lab (1)

- Earned at least 3 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Semester 4
6 - 11Total Credits

- Complete 1 of the following

  Biological Sciences

  - Complete all of the following
    - Complete 1 of the following
      - Completed the following:
        - BIOL275 - Cell and Molecular Biology (3)
        - BIOL275L - Cell and Molecular Biology Lab (2)
      - Completed the following:
        - CHEM273 - Organic Chemistry II (3)
        - CHEM273L - Organic Chemistry II Lab (2)
    - Completed DS course.
    - Completed FG course.
    - Complete 1 of the following
      - Earned at least 3 credits from the following course sets:
        - AS-NSCI Electives (E2024)
          - AG110 - Hawai‘i Horticulture and Nutrition (3)
          - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
          - AG112 - Introduction to Organic Agriculture (4)
          - AG122 - Soil Technology (3)
          - AG141 - Integrated Pest Management (3)
          - AG170 - Introduction to Commercial Aquaponics (3)
          - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
          - AG200 - Principles of Horticulture (3)
          - AG200L - Principles of Horticulture Lab (1)
          - AG264 - Plant Propagation (3)
          - AG269 - Ornamental Plant Materials (3)
          - ANTH215 - Biological Anthropology (3)
          - ANTH215L - Biological Anthropology Lab (1)
          - ASTR110 - Survey of Astronomy (3)
          - BIOC141 - Fundamentals of Biochemistry (3)
          - BIOL100 - Human Biology (3)
          - BIOL101 - Biology and Society (3)

- BIOL101L - Biology and Society Lab (1)
- BIOL124 - Environment and Ecology (3)
- BIOL124L - Environment and Ecology Lab (1)
- BIOL130 - Anatomy and Physiology (4)
- BIOL130L - Anatomy and Physiology Laboratory (1)
- BIOL171 - Introduction to Biology I (3)
- BIOL171L - Introduction to Biology I Lab (1)
- BIOL172 - Introduction to Biology II (3)
- BIOL172L - Introduction to Biology II Lab (1)
- BIOL200 - Coral Reefs (3)
- BIOL200L - Coral Reefs Lab (1)
- BIOL265 - Ecology and Evolutionary Biology (3)
- BIOL265L - Ecology and Evolutionary Biology Lab (1)
- BIOL275 - Cell and Molecular Biology (3)
- BIOL275L - Cell and Molecular Biology Lab (2)
- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)
- MATH244 - Calculus IV (3)
- ME213 - Introduction to Engineering Design (3)

        - MICR130 - General Microbiology (3)
        - MICR140L - General Microbiology Lab (2)
        - OCN101 - Introduction to Marine Option Program (1)
        - OCN201 - Science of the Sea (3)
        - OCN201L - Science of the Sea Laboratory (1)
        - OEST101 - Natural Hazards (3)
        - PHRM203 - General Pharmacology (3)
        - PHYS151 - College Physics I (3)
        - PHYS151L - College Physics I Lab (1)
        - PHYS152 - College Physics II (3)
        - PHYS152L - College Physics II Lab (1)
        - PHYS170 - General Physics I (4)
        - PHYS170L - General Physics I Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
        - PHYS274 - General Physics III (3)
        - PHYL141 - Human Anatomy and Physiology I (3)
        - PHYL141L - Human Anatomy and Physiology I Lab (1)
        - PHYL142 - Human Anatomy and Physiology II (3)
        - PHYL142L - Human Anatomy and Physiology II Lab (1)
        - ZOOL101 - Principles of Zoology (3)
        - ZOOL101L - Principles of Zoology Lab (1)
        - ZOOL200 - Marine Biology (3)
        - ZOOL200L - Marine Biology Lab (1)
    - Earned at least 3 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Physical Science

- Complete all of the following
    - Complete 1 of the following
        - Completed the following:
            - PHYS274 - General Physics III (3)
        - Completed the following:
            - ERTH101 - Introduction to Geology (3)
            - ERTH101L - Introduction to Geology Lab (1)
        - Completed the following:
            - CHEM272 - Organic Chemistry I (3)
            - CHEM272L - Organic Chemistry I Lab (2)
    - Completed DA/DH/DL course. Recommended HWST 107 (HAP)
    - Completed DB courses.
    - Completed FG course.

      Group
    - Complete all of the following
        - Earned at least 2 credits from the following course sets:
            - AS-NSCI Electives (E2024)

- AG110 - Hawai‘i Horticulture and Nutrition (3)
- AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
- AG112 - Introduction to Organic Agriculture (4)
- AG122 - Soil Technology (3)
- AG141 - Integrated Pest Management (3)
- AG170 - Introduction to Commercial Aquaponics (3)
- AG170L - Introduction to Commercial Aquaponics Laboratory (1)
- AG200 - Principles of Horticulture (3)
- AG200L - Principles of Horticulture Lab (1)
- AG264 - Plant Propagation (3)
- AG269 - Ornamental Plant Materials (3)
- ANTH215 - Biological Anthropology (3)
- ANTH215L - Biological Anthropology Lab (1)
- ASTR110 - Survey of Astronomy (3)
- BIOC141 - Fundamentals of Biochemistry (3)
- BIOL100 - Human Biology (3)
- BIOL101 - Biology and Society (3)
- BIOL101L - Biology and Society Lab (1)
- BIOL124 - Environment and Ecology (3)
- BIOL124L - Environment and Ecology Lab (1)
- BIOL130 - Anatomy and Physiology (4)
- BIOL130L - Anatomy and Physiology Laboratory (1)
- BIOL171 - Introduction to Biology I (3)
- BIOL171L - Introduction to Biology I Lab (1)
- BIOL172 - Introduction to Biology II (3)
- BIOL172L - Introduction to Biology II Lab (1)
- BIOL200 - Coral Reefs (3)
- BIOL200L - Coral Reefs Lab (1)
- BIOL265 - Ecology and Evolutionary Biology (3)
- BIOL265L - Ecology and Evolutionary Biology Lab (1)
- BIOL275 - Cell and Molecular Biology (3)
- BIOL275L - Cell and Molecular Biology Lab (2)
- BOT101 - General Botany (3)
- BOT101L - General Botany Lab (1)
- BOT130 - Plants in the Hawaiian Environment (3)
- BOT130L - Plants in the Hawaiian Environment Lab (1)
- CE270 - Applied Mechanics I (3)
- CE271 - Applied Mechanics II (3)
- CHEM162L - General Chemistry II Lab (1)
- CHEM273L - Organic Chemistry II Lab (2)
- CHEM272L - Organic Chemistry I Lab (2)
- CHEM273 - Organic Chemistry II (3)
- CHEM273L - Organic Chemistry II Lab (2)
- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)

- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)
- MATH244 - Calculus IV (3)
- ME213 - Introduction to Engineering Design (3)
- MICR130 - General Microbiology (3)
- MICR140L - General Microbiology Lab (2)
- OCN101 - Introduction to Marine Option Program (1)
- OCN201 - Science of the Sea (3)
- OCN201L - Science of the Sea Laboratory (1)
- OEST101 - Natural Hazards (3)
- PHRM203 - General Pharmacology (3)
- PHYS151 - College Physics I (3)
- PHYS151L - College Physics I Lab (1)
- PHYS152 - College Physics II (3)
- PHYS152L - College Physics II Lab (1)
- PHYS170 - General Physics I (4)
- PHYS170L - General Physics I Lab (1)
- PHYS272 - General Physics II (3)
- PHYS272L - General Physics II Lab (1)
- PHYS274 - General Physics III (3)
- PHYL141 - Human Anatomy and Physiology I (3)
- PHYL141L - Human Anatomy and Physiology I Lab (1)
- PHYL142 - Human Anatomy and Physiology II (3)
- PHYL142L - Human Anatomy and Physiology II Lab (1)
- ZOOL101 - Principles of Zoology (3)
- ZOOL101L - Principles of Zoology Lab (1)
- ZOOL200 - Marine Biology (3)
- ZOOL200L - Marine Biology Lab (1)

- Earned at least 2 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Pre-Engineering

- Complete all of the following
  - Completed the following:
    - MATH244 - Calculus IV (3)
  - Completed DA/DH/DL course. Recommended HWST 107 (HAP)

Earned at least 8 credits from the following course sets:

- AS-NSCI Electives (E2024)
  - AG110 - Hawai‘i Horticulture and Nutrition (3)
  - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
  - AG112 - Introduction to Organic Agriculture (4)
  - AG122 - Soil Technology (3)
  - AG141 - Integrated Pest Management (3)
  - AG170 - Introduction to Commercial Aquaponics (3)
  - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
  - AG200 - Principles of Horticulture (3)
  - AG200L - Principles of Horticulture Lab (1)
  - AG264 - Plant Propagation (3)
  - AG269 - Ornamental Plant Materials (3)
  - ANTH215 - Biological Anthropology (3)
  - ANTH215L - Biological Anthropology Lab (1)
  - ASTR110 - Survey of Astronomy (3)
  - BIOC141 - Fundamentals of Biochemistry (3)
  - BIOL100 - Human Biology (3)
  - BIOL101 - Biology and Society (3)
  - BIOL101L - Biology and Society Lab (1)
  - BIOL124 - Environment and Ecology (3)
  - BIOL124L - Environment and Ecology Lab (1)
  - BIOL130 - Anatomy and Physiology (4)
  - BIOL130L - Anatomy and Physiology Laboratory (1)
  - BIOL171 - Introduction to Biology I (3)
  - BIOL171L - Introduction to Biology I Lab (1)
  - BIOL172 - Introduction to Biology II (3)
  - BIOL172L - Introduction to Biology II Lab (1)
  - BIOL200 - Coral Reefs (3)
  - BIOL200L - Coral Reefs Lab (1)
  - BIOL265 - Ecology and Evolutionary Biology (3)
  - BIOL265L - Ecology and Evolutionary Biology Lab (1)
  - BIOL275 - Cell and Molecular Biology (3)
  - BIOL275L - Cell and Molecular Biology Lab (2)
  - BOT101 - General Botany (3)
  - BOT101L - General Botany Lab (1)
  - BOT130 - Plants in the Hawaiian Environment (3)
  - BOT130L - Plants in the Hawaiian Environment Lab (1)
  - CE270 - Applied Mechanics I (3)
  - CE271 - Applied Mechanics II (3)
  - CHEM162L - General Chemistry II Lab (1)
  - CHEM273L - Organic Chemistry II Lab (2)
  - CHEM272L - Organic Chemistry I Lab (2)
  - CHEM273 - Organic Chemistry II (3)
  - CHEM273L - Organic Chemistry II Lab (2)
  - EE160 - Programming for Engineers (4)
  - EE211 - Basic Circuit Analysis I (4)
  - EE213 - Basic Circuit Analysis II (4)
  - EE260 - Introduction to Digital Design (4)
  - EE296 - Sophomore Project (1 - 3)

        - ERTH101 - Introduction to Geology (3)
        - ERTH101L - Introduction to Geology Lab (1)
        - ERTH103 - Geology of the Hawaiian Islands (3)
        - FSHN185 - The Science of Human Nutrition (3)
        - GEO101 - The Natural Environment (3)
        - GEO101L - The Natural Environment Lab (1)
        - HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
        - HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
        - ICS111 - Introduction to Computer Science I (3)
        - ICS141 - Discrete Mathematics for Computer Science I (3)
        - ICS211 - Introduction to Computer Science II (3)
        - ICS212 - Program Structure (3)
        - ICS215 - Introduction to Scripting (3)
        - ICS241 - Discrete Mathematics for Computer Science II (3)
        - MATH242 - Calculus II (4.0)
        - MATH243 - Calculus III (3.0)
        - MATH244 - Calculus IV (3)
        - ME213 - Introduction to Engineering Design (3)
        - MICR130 - General Microbiology (3)
        - MICR140L - General Microbiology Lab (2)
        - OCN101 - Introduction to Marine Option Program (1)
        - OCN201 - Science of the Sea (3)
        - OCN201L - Science of the Sea Laboratory (1)
        - OEST101 - Natural Hazards (3)
        - PHRM203 - General Pharmacology (3)
        - PHYS151 - College Physics I (3)
        - PHYS151L - College Physics I Lab (1)
        - PHYS152 - College Physics II (3)
        - PHYS152L - College Physics II Lab (1)
        - PHYS170 - General Physics I (4)
        - PHYS170L - General Physics I Lab (1)
        - PHYS272 - General Physics II (3)
        - PHYS272L - General Physics II Lab (1)
        - PHYS274 - General Physics III (3)
        - PHYL141 - Human Anatomy and Physiology I (3)
        - PHYL141L - Human Anatomy and Physiology I Lab (1)
        - PHYL142 - Human Anatomy and Physiology II (3)
        - PHYL142L - Human Anatomy and Physiology II Lab (1)
        - ZOOL101 - Principles of Zoology (3)
        - ZOOL101L - Principles of Zoology Lab (1)
        - ZOOL200 - Marine Biology (3)
        - ZOOL200L - Marine Biology Lab (1)

    Pre-Information and Computer Sciences

- Complete all of the following
    - Completed the following:
        - CHEM162 - General Chemistry II (3)
        - CHEM162L - General Chemistry II Lab (1)
    - Completed DS course.

- Completed FG course.
- Completed DA/DH/DL course. Recommended HWST 107 (HAP)
- Complete 1 of the following
    - Earned at least 2 credits from the following course sets:

    - AS-NSCI Electives (E2024)
        - AG110 - Hawai‘i Horticulture and Nutrition (3)
        - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
        - AG112 - Introduction to Organic Agriculture (4)
        - AG122 - Soil Technology (3)
        - AG141 - Integrated Pest Management (3)
        - AG170 - Introduction to Commercial Aquaponics (3)
        - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
        - AG200 - Principles of Horticulture (3)
        - AG200L - Principles of Horticulture Lab (1)
        - AG264 - Plant Propagation (3)
        - AG269 - Ornamental Plant Materials (3)
        - ANTH215 - Biological Anthropology (3)
        - ANTH215L - Biological Anthropology Lab (1)
        - ASTR110 - Survey of Astronomy (3)
        - BIOC141 - Fundamentals of Biochemistry (3)
        - BIOL100 - Human Biology (3)
        - BIOL101 - Biology and Society (3)
        - BIOL101L - Biology and Society Lab (1)
        - BIOL124 - Environment and Ecology (3)
        - BIOL124L - Environment and Ecology Lab (1)
        - BIOL130 - Anatomy and Physiology (4)
        - BIOL130L - Anatomy and Physiology Laboratory (1)
        - BIOL171 - Introduction to Biology I (3)
        - BIOL171L - Introduction to Biology I Lab (1)
        - BIOL172 - Introduction to Biology II (3)
        - BIOL172L - Introduction to Biology II Lab (1)
        - BIOL200 - Coral Reefs (3)
        - BIOL200L - Coral Reefs Lab (1)
        - BIOL265 - Ecology and Evolutionary Biology (3)
        - BIOL265L - Ecology and Evolutionary Biology Lab (1)
        - BIOL275 - Cell and Molecular Biology (3)
        - BIOL275L - Cell and Molecular Biology Lab (2)
        - BOT101 - General Botany (3)
        - BOT101L - General Botany Lab (1)
        - BOT130 - Plants in the Hawaiian Environment (3)
        - BOT130L - Plants in the Hawaiian Environment Lab (1)
        - CE270 - Applied Mechanics I (3)
        - CE271 - Applied Mechanics II (3)
        - CHEM162L - General Chemistry II Lab (1)
        - CHEM273L - Organic Chemistry II Lab (2)
        - CHEM272L - Organic Chemistry I Lab (2)
        - CHEM273 - Organic Chemistry II (3)
        - CHEM273L - Organic Chemistry II Lab (2)

- EE160 - Programming for Engineers (4)
- EE211 - Basic Circuit Analysis I (4)
- EE213 - Basic Circuit Analysis II (4)
- EE260 - Introduction to Digital Design (4)
- EE296 - Sophomore Project (1 - 3)
- ERTH101 - Introduction to Geology (3)
- ERTH101L - Introduction to Geology Lab (1)
- ERTH103 - Geology of the Hawaiian Islands (3)
- FSHN185 - The Science of Human Nutrition (3)
- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)
- HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (3)
- HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (1)
- ICS111 - Introduction to Computer Science I (3)
- ICS141 - Discrete Mathematics for Computer Science I (3)
- ICS211 - Introduction to Computer Science II (3)
- ICS212 - Program Structure (3)
- ICS215 - Introduction to Scripting (3)
- ICS241 - Discrete Mathematics for Computer Science II (3)
- MATH242 - Calculus II (4.0)
- MATH243 - Calculus III (3.0)
- MATH244 - Calculus IV (3)
- ME213 - Introduction to Engineering Design (3)
- MICR130 - General Microbiology (3)
- MICR140L - General Microbiology Lab (2)
- OCN101 - Introduction to Marine Option Program (1)
- OCN201 - Science of the Sea (3)
- OCN201L - Science of the Sea Laboratory (1)
- OEST101 - Natural Hazards (3)
- PHRM203 - General Pharmacology (3)
- PHYS151 - College Physics I (3)
- PHYS151L - College Physics I Lab (1)
- PHYS152 - College Physics II (3)
- PHYS152L - College Physics II Lab (1)
- PHYS170 - General Physics I (4)
- PHYS170L - General Physics I Lab (1)
- PHYS272 - General Physics II (3)
- PHYS272L - General Physics II Lab (1)
- PHYS274 - General Physics III (3)
- PHYL141 - Human Anatomy and Physiology I (3)
- PHYL141L - Human Anatomy and Physiology I Lab (1)
- PHYL142 - Human Anatomy and Physiology II (3)
- PHYL142L - Human Anatomy and Physiology II Lab (1)
- ZOOL101 - Principles of Zoology (3)
- ZOOL101L - Principles of Zoology Lab (1)
- ZOOL200 - Marine Biology (3)
- ZOOL200L - Marine Biology Lab (1)

- Earned at least 2 credits from FIL, FR, HAW, JPN, KOR, or SPAN

Grand Total Credits: **40 - 60**

Sustainable Agriculture

Aquaponics Technician (Certificate of Competence (CO))

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 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

1. Demonstrate basic knowledge of aquaponics systems.
2. Demonstrate an understanding of aquaponics standard operating procedures.
3. Demonstrate current food safety policies and procedures related to aquaponics.
4. Work in a professional setting through an experiential-learning environment.

Program Requirements

The program will provide comprehensive courses in plant science and aquaponics. The subjects included plants, aquaculture, pest management and aquaculture systems. Students will have an opportunity to pursue CA and AS degree, which build upon this program. The Aquaponics Technician Certificate of Competence is awarded to students who complete 10-13 credits of the following courses:

- AG 104 Food Safety & Post Harvest Handling (1)
- AG 170 Introduction to Commercial Aquaponics (3)
- AG 170L Introduction to Commercial Aquaponics Lab (1)
- AG 110 and AG 110L Hawaii Horticulture & Nutrition and Lab (4) or AG 112 Introduction to Organic Agriculture (4) or AG 200 and AG 200L Principles of Horticulture (4)
- AG 293V AG Internship (1-4)

NOTE: Students will need to complete at least two 200 level AG courses to take AG 293V.

Sample Program Plan

Semester 1
10 - 13Total Credits

- Complete all of the following
    - Completed the following:
        - AG104 - Food Safety & Post-Harvest Handling (1)
        - AG170 - Introduction to Commercial Aquaponics (3)
        - AG293V - Sustainable Agriculture Internship (1 - 4)
        - AG170L - Introduction to Commercial Aquaponics Laboratory (1)

- Complete 1 of the following
  - Completed the following:
    - AG110 - Hawai‘i Horticulture and Nutrition (3)
    - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
  - Completed the following:
    - AG112 - Introduction to Organic Agriculture (4)
  - Completed the following:
    - AG200 - Principles of Horticulture (3)
    - AG200L - Principles of Horticulture Lab (1)

Grand Total Credits: **10 - 13**

Sustainable Agriculture (Associate in Science (AS))

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

1. Use appropriate scientific and agricultural terminology to communicate in different settings and with different audiences.
2. 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.
3. Apply principles and practices from plant and soil sciences and tropical agriculture to improve production and profitability.
4. Apply scientific methods and information technology to explain how to manage agronomic and agribusiness challenges and opportunities.
5. Analyze contemporary issues involving food, agriculture and the environment.

Program Requirements

The program provides comprehensive courses in science, agriculture, business management and includes field and laboratory work and workplace experience through internships. The subjects include plant biology, soils, crop production, pest management, landscaping, business principles, food, agriculture and the environment.

The Associate of Science in Sustainable Agriculture is awarded to students who complete a minimum of 60 credits of the following courses. Each AG and BOT course must be completed with a C or better grade.

1) Foundation Written Communication (FW) (3 credits required)
Any FW designated course numbered 100 or above

2) Quantitative Reasoning (FQ) (3 credits required)
MATH 100 Survey of Mathematics or MATH 103 College Algebra or any higher MATH FQ designated course

3) Foundation Global Multicultural Perspectives (FG) (6 credits required from 2 different groups)
FGA (HIST 151 recommended)
FGB
FGC

4) Diversification Social Sciences (DS) (3 credits required)
SOC 151 Introduction to the Sociology of Food (DS) (suggested) or other DS courses

5) Diversification Arts, Humanities, and Literature (DA/DH/DL) (3 credits required)
HWST 107 Hawai`i: Center of the Pacific (DH) (suggested) or other DA/DH/DL courses

6) Diversification Physical (DP+DY) (4 credits required)
CHEM 151 + CHEM 151L Elementary Survey of Chemistry +Lab, or CHEM 161 + CHEM 161L General Chemistry I +Lab, or GEO 101 + GEO 101L The Natural Environment + Lab

7) Additional Requirements (6 credits required)

Take one course:
ICS 101 Digital Tools for the Information World or
BUS 101 Business Computer Systems (3) or higher ICS course.

Take one course:
ENT 125 Starting a Business or BUSN 164 Career Success (3) (recommended) or
any other 3 credit business course (ACC, BLAW, BUS, BUSN, ENT, MGT, MKT)

8) AG Concentration Requirements (at least 24 credits required)
BOT 101 + BOT 101L General Botany + Lab (4), or
BOT 130 + BOT 130L Plants in the Hawaiian Environment + Lab (4), or
AG 110 + AG 110L Hawaii Horticulture and Nutrition + Lab (4)
AG 112 Introduction to Organic Agriculture (4)* or
AG 251 Sustainable Crop Production (4)*
AG 100 Orientation to Hawai‘i Agriculture Industry (1)
AG 122 Soil Technology (3)
AG 141 Integrated Pest Management (3)
AG 200 + AG 200L Principles of Horticulture + Lab (4)
AG 264 Plant Propagation (3)
AG 104 Food Safety & Post-Harvest Handling (1)
AG 293V Sustainable Agriculture Internship (1-4)

9) AG Electives (at least 6 credits):
AG 260 Tropical Landscape (4),
AG 269 Ornamental Plant Materials (3),
AG 271 Introduction to Crop Improvement (3),
AG 112 Introduction to Organic Agriculture (4)* or
AG 251 Sustainable Crop Production (4)*,

AG 170 + AG 170L Introduction to Commercial Aquaponics +Lab (4)

* 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 allows the student to build a foundation (CO = 12-13 credits; CA at least 25 credits; AS = minimum 60 credits) and progress 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 8 or 9.

Sample Program Plan

Semester 1
14 - 15Total Credits

- Complete all of the following
  - Foundation Written Communication (FW)
  - ○ Complete 1 of the following
    - ■ Completed the following:
      - ■ ENG100 - Composition I (3)
    - ■ Completed the following:
      - ■ ENG100E - Composition I (3)
    - ■ Completed at least 3 credits from the following types of courses: Any FW course numbered 100 or above.
  - Foundation Symbolic Reasoning (FS)
  - ○ Complete 1 of the following
    - ■ Completed the following:
      - ■ MATH100 - Survey of Mathematics (3)
    - ■ Completed the following:
      - ■ MATH103 - College Algebra (3)
    - ■ Completed at least 3 credits from the following types of courses: Any MATH FQ designated course numbered higher than 103.
  - ○ Complete 1 of the following
    - ■ Earned a minimum grade of C in each of the following:
      - ■ BOT101 - General Botany (3)
      - ■ BOT101L - General Botany Lab (1)
    - ■ Earned a minimum grade of C in each of the following:
      - ■ BOT130 - Plants in the Hawaiian Environment (3)
      - ■ BOT130L - Plants in the Hawaiian Environment Lab (1)

        - Earned a minimum grade of C in each of the following:
            - AG110 - Hawai‘i Horticulture and Nutrition (3)
            - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
    - Earned a minimum grade of C in each of the following:
        - AG100 - Orientation to Hawai‘i Agriculture Industry (1)
    - Complete 1 of the following
        - Complete 1 of the following
            - Earned a minimum grade of C in each of the following:
                - AG112 - Introduction to Organic Agriculture (4)
            - Earned a minimum grade of C in each of the following:
                - AG251 - Sustainable Crop Production (4)
        - Earned a minimum grade of C in each of the following:
            - AG170 - Introduction to Commercial Aquaponics (3)
            - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
        - Earned a minimum grade of C in each of the following:
            - AG260 - Tropical Landscape (4)
        - Earned a minimum grade of C in each of the following:
            - AG269 - Ornamental Plant Materials (3)
        - Earned a minimum grade of C in each of the following:
            - AG271 - Introduction to Crop Improvement (3)

Semester 2
15Total Credits

- Complete all of the following
    - Complete 1 of the following
        - Completed the following:
            - CHEM151 - Elementary Survey of Chemistry (3)
            - CHEM151L - Elementary Survey of Chemistry Lab (1)
        - Completed the following:
            - CHEM161 - General Chemistry I (3)
            - CHEM161L - General Chemistry I Lab (1)
        -

Completed the following:

- GEO101 - The Natural Environment (3)
- GEO101L - The Natural Environment Lab (1)

- Complete 1 of the following
  - Completed the following:

    - ICS101 - Digital Tools for the Information World (3)
  - Completed the following:

    - BUS101 - Business Info Systems (3)
  - Completed at least 3 credits from the following types of courses: Any ICS course numbered higher than 101.
- Complete 1 of the following
  - Earned a minimum grade of C in each of the following:

    - AG112 - Introduction to Organic Agriculture (4)
  - Earned a minimum grade of C in each of the following:

    - AG251 - Sustainable Crop Production (4)
- Earned a minimum grade of C in each of the following:

  - AG200 - Principles of Horticulture (3)
  - AG200L - Principles of Horticulture Lab (1)

Semester 3
16Total Credits

- Complete all of the following
  - Completed at least 3 credits from the following types of courses: Any FG course.
  - Earned a minimum grade of C in each of the following:

    - AG104 - Food Safety & Post-Harvest Handling (1)
    - AG122 - Soil Technology (3)
    - AG141 - Integrated Pest Management (3)
  - Complete 1 of the following
    - Completed the following:

      - HWST107 - Hawai'i: Center of the Pacific (3)
    - Completed at least 3 credits from the following types of courses: Any DA/DH/DL course.
  - Complete 1 of the following
    - Completed the following:

        - ENT125 - Starting a Business (3)
    - Completed the following:
        - BUSN164 - Career Success (3)
    - Earned at least 3 credits from ACC, BLAW, BUS, BUSN, ENT, MGT, or MKT

Semester 4
13 - 17Total Credits

- Complete all of the following
    - Completed at least 3 credits from the following types of courses: Any FG course. Minimum grade requirement: C.
    - Complete 1 of the following
        - Completed the following:
            - SOC151 - Introduction to Sociology of Food (3)
        - Completed at least 3 credits from the following types of courses: Any DS course.
    - Earned a minimum grade of C in each of the following:
        - AG264 - Plant Propagation (3)
        - AG293V - Sustainable Agriculture Internship (1 - 4)
    - Complete 1 of the following
        - Complete 1 of the following
            - Earned a minimum grade of C in each of the following:
                - AG112 - Introduction to Organic Agriculture (4)
            - Earned a minimum grade of C in each of the following:
                - AG251 - Sustainable Crop Production (4)
        - Earned a minimum grade of C in each of the following:
            - AG170 - Introduction to Commercial Aquaponics (3)
            - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
        - Earned a minimum grade of C in each of the following:
            - AG260 - Tropical Landscape (4)
        - Earned a minimum grade of C in each of the following:
            - AG269 - Ornamental Plant Materials (3)
        - Earned a minimum grade of C in each of the following:
            - AG271 - Introduction to Crop Improvement (3)

Grand Total Credits: **58 - 63**

Sustainable Agriculture (Academic Subject Certificate (ASC))

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

1. Identify opportunities to succeed in Hawaii's diversified agriculture and natural resource management workforce.
2. Identify options for transfer to four-year institutions majoring in agriculture and natural resource management.
3. Describe entrepreneurship opportunities in diversified agriculture.

Program Requirements

The ASC in Sustainable Agriculture will constitute 22-29 credits of the 60 credit AA degree:

Complete the following:
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 Internship (1-4)

Complete one of the following:
BIOL 101+ 101L Biology for Non-majors + Lab (4 credits)
BIOL 171/171L Introduction to Biology + Lab (4 credits)
BOT 101/101L General Botany + Lab (4 credits)

Complete one of the following:
CHEM 151+151L Elementary Survey of Chemistry +Lab (4 credits)
CHEM 161 + 161L General Chemistry +Lab (4 credits)

Complete one of the following:
ICS 101 Digital Tools for the Information World (3 credits)
BUS 101 Business Computer Systems (3 credits)

Sample Program Plan

Semester 1
14Total Credits

- Complete all of the following
  - Completed the following:
    - AG100 - Orientation to Hawai‘i Agriculture Industry (1)
    - AG141 - Integrated Pest Management (3)
    - AG271 - Introduction to Crop Improvement (3)
  - Complete 1 of the following
    - Completed the following:
      - CHEM151 - Elementary Survey of Chemistry (3)
      - CHEM151L - Elementary Survey of Chemistry Lab (1)
    - Completed the following:
      - CHEM161 - General Chemistry I (3)
      - CHEM161L - General Chemistry I Lab (1)
  - Complete 1 of the following
    - Completed the following:
      - BUS101 - Business Info Systems (3)
    - Completed the following:
      - ICS101 - Digital Tools for the Information World (3)

Semester 2
8Total Credits

- Complete all of the following
  - Completed the following:
    - AG200 - Principles of Horticulture (3)
    - AG200L - Principles of Horticulture Lab (1)
  - Complete 1 of the following
    - Completed the following:
      - BIOL101 - Biology and Society (3)
      - BIOL101L - Biology and Society Lab (1)
    - Completed the following:
      - BOT101 - General Botany (3)
      - BOT101L - General Botany Lab (1)
    -

Completed the following:

- BIOL171 - Introduction to Biology I (3)
- BIOL171L - Introduction to Biology I Lab (1)

Semester 3
4 - 7Total Credits

- Completed the following:
  - AG264 - Plant Propagation (3)
  - AG293V - Sustainable Agriculture Internship (1 - 4)

Grand Total Credits: **26 - 29**

Sustainable Agriculture (Certificate of Competence (CO))

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 sustainable crop production.
Program Learning Outcomes

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

Program Requirements

The program provides 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 degrees, which build upon this program. The Certificate of Competence in Sustainable Agriculture is awarded to students who complete at least 12-13 credits of the following courses:

Take the following courses:
AG 100 Orientation to Hawai‘i Agriculture Industry (1)
AG 104 Food Safety & Post-Harvest Handling (1)
AG 122 Soil Technology (3)

Take 1 course from the following (4 credits):
BOT 130+ BOT 130L Plants in the Hawaiian Environment + Lab (4)
AG 110+AG 110L Hawaii Horticulture and Nutrition + Lab (4)
AG 112 Introduction to Organic Agriculture (4)
AG 200+ AG 200L Principles of Horticulture + Lab (4)

Take 1 course from the following electives (3-4 credits):
AG 141 Integrated Pest Management (3)
AG 251 Sustainable Crop Production (4)

AG 260 Tropical Landscape (4)
AG 269 Ornamental Plant Materials (3)
BIOL 124 + BIOL 124L Environment and Ecology + Lab (4)

"C" grade is required for all the courses.

Sample Program Plan

Semester 1
5Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - AG100 - Orientation to Hawai‘i Agriculture Industry (1)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - BOT130 - Plants in the Hawaiian Environment (3)
      - BOT130L - Plants in the Hawaiian Environment Lab (1)
    - Earned a minimum grade of C in each of the following:
      - AG110 - Hawai‘i Horticulture and Nutrition (3)
      - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
    - Earned a minimum grade of C in each of the following:
      - AG112 - Introduction to Organic Agriculture (4)
    - Earned a minimum grade of C in each of the following:
      - AG200 - Principles of Horticulture (3)
      - AG200L - Principles of Horticulture Lab (1)

Semester 2
7 - 8Total Credits

- Complete all of the following
  - Earned a minimum grade of C in each of the following:
    - AG104 - Food Safety & Post-Harvest Handling (1)
    - AG122 - Soil Technology (3)
  - Complete 1 of the following
    - Earned a minimum grade of C in each of the following:
      - BIOL124 - Environment and Ecology (3)
      - BIOL124L - Environment and Ecology Lab (1)
    -

Earned a minimum grade of C in each of the following:

- AG141 - Integrated Pest Management (3)

- Earned a minimum grade of C in each of the following:

- AG260 - Tropical Landscape (4)

- Earned a minimum grade of C in each of the following:

- AG251 - Sustainable Crop Production (4)

- Earned a minimum grade of C in each of the following:

- AG269 - Ornamental Plant Materials (3)

Grand Total Credits: **12 - 13**

Sustainable Agriculture (Certificate of Achievement (CA))

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

1. 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.
2. Apply principles and practices from plant and soil sciences, and tropical agriculture to improve production and profitability.
3. Apply scientific methods and information technology to explain how to manage agronomic and agribusiness challenges and opportunities.
4. Interpret contemporary issues involving food, agriculture and the environment.

Program Requirements

The program will provide comprehensive courses in plant science and sustainable agriculture. The subjects include 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. The Certificate of Achievement in Sustainable Agriculture is awarded to students who complete at least 25 credits of the following courses:

Complete the following courses:
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)

Take one of the following courses:
AG 112 Introduction to Organic Agriculture (4)
AG 200 + AG 200L Principles of Horticulture +Lab (4)

Take one of the following courses:
BOT 130 + BOT 130L Plants in the Hawaiian Environment + Lab (4)
AG 110 + AG 110L Hawaii Horticulture and Nutrition + Lab (4)

Take at least 6 credits from the following electives:
AG 112 Introduction to Organic Agriculture (4)
AG 200 + AG 200L Principles of Horticulture +Lab (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 Introduction to Commercial Aquaponics +Lab (4)
HWST 107 Hawaii: Center of the Pacific (3)
ENT 125 Starting a Business (3)
AG 293V Sustainable Agriculture Internship (1-4)

* When AG 112 or AG 251 is used to count as a concentration requirement, it cannot also count as an elective.

NOTE: Students would need to complete or concurrently enroll in CHEM 151/CHEM 151L or CHEM 161/CHEM 161L or GEO 101 or GEO 101L if taking AG 200.

Sample Program Plan

Semester 1
12Total Credits

- Complete all of the following
  - Completed the following:
    - AG100 - Orientation to Hawai‘i Agriculture Industry (1)
    - AG104 - Food Safety & Post-Harvest Handling (1)
    - AG122 - Soil Technology (3)
  - Complete 1 of the following
    - Completed the following:
      - AG112 - Introduction to Organic Agriculture (4)
    - Completed the following:
      - AG200 - Principles of Horticulture (3)
      - AG200L - Principles of Horticulture Lab (1)
  - Earned at least 3 credits from the following:

        - AG112 - Introduction to Organic Agriculture (4)
        - AG170 - Introduction to Commercial Aquaponics (3)
        - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
        - AG200 - Principles of Horticulture (3)
        - AG200L - Principles of Horticulture Lab (1)
        - AG251 - Sustainable Crop Production (4)
        - AG260 - Tropical Landscape (4)
        - AG269 - Ornamental Plant Materials (3)
        - AG271 - Introduction to Crop Improvement (3)
        - AG293V - Sustainable Agriculture Internship (1 - 4)
        - ENT125 - Starting a Business (3)
        - HWST107 - Hawai'i: Center of the Pacific (3)

Semester 2
13Total Credits

- Complete all of the following
    - Completed the following:
        - AG141 - Integrated Pest Management (3)
        - AG264 - Plant Propagation (3)
    - Complete 1 of the following
        - Completed the following:
            - AG110 - Hawai‘i Horticulture and Nutrition (3)
            - AG110L - Hawai‘i Horticulture and Nutrition Lab (1)
        - Completed the following:
            - BOT130 - Plants in the Hawaiian Environment (3)
            - BOT130L - Plants in the Hawaiian Environment Lab (1)
    - Earned at least 3 credits from the following:
        - AG112 - Introduction to Organic Agriculture (4)
        - AG170 - Introduction to Commercial Aquaponics (3)
        - AG170L - Introduction to Commercial Aquaponics Laboratory (1)
        - AG200 - Principles of Horticulture (3)
        - AG200L - Principles of Horticulture Lab (1)
        - AG251 - Sustainable Crop Production (4)
        - AG260 - Tropical Landscape (4)
        - AG269 - Ornamental Plant Materials (3)
        - AG271 - Introduction to Crop Improvement (3)
        - AG293V - Sustainable Agriculture Internship (1 - 4)
        - ENT125 - Starting a Business (3)
        - HWST107 - Hawai'i: Center of the Pacific (3)

Grand Total Credits: **25**

Course Descriptions

Accounting

ACC124 - Principles of Accounting I (LEC - Lecture)
Description

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 approval.

Recommended Course Preparation

BUSN188 - Business Calculations

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ACC125 - Principles of Accounting II (LEC - Lecture)
Description

Continues the study of financial accounting procedures. Areas include long-term assets, long-term liabilities, and 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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ACC132 - Payroll and Hawaii General Excise Tax (LEC - Lecture)
Description

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 with a grade of C or better or concurrently enrolled in ACC 124 **OR** ACC 201 with a grade of C or better or concurrently enrolled in ACC 201 **OR** equivalent **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ACC134 - Individual Income Tax Preparation (LEC - Lecture)
Description

This course 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 approval.

Recommended Course Preparation

BUS101 - Business Info Systems
ICS100 - Computing Literacy and Applications
ICS101 - Digital Tools for the Information World

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ACC137 - Business Income Tax Preparation (LEC - Lecture)
Description

This course 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 approval.

Recommended Course Preparation

BUS101 - Business Info Systems
ICS100 - Computing Literacy and Applications
ICS101 - Digital Tools for the Information World

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ACC201 - Introduction to Financial Accounting (LEC - Lecture)
Description

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, and 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 in ENG 100 **OR** equivalent **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ACC202 - Introduction to Managerial Accounting (LEC - Lecture)
Description

This course is an introduction to managerial accounting methods for evaluating performance including cost accounting, budgeting, break-even analysis, ratio analysis, standard cost systems, and reporting for internal decision making. The course also covers capital budgeting and incremental analysis. Requirement for the Accounting AS program; elective for the Liberal Arts AA program.

Credits

3

Prerequisites

ACC 201 with a grade of C or better **OR** ACC 124 with a grade of C or better and ACC 125 with a grade of C or better **OR** Equivalent **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ACC252 - Using QuickBooks® in Accounting (LEC - Lecture)
Description

This course 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.

Credits

3

Prerequisites

ACC 124 with a grade of C or better or ACC 201 with a grade of C or better **AND** BUS 101 with a grade of C or better or concurrently enrolled in BUS 101 or ICS 100 with a grade of C or better or concurrently enrolled in ICS 100 or ICS 101 with a grade of C or better or concurrently enrolled in ICS 101 **OR** Equivalent **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ACC255 - Using Excel® in Accounting (LEC - Lecture)
Description

This course 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.

Credits

3

Prerequisites

ACC 202 with a grade of C or better or concurrently enrolled in ACC 202 **AND** BUS 101 with a grade of C or better or ICS 100 with a grade of C or better or ICS 101 with a grade of C or better **OR** Equivalent **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Agriculture

AG100 - Orientation to Hawai‘i Agriculture Industry (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

AG104 - Food Safety & Post-Harvest Handling (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

BUS101 - Business Info Systems
ICS101 - Digital Tools for the Information World

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

AG110 - Hawai‘i Horticulture and Nutrition (LEC - Lecture)
Description

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 Hawai‘i. 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 concurrently enrolled in AG 110L **AND** placement in ENG 100.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

AG110L - Hawai‘i Horticulture and Nutrition Lab (LAB - Laboratory)
Description

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 Hawai‘i. 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 concurrently enrolled in AG 110 **AND** placement in ENG 100.

Other Recommended Preparation

N/A.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

AG112 - Introduction to Organic Agriculture (LAL - Lecture & Lab Instruction)
Description

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

Placement in ENG 100.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

AG122 - Soil Technology (LAL - Lecture & Lab Instruction)
Description

This course studies the identification, preparation, and fertilization of soils; discusses soil formation, soil classification, soil reaction, soil and water relationships, soil protection, and irrigation practices; and emphasizes sustainable management systems. (Formerly PBT 122)

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
MATH82X - Expanded Algebraic Foundations

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	3	

AG141 - Integrated Pest Management (LAL - Lecture & Lab Instruction)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	2	

AG170 - Introduction to Commercial Aquaponics (LEC - Lecture)
Description

This course is a 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 AG 197)

Credits

3

Prerequisites

Completed or concurrently enrolled in AG 170L.

Recommended Course Preparation

ENG22 - Introduction to Composition

Other Recommended Preparation

Students should be familiar with word processing and spreadsheet applications and the current UH System approved Course Management System in order to succeed in the course.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

AG170L - Introduction to Commercial Aquaponics Laboratory (LAB - Laboratory)
Description

This is a companion course to AG 170 Introduction to Commercial 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 AG 197L)

Credits

1

Prerequisites

Completed or concurrently enrolled in AG 170

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

AG200 - Principles of Horticulture (LEC - Lecture)
Description

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 concurrently enrolled in AG 200L **AND** CHEM 151 with a grade of C or better or concurrently enrolled in CHEM 151 **AND** CHEM 151L with a grade of C or better or concurrently enrolled in CHEM 151L **OR** CHEM 161 with a grade of C or better or concurrently enrolled in CHEM 161 **AND** CHEM 161L with a grade of C or better or concurrently enrolled in CHEM 161L **OR** GEOG 101 with a grade of C or better or concurrently enrolled in GEOG 101 **AND** GEOG 101L with a grade of C or better or concurrently enrolled in GEOG 101L **AND** BOT 130 with a grade of C or better **OR** AG 110 with a grade of C or better **OR** BOT 101 with a grade of C or better **OR** AG 112 with a grade of C or better **OR** BIOL 171 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

AG200L - Principles of Horticulture Lab (LAB - Laboratory)
Description

This course practices 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 concurrently enrolled in AG 200 **OR** instructor approval.

Recommended Course Preparation

BIOL101 - Biology and Society
BIOL101L - Biology and Society Lab
BIOL171 - Introduction to Biology I
BIOL171L - Introduction to Biology I Lab
BOT101 - General Botany
BOT101L - General Botany Lab

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

AG251 - Sustainable Crop Production (LAL - Lecture & Lab Instruction)
Description

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 with a grade of C or better **AND** AG 110L with a grade of C or better **OR** AG 112 with a grade of C or better **OR** AG 200 with a grade of C or better **AND** AG 200L with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

AG110 - Hawai‘i Horticulture and Nutrition
AG110L - Hawai‘i Horticulture and Nutrition Lab
AG112 - Introduction to Organic Agriculture

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	6	

AG260 - Tropical Landscape (LAL - Lecture & Lab Instruction)
Description

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 112 with a grade of C or better **OR** AG 110 with a grade of C or better **OR** BOT 130 with a grade of C or better **OR** AG 200 with a grade of C or better **OR** instructor approval.
Recommended Course Preparation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

AG264 - Plant Propagation (LAL - Lecture & Lab Instruction)
Description

Theoretical and applied aspects of sexual and asexual reproduction of plants. Propagation of selected plants by seed, cuttings, grafting, layering, and micropropagation/tissue culture (lecture/lab). (Formerly PBT 264)
Credits

3

Prerequisites

AG 200 with a grade of C or better **AND** AG 200L with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

CHEM151 - Elementary Survey of Chemistry
CHEM151L - Elementary Survey of Chemistry Lab

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	2	

AG269 - Ornamental Plant Materials (LAL - Lecture & Lab Instruction)
Description

This course identifies major ornamental plants used in Hawaii's landscapes, including trees, shrubs, vines, ground covers, flowers, house plants and natives. Properly select ornamental plants for landscape according to their habits and growing requirements. (Formerly PBT 269)

Credits

3
Prerequisites

None.

Recommended Course Preparation

AG200 - Principles of Horticulture

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	3	

AG271 - Introduction to Crop Improvement (LAL - Lecture & Lab Instruction)
Description

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

Prerequisites

None.

Recommended Course Preparation

AG200 - Principles of Horticulture
AG200L - Principles of Horticulture Lab

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	3	

AG293V - Sustainable Agriculture Internship (INT - Internship Instruction)
Description

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 requires 60 to 119 hours of work; AG 293V for two **Credits** requires 120 to 179 hours of work; AG 293V for three **Credits** requires 180 to 239 hours of work; AG 293V for four **Credits** requires 240 or more hours of work. Students can take another AG 293V class in a subsequent semester; however, the total number of **Credits** received for AG 293V is 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 approval.

Recommended Course Preparation

AG200 - Principles of Horticulture
AG200L - Principles of Horticulture Lab
AG251 - Sustainable Crop Production
AG260 - Tropical Landscape
AG264 - Plant Propagation
AG269 - Ornamental Plant Materials
AG271 - Introduction to Crop Improvement

Contact Hours (per week)

	Lecture	Lab	Other
Hours			4

Max Repeatable Credits

4

American Studies

AMST201 - American Experience: Institutions and Movements (LEC - Lecture)
Description

This course is an interdisciplinary course that examines diversity and changes in American values and institutions--political, economic, legal, and social.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Other Recommended Preparation

Basic internet, computer knowledge and navigation ability

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

AMST202 - American Experience: Culture and the Arts (LEC - Lecture)
Description

This course is an interdisciplinary course that examines diversity and changes in American values and institutions--literature, film, visual arts, and architecture.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Other Recommended Preparation

Basic internet, computer knowledge and navigation ability

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

AMST211 - Contemporary American Domestic Issues (LEC - Lecture)
Description

This course is an interdisciplinary exploration of such current American domestic issues topics as politics, economics, civil rights, family life, the justice system, and the environment.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Other Recommended Preparation

Basic internet, computer knowledge and navigation ability

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

AMST212 - Contemporary American Global Issues (LEC - Lecture)
Description

This course is an interdisciplinary exploration of such current global issues as international diplomacy, economic development, national security, demographic change, and the environmental protection.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Anthropology

ANTH150 - Human Adaptations (LEC - Lecture)
Description

This course 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, and common features and principal variations in cultural behavior.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ANTH151 - Emerging Humanity (LEC - Lecture)
Description

Introduction to human biological evolution and the archaeology of culture in the world prior to 1500 CE.

Credits

3

Prerequisites

Placement in ENG 100.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ANTH152 - Culture and Humanity (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ANTH200 - Cultural Anthropology (LEC - Lecture)
Description

This course is a survey course of cultural anthropology designed to provide students 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. This course aims at assisting students to view objectively their own as well as other cultures. Additional topics include history and theory of cultural anthropology, processes of cultural change, and applied anthropology.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ANTH215 - Biological Anthropology (LEC - Lecture)
Description

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 concurrently enrolled in ANTH 215L **AND** placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ANTH215L - Biological Anthropology Lab (LAB - Laboratory)
Description

This lab course is designed to accompany ANTH 215, Biological Anthropology. The course provides additional experience and laboratory exercises in human and population genetics, human osteology, human variability, forensic anthropology, primatology, and paleoanthropology. Offered in the fall semester only. Must be taken concurrently with ANTH 215.

Credits

1

Prerequisites

ANTH 215 with a grade of C or better or concurrently enrolled in ANTH 215 **AND** placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

Art

ART101 - Introduction to the Visual Arts (LEC - Lecture)
Description

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

Placement in ENG 100.

Recommended Course Preparation

ENG100 - Composition I

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

ART104 - Introduction to Printmaking (STU - Studio)
Description

This is an introductory course that is designed to give students studio experience in the technique of printmaking. Students will be introduced to various approaches to printmaking which include woodcut, monotype, intaglio, relief printmaking, etching, and screenprinting.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ART101 - Introduction to the Visual Arts
ART113 - Introduction to Drawing

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART104D - Introduction to Printmaking: Screenprinting (STU - Studio)
Description

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

Prerequisites

None.

Recommended Course Preparation

ART101 - Introduction to the Visual Arts

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

9

Repeat Limit

2

ART105B - Introduction to Ceramics (Handbuilding) (STU - Studio)
Description

This course is a studio experience in ceramic hand-building techniques. May be repeated for additional **Credits**.

Credits

3
Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART105C - Introduction to Ceramics (Wheel Throwing) (STU - Studio)
Description

This course is a studio experience in ceramic wheel throwing techniques. The course includes both lectures and projects. May be repeated for additional credit.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ART105B - Introduction to Ceramics (Handbuilding)

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART107D - Introduction to Digital Photography (STU - Studio)
Description

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 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ART112 - Intro to Digital Arts

Other Recommended Preparation

BUS 101, BUSN 121, or ICS 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART112 - Intro to Digital Arts (STU - Studio)
Description

This course is an introduction to digital technology and its applications to the production of visual art. Emphasis is on the relationship between art, design, and technology. Students develop the capacity for critical thinking and problem solving through project-based learning.

Credits

3

Prerequisites

None.

Recommended Course Preparation

BUS101 - Business Info Systems
ICS101 - Digital Tools for the Information World

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART113 - Introduction to Drawing (STU - Studio)
Description

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

Prerequisites

None.

Recommended Course Preparation

ART101 - Introduction to the Visual Arts

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART113D - Introduction to Digital Drawing (STU - Studio)
Description

This 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

Prerequisites

None.

Recommended Course Preparation

ART113 - Introduction to Drawing
ICS100 - Computing Literacy and Applications

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART115 - Introduction to Design (STU - Studio)
Description

This is a foundation course in two-dimensional design in visual arts. The emphasis is on basic concepts, elements, and principles of compositional organization and how they can be applied within visual problem-solving.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ART101 - Introduction to the Visual Arts
ART113 - Introduction to Drawing

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6
Repeat Limit

1

ART115D - Introduction to 2D Digital Design (STU - Studio)
Description

This course is 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

Prerequisites

None.

Recommended Course Preparation

ART112 - Intro to Digital Arts
ART113D - Introduction to Digital Drawing

Other Recommended Preparation

Basic computer skills, ability to use the internet

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART116 - Introduction to Three-Dimensional Composition (STU - Studio)
Description

This course is a foundation course in three-dimensional design and is concerned with a visual dialogue concerning form and space. The elements and fundamentals of design from a three-dimensional lens will be examined and demonstrated through the construction of various forms using different materials.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ART113 - Introduction to Drawing

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART123 - Introduction to Painting (STU - Studio)
Description

This course is an introduction to the theory and practice of painting. Instruction on the use of painting materials and techniques. This course will cover historical art 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 approval.

Recommended Course Preparation

ART101 - Introduction to the Visual Arts

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6
Repeat Limit

1

ART156 - Digital Painting (STU - Studio)
Description

This course 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 Course Preparation

ART113 - Introduction to Drawing
ART113D - Introduction to Digital Drawing
ART123 - Introduction to Painting
ART214 - Introduction to Life Drawing

Other Recommended Preparation

Basic computer, internet, and keyboarding skills, as well as experience using a stylus.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART166 - Digital Printmaking (STU - Studio)
Description

This course focuses on the creation of fine art prints by combining computer-based design and manual printmaking. Students will use industry-standard applications to create graphic designs based on a combination of original sources, format them into distinct layers and files for a variety of technology-assisted outputs, then transfer images to paper using various manual printmaking processes.

Credits

3

Prerequisites

ART 112 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ART113D - Introduction to Digital Drawing

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART175 - Survey of Global Art I (LEC - Lecture)
Description

This course is an introduction to the major developments in Global Art from prehistory to 1500.

Credits

3
Prerequisites

None.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ART176 - Survey of Global Art II (LEC - Lecture)
Description

This course will examine artistic production of major societies from 1500 to the present.

Credits

3

Prerequisites

None.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ART202 - Digital Imaging (STU - Studio)
Description

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 107D with a grade of C or better **AND** ART 112 with a grade of C or better **OR** instructor approval.

Other Recommended Preparation

Basic computer, Internet and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART207D - Intermediate Digital Photography (STU - Studio)
Description

This course is an intermediate-level digital photography course intended for students who have successfully completed ART 107D and are competent in camera usage and exposure controls. The course is designed to give you a critical understanding of both the technical and aesthetic nature of digital photography beyond the basics. The technical emphasis will be on acquiring the necessary skills needed to deliver an “end-product,” namely an expressive, fine quality print and a body of work depicting the realization of an idea, an emotion, or a subject. It will further develop composition skills as well as emphasize current trends in advanced, professional level digital photography techniques. Students will be taught how to develop a visual portfolio and series of related photographs, not just single images, in various photographic genres. It will provide a foundation for students who wish to pursue photography as a career or related fields such as art, multimedia, and/or television production.

Credits

3

Prerequisites

ART 107D with a grade of B or better **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

ART112 - Intro to Digital Arts

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART213 - Intermediate Drawing (STU - Studio)
Description

This course is 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 discourse and theory. Students will expand their knowledge and use of media.

Credits

3

Prerequisites

ART 113 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ART101 - Introduction to the Visual Arts

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART214 - Introduction to Life Drawing (STU - Studio)
Description

This course 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 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ART101 - Introduction to the Visual Arts
ART213 - Intermediate Drawing

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART221 - Design for Print and Web (LEC - Lecture)
Description

This course introduces students to the development principles related to graphic design terminology, tools and media, and layout design concepts. There is an emphasis ion typesetting and composing for print and web products.

Credits

3

Prerequisites

ART 112 with a grade of C or better **OR** instructor approval

Other Recommended Preparation

ART 113D

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ART223 - Intermediate Painting (STU - Studio)
Description

This course is an extension of the observational foundation established in ART 123, Introduction to Painting, and addresses 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 approval.

Recommended Course Preparation

ART101 - Introduction to the Visual Arts

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART224 - Painting from Life (STU - Studio)
Description

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 with a grade of C or better **AND** ART 214 with a grade of C or better.

Recommended Course Preparation

ART123 - Introduction to Painting
ART213 - Intermediate Drawing

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART229 - Interface Design I (STU - Studio)
Description

This course 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.

Credits

3

Prerequisites

ART 112 with a grade of C or better **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART241 - Documentary Photography (STU - Studio)
Description

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 journalling 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 C or better **AND** ENG 100 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ART207D - Intermediate Digital Photography

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

9

Repeat Limit

2

ART243 - Intermediate Ceramics, Hand Building (STU - Studio)
Description

This course includes 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. May be repeated for additional credit.

Credits

3

Prerequisites

ART 105B with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART244 - Intermediate Ceramics, Wheel Throwing (STU - Studio)
Description

This course includes 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. May be repeated for additional credit.

Credits

3

Prerequisites

ART 105C with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

Max Repeatable Credits

6

Repeat Limit

1

ART249 - Interface Design II (STU - Studio)
Description

This course integrates the foundation level visual interface design skills introduced in ART 229 with technical interface programming skills. 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.

Credits

3

Prerequisites

ART 229 with a grade of C or better **OR** instructor approval.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART277D - Studio Photography (STU - Studio)
Description

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 concurrently enrolled in ART 207D **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART287 - Industrial Photography (STU - Studio)
Description

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.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6

ART290 - The Arts of Africa, Native Americas, and the Pacific (LEC - Lecture)
Description

This course focuses on formal and contextual study of art from selected areas in Africa, the Pacific, and Native Americas.

Credits

3

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Astronomy

ASTR110 - Survey of Astronomy (LEC - Lecture)
Description

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. The 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 **AND** placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

PHYS100 - Survey of Physics
PHYS100L - Survey of Physics Lab

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ASTR295 - Astronomy Undergraduate Research Project (LAL - Lecture & Lab Instruction)
Description

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 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

1.0

Prerequisites

MATH 100 with a grade of C or better **OR** equivalent **OR** instructor approval **AND** placement in ENG 100.

Recommended Course Preparation

ASTR110 - Survey of Astronomy

Contact Hours (per week)

	Lecture	Lab	Other
Hours	0.5	1.5	

Max Repeatable Credits

3.0

Repeat Limit

2

Automotive Mechanics Tech

AMT100 - Introduction to Automotive Technology (SHP - Shop)
Description

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

Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			4

AMT129 - Engine Repair (SHP - Shop)
Description

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 with a grade of C or better **AND** AMT 141 with a grade of C or better **AND** AMT 152 with a grade of C or better **AND** Completed ENG 100 or concurrently enrolled in ENG 100 or equivalent or higher **AND** Completed MATH 100 or concurrently enrolled in MATH 100 **OR** Completed QM 107C or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			14

AMT141 - Electrical/Electronic Systems I (SHP - Shop)
Description

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 concurrently enrolled in AMT 100 **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			10

AMT144 - Heating and Air Conditioning (SHP - Shop)
Description

This course provides an understanding of the theory, diagnosis, service, and 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 145 with a grade of C or better **AND** AMT 149 with a grade of C or better **AND** AMT 241 with a grade of C or better **AND** MATH 100 with a grade of C or better or concurrently enrolled in MATH 100 **OR** QM 107C with a grade of C or better or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			8

AMT145 - Manual Drive Trains and Axles (SHP - Shop)
Description

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 129 with a grade of C or better **AND** AMT 154 with a grade of C or better **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher **AND** Completed or concurrently enrolled in a Natural Science course numbered 100 or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			8

AMT149 - Automatic Transmissions and Transaxles (SHP - Shop)
Description

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 145 with a grade of C or better or concurrently enrolled in AMT 145 **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher **AND** Completed or concurrently enrolled in a Natural Science course numbered 100 or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			8

AMT152 - Brake Systems (SHP - Shop)
Description

This course covers the principles in the operation of modern automotive brake systems. Further development in new technology, such as computerized Anti-skid Brake Systems (ABS), 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 with a grade of C or better or concurrently enrolled in AMT 100 **AND** AMT 141 with a grade of C or better or concurrently enrolled in AMT 141 **AND** AMT 162 with a grade of C or better or concurrently enrolled in AMT 162 **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			8

AMT154 - Suspension and Steering Systems (SHP - Shop)
Description

This course presents the theory and practical application of the operation, problem diagnosis, maintenance, and repair of 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 129 with a grade of C or better or concurrently enrolled **AND** AMT 164 with a grade of C or better or concurrently enrolled **AND** Completed or concurrently enrolled in ENG 100 or equivalent or higher **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			8

AMT162 - Advanced Brake Systems (SHP - Shop)

Description

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

Prerequisites

AMT 100 with a grade of C or better or concurrently enrolled **AND** AMT 141 with a grade of C or better or concurrently enrolled **AND** AMT 152 with a grade of C or better or concurrently enrolled **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			2

AMT164 - Advanced Suspension and Steering Systems (SHP - Shop)
Description

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

Prerequisites

AMT 129 with a grade of C or better **AND** AMT 154 with a grade of C or better **AND** Completed or concurrently enrolled in ENG 100 or equivalent or higher **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			2

AMT193V - Cooperative Education (COP - Cooperative Ed/Work Experience)
Description

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 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 with a grade of C or better **AND** AMT 141 with a grade of C or better.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours			6.4

Max Repeatable Credits

15

AMT241 - Electrical/Electronic Systems II (SHP - Shop)
Description

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 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 145 with a grade of C or better or concurrently enrolled in AMT 145 **AND** AMT 149 with a grade of C or better or concurrently enrolled in AMT 149 **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			8

AMT245 - Engine Performance Systems (SHP - Shop)
Description

This course 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 162 with a grade of C or better **AND** AMT 164 with a grade of C or better **AND** AMT 144 with a grade of C or better or concurrently enrolled in AMT 144 **AND** Completed or concurrently enrolled in MATH 100 **OR** Completed or concurrently enrolled in QM 107C or equivalent or higher.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			16

Biochemistry

BIOC141 - Fundamentals of Biochemistry (LEC - Lecture)
Description

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. (Formerly BIOC 241)

Credits

3

Prerequisites

MATH 82X with a grade of CR **OR** higher MATH course with a grade of C or better **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Biology

BIOL100 - Human Biology (LEC - Lecture)
Description

This course 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 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

Placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BIOL101 - Biology and Society (LEC - Lecture)
Description

This course is a 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

Placement in ENG 100 or equivalent **AND** BIOL 101L with a grade of C or better or concurrently enrolled in BIOL 101L **OR** equivalent.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BIOL101L - Biology and Society Lab (LAB - Laboratory)
Description

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.

Credits

1

Prerequisites

BIOL 101 with a grade of C or better or concurrently enrolled in BIOL 101 **AND** placement in ENG 22.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

BIOL124 - Environment and Ecology (LEC - Lecture)
Description

This course examines the many interrelationships among organisms and their environment with an emphasis on the impact that our species has had (and may yet have) on the total planet. Problems of pollution, overpopulation, depletion of resources, etc. are considered. Causes of ecological problems and alternatives to current actions by people are suggested and evaluated, stressing the ecological action of the individual. Emphasis is placed on problems relating to island ecology and Hawaii in particular.

Credits

3

Prerequisites

Placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BIOL124L - Environment and Ecology Lab (LAB - Laboratory)
Description

This course is the laboratory to accompany BIOL 124. (Formerly part of SCI 124)

Credits

1

Prerequisites

BIOL 124 with a grade of C or better or concurrently enrolled in BIOL 124.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

BIOL130 - Anatomy and Physiology (LEC - Lecture)
Description

This course 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

Other Recommended Preparation

CHEM 100 or higher or biochemistry course; or college level of biology or zoology course.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

BIOL130L - Anatomy and Physiology Laboratory (LAB - Laboratory)
Description

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 concurrently enrolled in BIOL 130 **OR** instructor approval.

Other Recommended Preparation

Basic Computer Skills Ability to use the Internet

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

BIOL171 - Introduction to Biology I (LEC - Lecture)
Description

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 concurrently enrolled BIOL 171L **OR** instructor approval.

Other Recommended Preparation

high school level biology course

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BIOL171L - Introduction to Biology I Lab (LAB - Laboratory)
Description

Laboratory to accompany BIOL 171.

Credits

1

Prerequisites

BIOL 171 with a grade of C or better or concurrently enrolled BIOL 171 **OR** instructor approval.

Other Recommended Preparation

High school level biology course

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

BIOL172 - Introduction to Biology II (LEC - Lecture)
Description

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 with a grade of C or better **AND** BIOL 171L with a grade of C or better **AND** BIOL 172L with a grade of C or better or concurrently enrolled in BIOL 172L.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BIOL172L - Introduction to Biology II Lab (LAB - Laboratory)
Description

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, and biosphere and ecosystem function.

Credits

1

Prerequisites

BIOL 171 with a grade of C or better **AND** BIOL 171L with a grade of C or better **AND** BIOL 172 with a grade of C or better or concurrently enrolled in BIOL 172 **AND** ENG 100 with a grade of C or better.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

BIOL200 - Coral Reefs (LEC - Lecture)
Description

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; and 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 Hawai‘i'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

Placement in ENG 100 **AND** BIOL 200L with a grade of C or better or concurrently enrolled in BIOL 200L.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BIOL200L - Coral Reefs Lab (LAB - Laboratory)
Description

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; and 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 Hawai‘i'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

Placement in ENG 100 **AND** BIOL 200 with a grade of C or better or concurrently enrolled in BIOL 200.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

BIOL265 - Ecology and Evolutionary Biology (LEC - Lecture)
Description

This course is a one-semester biology course for all life science majors. BIOL 265 and 265L open the door to students who wish to pursue an academic or professional career in the natural sciences such as biology, microbiology, botany, forestry, marine biology, and aquaculture. The course covers principles of ecology and evolution, stressing an integrated approach and recent advances in Biology.

Credits

3

Prerequisites

BIOL 172 with a grade of C or better **AND** BIOL 172L with a grade of C or better **AND** BIOL 265L with a grade of C or better or concurrently enrolled in BIOL 265L.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BIOL265L - Ecology and Evolutionary Biology Lab (LAB - Laboratory)
Description

This course is a laboratory to accompany BIOL 265. Biology 265L is a one-semester biology course for all life science majors. BIOL 265 and 265L open the door to students who wish to pursue an academic or professional career in the natural sciences such as biology, microbiology, botany, forestry, marine biology, and aquaculture. The course covers principles of ecology and evolution, stressing an integrated approach and recent advances in Biology.

Credits

1

Prerequisites

BIOL 172 with a grade of C or better **AND** BIOL 172L with a grade of C or better **AND** BIOL 265 with a grade of C or concurrently enrolled in BIOL 265.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

BIOL275 - Cell and Molecular Biology (LEC - Lecture)
Description

This course 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, recombinant DNA technology, and bioinformatics.

Credits

3

Prerequisites

BIOL 171 with a grade of C or better **AND** BIOL 171L with a grade of C or better **AND** CHEM 272 with a grade of C or better **AND** BIOL 275L with a grade of C or better or concurrently enrolled in BIOL 275L **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	0	0

BIOL275L - Cell and Molecular Biology Lab (LAB - Laboratory)
Description

This is a laboratory course in cell and molecular biology for life science majors. This course is taken either concurrently or after BIOL 275. Through 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 with a grade of C or better **AND** BIOL 171L with a grade of C or better **AND** CHEM 272 with a grade of C or better **AND** BIOL 275 with a grade of C or better or concurrently enrolled in BIOL 275 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		4	

Botany

BOT101 - General Botany (LEC - Lecture)
Description

This is an introductory course in plant biology. The topics covered include 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.

Credits

3

Prerequisites

BOT 101L with a grade of C or better or concurrently enrolled in BOT 101L **AND** Placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BOT101L - General Botany Lab (LAB - Laboratory)
Description

This laboratory course provides 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 concurrently enrolled in BOT 101 **AND** Placement in ENG 100.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

BOT130 - Plants in the Hawaiian Environment (LEC - Lecture)
Description

This 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, and distribution and endangerment of Hawaiian flora. It provides students with an understanding of Hawaiian flora by origin, development, composition, and cultural and economic uses.

Credits

3

Prerequisites

BOT 130L with a grade of C or better or concurrently enrolled in BOT 130L **AND** Placement in ENG 100.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BOT130L - Plants in the Hawaiian Environment Lab (LAB - Laboratory)
Description

This is a 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, and

distribution and endangerment of Hawaiian flora. Additionally, it provides students with an understanding of Hawaiian flora by origin, development, composition, and cultural and economic uses.

Credits

1

Prerequisites

BOT 130 with a grade of C or better or concurrently enrolled in BOT 130 **AND** Placement in ENG 100.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

Business

BUS101 - Business Info Systems (LEC - Lecture)
Description

This course is 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. For a portion of this course, students must have access to the Microsoft Access software (only available in PC versions: NO Mac compatible versions available).

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUS120 - Principles of Business (LEC - Lecture)
Description

This course 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

Placement in ENG 100.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUS201 - Advanced Business Information Systems (LEC - Lecture)
Description

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 with a grade of C or better **OR** ICS 100 with a grade of C or better **OR** ICS 101 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

BUSN121 - Introduction to Word Processing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUS250 - Applied Mathematics in Business (LEC - Lecture)
Description

This course 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. This course uses a financial calculator and spreadsheets.

Credits

3

Prerequisites

Placement in MATH 135 or equivalent or higher **OR** instructor approval.

Other Recommended Preparation

BUS 101 or ICS 101; and qualification for ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Business Law

BLAW200 - Legal Environment of Business (LEC - Lecture)
Description

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 business and legal decisions.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Business Technology

BUSN121 - Introduction to Word Processing (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

Placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN123 - Word Processing for Business (LEC - Lecture)
Description

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 Course Preparation

BUSN121 - Introduction to Word Processing
ENG22 - Introduction to Composition
ESL22 - Introduction to Composition for Speakers of Other Languages

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN158 - Social Media and Cloud-Based Collaboration for Business (LEC - Lecture)
Description

Introduces students to social media, collaboration, and Web tools as they relate to business. Students learn how to effectively create, maintain, and update blogs, social media sites (e.g., Facebook, Twitter, LinkedIn, Pinterest, Google+, YouTube), and internal/external collaboration and communication tools. Organizational management of cloud storage will be covered. (Formerly BUSN 197E)

Credits

3

Prerequisites

None.

Recommended Course Preparation

BUS101 - Business Info Systems
BUSN123 - Word Processing for Business
ENG22 - Introduction to Composition

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN159 - Creating and Managing the Virtual Office (LEC - Lecture)
Description

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 **OR** instructor approval **AND** BUS 101 with a grade of C or better **OR** ICS 101 with a grade of C or better **OR** ICS 100 with a grade of C or better **OR** equivalent **OR** instructor approval **AND** BUSN 121 with a grade of C or better **OR** BUSN 123 with a grade of C or btter **OR** equivalent **OR** instructor approval **AND** BUSN 164 with a grade of C or better **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN164 - Career Success (LEC - Lecture)
Description

Presents concepts and theories relating to workplace behavior and managing one's attitude and relationships for workplace effectiveness.

Credits

3

Prerequisites

ESL 21 with a grade of CR or concurrently enrolled in ESL 21 **AND** ESL 22 with a grade of CR or concurrently enrolled in ESL 22 **OR** ENG 22 with a grade of CR or concurrently enrolled in ENG 22 **OR** ENG 24 with a grade of CR or concurrently enrolled in ENG 24 **OR** instructor approval.

Other Recommended Preparation

Computer experience using a word processing program.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN166 - Professional Employment Preparation (LEC - Lecture)
Description

Facilitates employment search by emphasizing professional techniques and standards in the preparation of application forms, resumes, cover letters, and employment interviews.

Credits

1

Prerequisites

None.

Other Recommended Preparation

Ability to keyboard and knowledge of word processing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

BUSN170 - Records and Information Management (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ESL22 - Introduction to Composition for Speakers of Other Languages

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN188 - Business Calculations (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

Other Recommended Preparation

Placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN193V - Cooperative Education (COP - Cooperative Ed/Work Experience)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours			16

Max Repeatable Credits

9

BUSN232 - Microsoft Excel for Business (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN242 - Business Presentations (LEC - Lecture)
Description

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

BUS 101 with a grade of C or better **OR** BUSN 121 with a grade of C or better **OR** BUSN 123 with a grade of C or better **OR** equivalent **OR** keyboarding or typewriting skills and computer knowledge **OR** instructor approval.

Recommended Course Preparation

ENG100 - Composition I

Other Recommended Preparation

Keyboarding or typewriting skills and computer knowledge.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN269 - Supervision (LEC - Lecture)
Description

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.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN277 - International Business Protocol (LEC - Lecture)
Description

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 i**nstructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

BUSN279 - International Business Analysis (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Chemistry

CHEM100 - Chemistry and Society (LEC - Lecture)
Description

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 with a grade of CR **OR** a higher MATH course with a grade of C or better **OR** Instructor approval.

Other Recommended Preparation

Concurrent registration in CHEM 100L.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

CHEM100L - Chemistry and Society Lab (LAB - Laboratory)
Description

This course is an 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 concurrently enrolled in CHEM 100 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

CHEM151 - Elementary Survey of Chemistry (LEC - Lecture)
Description

This is 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** Placement in MATH 103 or higher STEM math.

Other Recommended Preparation

Concurrent registration in CHEM 151L

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

CHEM151L - Elementary Survey of Chemistry Lab (LAB - Laboratory)
Description

This course is an introduction to laboratory techniques and experimental methods of chemistry. The course is 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 concurrently enrolled in CHEM 151 **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

CHEM161 - General Chemistry I (LEC - Lecture)

Description

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 a grade of C or better **OR** in a higher MATH STEM course **OR** instructor approval.

Recommended Course Preparation

CHEM151 - Elementary Survey of Chemistry

Other Recommended Preparation

High School Chemistry

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

CHEM161L - General Chemistry I Lab (LAB - Laboratory)
Description

This 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** in a higher MATH STEM course **AND** CHEM 161 with a grade of C or better or concurrently enrolled in CHEM 161.

Recommended Course Preparation

CHEM151 - Elementary Survey of Chemistry

Other Recommended Preparation

High School Chemistry

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

CHEM162 - General Chemistry II (LEC - Lecture)
Description

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 with a grade of C or better **OR** higher MATH STEM course **OR** Instructor Approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

CHEM162L - General Chemistry II Lab (LAB - Laboratory)
Description

This is a laboratory course that 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 that 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 161L with a grade of C or better **AND** CHEM 162 with a grade of C or better or concurrently enrolled in CHEM 162 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

CHEM272 - Organic Chemistry I (LEC - Lecture)
Description

This course 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 with a grade of C or better **OR** CHEM 162B with a grade of C or better **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

CHEM272L - Organic Chemistry I Lab (LAB - Laboratory)
Description

This is the first semester laboratory course in organic chemistry covering molecular structure, stereochemistry, 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 concurrently enrolled in CHEM 272 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		4	

CHEM273 - Organic Chemistry II (LEC - Lecture)
Description

This course 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 with a grade of C or better **OR** CHEM 272B with a grade of C or better **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

CHEM273L - Organic Chemistry II Lab (LAB - Laboratory)
Description

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 or equivalent **AND** CHEM 273 with a grade of C or better or concurrently enrolled in CHEM 273 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		4	

Civil Engineering

CE270 - Applied Mechanics I (LEC - Lecture)
Description

This course is the study of the statics of particles and rigid bodies, including the 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 concurrently enrolled in MATH 243.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

CE271 - Applied Mechanics II (LEC - Lecture)
Description

This course is the study of the dynamics of particles and rigid bodies. Kinematics, the geometric **Description** of motion, and kinetics, the effects of forces on motion, are covered.

Credits

3

Prerequisites

CE 270 with a grade of C or better **AND** MATH 244 with a grade of C or better or concurrently enrolled in MATH 244.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Communication

COM145 - Interpersonal Communication (LEC - Lecture)
Description

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.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

COM210H - Intercultural Communication (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Culinary Arts

CULN111 - Introduction to the Culinary Industry (LEC - Lecture)
Description

This course 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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2		

CULN112 - Sanitation and Safety (LEC - Lecture)
Description

This course addresses 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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2		

CULN115 - Menu Merchandising (LEC - Lecture)
Description

This course studies 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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2		

CULN120 - Fundamentals of Cookery (SHP - Shop)
Description

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 currently enrolled in CULN 112 **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1.5	10.5	

CULN125 - Fundamentals of Cookery II (SHP - Shop)
Description

This course focuses on the fundamental concepts, skills and techniques of basic garde manger, breakfast, and short-order cookery skills. Content includes basic salads and salad dressings; the handling, storage and preparation of fruits and vegetables, including decorative garnishes; cold food presentation using plates, platters and trays; basic egg and breakfast items, including quick breads; and short order line cookery.

Credits

5

Prerequisites

CULN 120 with a grade of C or better or concurrently enrolled in CULN 120 **AND** CULN 112 with a grade of C or better or concurrently enrolled in CULN 112.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			12

CULN150 - Fundamentals of Baking (SHP - Shop)
Description

This course is an 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 currently enrolled in CULN 112 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			12

CULN160 - Dining Room Operations (SHP - Shop)
Description

This course addresses 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 with a grade of C or better or concurrently enrolled in CULN 112 **AND** CULN 223 with a grade of C or better or concurrently enrolled in CULN 223 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			12

CULN223 - Contemporary Cuisines (SHP - Shop)
Description

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 with a grade of C or better **AND** CULN 150 with a grade of C or better **OR** CULN 160 with a grade of C or better or concurrently enrolled in CULN 160 **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours			12

CULN224 - Asian/Continental Cuisine (SHP - Shop)
Description

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 concurrently enrolled in CULN 150 **OR** Instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours			12

CULN241 - Garde Manger II (SHP - Shop)
Description

This course builds upon the fundamental knowledge of cold food preparation. This course covers the preparation of pâtés, terrines, galantines, canapés, hot and cold hors d'oeuvres, appetizers, mousses, and gelatins. Course content also includes the techniques of cold food decoration, cold platter design and presentation, and the design and planning of buffets.

Credits

3

Prerequisites

CULN 120 with a grade of C or better **AND** CULN 125 with a grade of C or better **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			7.2

CULN243 - Farm-to-Retail: Value-Added Product Development (SHP - Shop)
Description

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

CULN 112 with a grade of D or better or concurrently enrolled in CULN 112 **OR** instructor approval.

Recommended Course Preparation

CULN120 - Fundamentals of Cookery
CULN150 - Fundamentals of Baking

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours			7.2

CULN273 - Culinary Purchasing and Cost Management (LEC - Lecture)
Description

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.

Credits

3

Prerequisites

CULN 111 with a grade of C or better **AND** CULN 125 with a grade of C or better **AND** MATH 100 with a grade of C or better or higher **OR** Instructor approval.

Recommended Course Preparation

CULN112 - Sanitation and Safety

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

CULN276 - Human Resources Management and Supervision in the Hospitality Industry (LEC - Lecture)
Description

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.

Credits

2

Prerequisites

CULN 160 with a grade of C or better **OR** Instructor approval.

Recommended Course Preparation

ENG100 - Composition I

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2		

CULN293C - Culinary Externship (COP - Cooperative Ed/Work Experience)
Description

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 with a grade of C or better **AND** CULN 160 with a grade of C or better **AND** CULN 223 with a grade of C or better **AND** CULN 224 with a grade of C or better **AND** CULN 273 with a grade of C or better **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		10

Dance

DNCE108 - Hatha Yoga: Beginning (LAL - Lecture & Lab Instruction)
Description

This course will study the theory and history, and practice of the yoga tradition with an emphasis on the practice of hatha yoga postures. Sanskrit terminology is incorporated throughout the course. May be repeated once for additional **Credits**.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		3

Max Repeatable Credits

6

Repeat Limit

1

DNCE121 - Beginning Ballet Technique (LAL - Lecture & Lab Instruction)
Description

This course introduces students to basic vocabulary and movement techniques that identify ballet as a unique performance art. Students engage in physical practice to gain mastery of the fundamentals of ballet technique. (Formerly DNCE 197B)

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		3

DNCE122 - Continuing Ballet Technique (LAL - Lecture & Lab Instruction)
Description

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 approval.

Recommended Course Preparation

Other Recommended Preparation

Dance experience. Ballet experience.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		3

DNCE131 - Beginning Contemporary Dance Technique (LAL - Lecture & Lab Instruction)
Description

This course is an introduction to contemporary 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. May be repeated once for additional credit.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		3

Max Repeatable Credits

6

Repeat Limit

1

DNCE132 - Continuing Contemporary Dance Technique (LAL - Lecture & Lab Instruction)
Description

This course is a continuation of the study of Beginning Contemporary Dance Technique. 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. May be repeated once for additional credit.

Credits

3

Prerequisites

DNCE 131 with a grade of C or better **OR** equivalent **OR** instructor approval

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		3

Max Repeatable Credits

6

Repeat Limit

1

DNCE180 - Dance Production (LAL - Lecture & Lab Instruction)
Description

This course will include the creation of a dance, choreographed by faculty and rehearsed and performed by the students at the Leeward CC Dance Concert on the main stage in the Leeward CC Theatre. This concert brings together dancers and choreographers from various dance programs in high schools, UH Manoa, and independent dance companies. May be repeated three times for additional Credits.

Credits

1

Prerequisites

DNCE 131 with a grade of C or better or concurrently enrolled in DNCE 131 **OR** instructor approval.

Other Recommended Preparation

Previous dance experience preferred.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			2

Max Repeatable Credits

4

Repeat Limit

3

Digital Media

DMED126 - Introduction to Digital Camera Operation, Composition, & Lighting Principles (LEC - Lecture)
Description

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. (Formerly TVPR 126)

Credits

3

Prerequisites

DMED 142 with a grade of C or better or concurrently enrolled in DMED 142 **AND** DMED 151 with a grade of C or better or concurrently enrolled in DMED 151 **OR** instructor approval.

Recommended Course Preparation

ENG100 - Composition I
MATH100 - Survey of Mathematics

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED130 - Pre-Production for Digital Video (LEC - Lecture)
Description

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

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

ART113D - Introduction to Digital Drawing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED131 - Introduction to Digital Video (LEC - Lecture)
Description

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, and the concepts and techniques of nonlinear digital editing with emphasis on the principles and aesthetics of film and video editing.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

DMED130 - Pre-Production for Digital Video

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED132 - Principles of Video Editing (LEC - Lecture)
Description

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

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

DMED130 - Pre-Production for Digital Video

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED133 - Sound Design for Digital Media (LEC - Lecture)
Description

This course teaches the utilization of audio within the context of digital media production. Elements of sound design, production, and implementation will be covered along with legal and copyright issues. A survey of current technology and techniques used in media production will be included within the course.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

DMED130 - Pre-Production for Digital Video

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED140 - Principles of Animation (LEC - Lecture)
Description

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

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED141 - Introduction to 3D Animation (LEC - Lecture)
Description

This 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

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

DMED140 - Principles of Animation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED142 - Film & Video Audio Acquisition & Recording (LEC - Lecture)
Description

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. (Formerly TVPR 142)

Credits

3

Prerequisites

DMED 126 with a grade of C or better or concurrently enrolled in DMED 126 **AND** DMED 151 with a grade of C or better or concurrently enrolled in DMED 151 **OR** instructor approval.

Recommended Course Preparation

ENG100 - Composition I
MATH100 - Survey of Mathematics

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED150 - Film Analysis & Storytelling (LEC - Lecture)
Description

This course covers the techniques of effective storytelling in film and video through analysis of film transitions, shot types and angles, montage, mise-en-scene, blocking, and camera movement. Story structure, character construction, and development will be examined. A history of film will also be explored.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED151 - Introduction to Film & Video Editing Principles (LEC - Lecture)
Description

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, the manipulation of audio and creation of simple soundtracks. (Formerly TVPR 151)

Credits

3

Prerequisites

DMED 126 with a grade of C or better or concurrently enrolled in DMED 126 **AND** DMED 142 with a grade of C or better or concurrently enrolled in DMED 142 **OR** instructor approval.

Recommended Course Preparation

ENG100 - Composition I
MATH100 - Survey of Mathematics

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED160 - Media Literacy and Ethics (LEC - Lecture)
Description

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

Concurrently enrolled in ENG 22 **OR** placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED200 - Electronic Portfolio (LEC - Lecture)
Description

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 with a grade of C or better or concurrently enrolled in DMED 240 **OR** DMED 242 with a grade of C or better or concurrently enrolled in DMED 242 **OR** DMED 243 with a grade of C or better or concurrently enrolled in DMED 243 **OR** TVPR 251 with a grade of C or better or concurrently enrolled in TVPR 251 **OR** TVPR 294 with a grade of C or better or concurrently enrolled in TVPR 294 **OR** ART 207D with a grade of C or better or concurrently enrolled in ART 207D **OR** ART 277D with a grade of C or better or concurrently enrolled in ART 277D **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED211 - Intro to Film & Video Storytelling & Scriptwriting (LEC - Lecture)
Description

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. (Formerly TVPR 211)

Credits

3

Prerequisites

Placement in ENG 100 **AND** DMED 151 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ENG100 - Composition I
MATH100 - Survey of Mathematics

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED226 - Applied Digital Camera Operation, Composition, & Lighting (LEC - Lecture)
Description

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. (Formerly TVPR 226)

Credits

3

Prerequisites

DMED 126 with a grade of C or better **AND** DMED 151 with a grade of C or better **AND** DMED 252 with a grade of C or better or concurrent enrollment in DMED 252 **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED227 - Advanced Film & Video Storytelling & Scriptwriting (LEC - Lecture)
Description

This course builds upon knowledge and skills from DMED 211 - Introduction to Film/Video Storytelling & Scriptwriting. Students will generate fiction and non-fiction stories for visual media in various genres. The stories will then be produced in standard professional film and video script and storyboard forms. Emphasis is on dramatic narrative form, including classic act structures, plot, characterization, and visualization. (Formerly TVPR 227)

Credits

3

Prerequisites

DMED 211 with a grade of C or better **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED235 - Digital Video Pre-Production for the Web (LEC - Lecture)
Description

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

Placement in ENG 100 **AND** DMED 133 with a grade of C or better **AND** DMED 236 with a minimum grade of C or better or concurrently enrolled in DMED 236 **AND** DMED 131 with a grade of C or better **OR** DMED 132 with a grade of C or better.

Recommended Course Preparation

DMED130 - Pre-Production for Digital Video
DMED150 - Film Analysis & Storytelling

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED236 - Advanced Digital Video for the Web (LEC - Lecture)
Description

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 with a grade of C or better **OR** DMED 132 with a grade of C or better **AND** DMED 133 with a grade of C or better **AND** DMED 235 with a grade of C or better or concurrently enrolled in DMED 235 **AND** placement in ENG 100 **OR** instructor approval.

Recommended Course Preparation

DMED130 - Pre-Production for Digital Video
DMED150 - Film Analysis & Storytelling

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED240 - Animation & Special Effects (LEC - Lecture)
Description

This course focuses on advanced 2D 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 approval.

Recommended Course Preparation

DMED130 - Pre-Production for Digital Video

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED241 - 3D Motion Graphics (LEC - Lecture)
Description

This course trains students to create broadcast-quality motion graphics for TV and Internet. Building on skills learned in DMED 141, 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 a grade of C or better **OR** instructor approval.

Recommended Course Preparation

DMED140 - Principles of Animation
DMED240 - Animation & Special Effects

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED242 - Character Animation (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED243 - 3D Modeling and Animation (LEC - Lecture)
Description

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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED251 - Media Entrepreneurship (LEC - Lecture)
Description

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

DMED 240 with a grade of C or better or concurrently enrolled in DMED 240 **OR** DMED 242 with a grade of C or better or concurrently enrolled in DMED 242 **OR** DMED 243 with a grade of C or better or concurrently enrolled in DMED 243 **OR** TVPR 294 with a grade of C or better or concurrently enrolled in TVPR 294 **OR** ART 207D with a grade of C or better or concurrently enrolled in ART 207D **OR** ART 277D with a grade of C or better or concurrently enrolled in ART 277D **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED252 - Applied Film & Video Editing & Post-Production Audio (LEC - Lecture)
Description

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 editing, 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. (Formerly TVPR 251)

Credits

3

Prerequisites

DMED 226 with a grade of C or better or concurrently enrolled in DMED 226 **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED261 - Digital Media Marketing and Online Distribution (LEC - Lecture)
Description

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 approval.

Recommended Course Preparation

DMED131 - Introduction to Digital Video

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED291 - Film & Video Directing-Studio/Location Production (LEC - Lecture)
Description

This course concentrates on directing techniques and skills for both film and video in the studio, on location, and during electronic field productions. (Formerly TVPR 291)

Credits

3

Prerequisites

DMED 226 with a grade of C or better **AND** DMED 252 with a grade of C or better **AND** DMED 294 with a grade of C or better or concurrently enrolled in DMED 294 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED292 - Media Project Production (LEC - Lecture)
Description

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. (Formerly TVPR 292)

Credits

3

Prerequisites

DMED 291 with a grade of C or better **AND** DMED 294 with a grade of C or better **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED294 - Advanced Editing & Audio (LEC - Lecture)
Description

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. (Formerly TVPR 294)

Credits

3

Prerequisites

DMED 252 with a grade of C or better **AND** DMED 291 with a grade of C or better or concurrently enrolled in DMED 291 **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

DMED295 - Project Production (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

E Commerce

ECOM100 - Introduction to E-Commerce (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

Working knowledge of personal computer systems and the ability to operate standard web browsers and email clients comfortably. Knowledge of data communications systems would be very helpful.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Earth Sciences

ERTH101 - Introduction to Geology (LEC - Lecture)
Description

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 approval.
Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ERTH101L - Introduction to Geology Lab (LAB - Laboratory)
Description

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 with a grade of C or better or concurrently enrolled in ERTH 101 **OR** ERTH 103 with a grade of C or better or concurrently enrolled in ERTH 103 **OR** equivalent **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

ERTH103 - Geology of the Hawaiian Islands (LEC - Lecture)
Description

Hawaiian geology and geologic processes: origin of Hawaiian Islands, volcanism, rocks and minerals, geomorphology, stream processes, coastal geology, landslides, earthquakes and tsunami, groundwater, and geological and environmental hazards. Field trips arranged. (Formerly GG 103)

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Economics

ECON120 - Introduction to Economics (LEC - Lecture)
Description

One semester survey of the principles of microeconomics and macroeconomics to enable students in all disciplines to understand current economic events.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ECON130 - Principles of Microeconomics (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ECON131 - Principles of Macroeconomics (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Education

ED100 - Introduction to Education and Teaching (LEC - Lecture)
Description

This is an introductory course in which 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 approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED143 - Registered Behavior Technician Training Credential (LEC - Lecture)
Description

This course 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.

Credits

1

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

ED237 - Indigenous Perspectives in Teaching (LEC - Lecture)
Description

Indigenous Perspectives in Teaching analyzes 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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED246 - Special Education Teacher Mentor Training (LEC - Lecture)
Description

This introductory course offers students who are current DOE teachers an opportunity to learn to share the foundations of teaching and learning in a special education classroom. Students will develop a comprehensive overview of the general concepts and issues related to supporting interns in the special education setting. Students will develop opportunities for interns to gain exposure to special education law and the compliance responsibilities of a special education teacher. This course supports teachers' modeling of how they identify individual needs for a diverse group of students, outline institutional and learning expectations for all students, and use differentiated instructional strategies and assessments to support learners in meeting their needs and reaching those goals. Students enrolled in this course are expected to demonstrate ethical and respectful behavior within a professional learning environment. (Formerly ED 297)

Credits

3

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED246S - Introduction to Special Education (LEC - Lecture)
Description

This is an introductory course that offers students an opportunity to explore the foundations of teaching and learning in a special education classroom. Students will gain a comprehensive overview of the general concepts and issues related to supporting students in the special education setting. Students are exposed to special education law and the compliance responsibilities of a special education teacher. The course leads students to identify the individual needs of a diverse group of students. It outlines institutional and learning expectations for all students and how to use differentiated instructional strategies and assessments to support learners in reaching those goals. Students are expected to demonstrate ethical and respectful behavior within a professional learning environment. (Formerly ED 297S)

Credits

3

Other Recommended Preparation

Completion of education courses or employment in the education sector.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED277 - Introduction to Multicultural Education (LEC - Lecture)
Description

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 with a grade of CR **OR** ENG 24 with a grade of CR **OR** placement in ENG 100 **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED279 - Educational Media and Technology (LEC - Lecture)
Description

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 in ENG 100 **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED282 - Collaboration: Roles and Responsibilities as a Member of the Multidisciplinary Team (LEC - Lecture)
Description

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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education.

Credits

3

Prerequisites

Placement in ENG 100 **OR** instructor approval.

Other Recommended Preparation

Interest in the field of teaching and experience working with children.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED282C - Collaboration and Teaming Practicum (OTH - Other)
Description

This course 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.

Credits

1

Prerequisites

Placement in ENG 100 **AND** ED 282 with a grade of C or better or concurrently enrolled in ED 282 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			1

ED283 - Family-Professional Partnerships in Education (LEC - Lecture)
Description

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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education.

Credits

3

Prerequisites

Placement in ENG 100 **OR** instructor approval.

Other Recommended Preparation

Interest in the field of teacher education and experience with children.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED284 - Foundations of Inclusion in Teaching (LEC - Lecture)
Description

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 they apply 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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

Education Major.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED285 - Classroom Management in the Instructional Process (LEC - Lecture)
Description

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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education.

Credits

3

Prerequisites

ENG 100 with a grade of C or better **OR** instructor approval.

Other Recommended Preparation

Education major

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED289 - Educational Psychology (LEC - Lecture)
Description

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 educational psychology traditionally focuses on the teaching profession, this course is open to all students interested in developing a deeper understanding of how humans learn. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education. (Formerly ED 298)

Credits

3

Prerequisites

ENG 22 with a grade of CR **OR** ENG 24 with a grade of CR **OR** placement in ENG 100 **OR** equivalent.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED290 - Foundations of Education (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED291 - Developing Language and Literacy I (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED295 - Field Experience in Education (LEC - Lecture)
Description

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 with a grade of C or better **OR** ED 285 with a grade of C or better **OR** ED 290 with a grade of C or better **OR** ED 291 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

ED296 - Introduction to Art, Music and Creative Movement in the Classroom (LEC - Lecture)
Description

This 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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED310A - Classroom Management within the Instructional Process for CTE Teacher Candidates (LEC - Lecture)
Description

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 grade of C or better **OR** instructor approval **AND** acceptance into the Alternative Certification for CTE Teacher Licensure program.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED311A - Foundations of Inclusion in Teaching for CTE Teacher Candidates (LEC - Lecture)
Description

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

ENG 100 with a grade of C or better **AND** acceptance into the Alternative Certification for CTE Teacher Licensure program **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED312A - Educational Psychology for CTE Teacher Candidates (LEC - Lecture)
Description

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 289 and ED 289A)

Credits

3

Prerequisites

ENG 100 with a grade of C or better **AND** PSY 100 with a grade of C or better **OR** instructor approval **AND** acceptance into the Alternative Certification for CTE Teacher Licensure program.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED315 - Safety in CTE Classrooms (LEC - Lecture)
Description

This course equips CTE teacher candidates and/or practicing CTE teachers with the knowledge and skills necessary to create and maintain a safe learning environment for themselves and their students. Through a combination of theoretical instruction, hands-on

activities, case studies, and practical exercises, students will learn how to identify potential hazards, implement safety measures, and respond effectively to emergencies in CTE classrooms and labs.

Credits

3

Prerequisites

Acceptance into the Alternative Certification for CTE Teacher Licensure program. (Requirements for program admission: Minimum of an Associate Degree and a minimum of 3 years industry experience) or documented completion of a State Approved Teacher Education Program (SATEP)

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED316 - Educational Technology in CTE Classrooms (LEC - Lecture)
Description

This course empowers Career and Technical Education (CTE) classroom teachers to integrate standard and innovative educational and industry-aligned technology into their classrooms effectively. Participants will explore a range of technological tools, strategies, and best practices to enhance CTE instruction, foster student engagement, and prepare students for success in their chosen careers.

Credits

3

Prerequisites

Acceptance into the Alternative Certification for CTE Teacher Licensure program. (Requirements for program admission: Minimum of an Associate Degree and a minimum of 3 years industry experience) or documented completion of a State Approved Teacher Education Program (SATEP)

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED330 - SPED Law and IEP Development (LEC - Lecture)
Description

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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education. (Formerly ED 297D).

Credits

3

Prerequisites

Complete 2 years of any associate-level degree **AND** Academic Advisor approval.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED331 - Special Education Assessment (LEC - Lecture)
Description

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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education. (Formerly ED 297F).

Credits

3

Prerequisites

Complete 2 years of any associate-level degree **AND** Academic Advisor approval.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED332 - English Language Arts Instruction and Interventions (LEC - Lecture)
Description

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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education.

Credits

3

Prerequisites

Complete 2 years of any associate-level degree **AND** Academic Advisor approval.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED334 - Participating in a Professional Community (LEC - Lecture)
Description

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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education.

Credits

3

Prerequisites

Complete 2 years of any associate-level degree **AND** Academic Advisor approval.

Recommended Course Preparation

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED335 - Educational Technology for the Inclusive Classroom (LEC - Lecture)
Description

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. This coursework includes preparation to apply knowledge and skills in important key concepts and methods used in special education.

Credits

3

Prerequisites

Complete 2 years of any associate-level degree **AND** Academic Advisor approval.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ED336 - Student Teaching Portfolio (LEC - Lecture)
Description

This course guides students through the process of providing documented evidence of teaching proficiencies aligned with initial preparation standards from the Hawai'i Teachers Standards Board, the Council for Exceptional Children, and the Interstate Teacher Assessment and Support Consortium (InTASC). The portfolio will be assessed as part of the 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** a Bachelor's degree in any discipline **AND** Academic Advisor approval **AND** ED 393S with a grade of C or better or concurrently enrolled in ED 393S

Recommended Course Preparation

ED332 - English Language Arts Instruction and Interventions
ED334 - Participating in a Professional Community
ED335 - Educational Technology for the Inclusive Classroom

Contact Hours (per week)

	Lecture	Lab	Other
Hours			

ED393P - Practicum I: Alternative Certification for CTE Teacher Licensure (FLD - Fieldwork)
Description

This course provides the training required to prepare CTE teacher candidates to demonstrate the high standards for licensure through supervised practice, regular reflection, and focused debrief. This course also provides regular mentoring and support for the CTE candidates as they intern in a CTE classroom.

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			1.5

ED393S - Practicum II (FLD - Fieldwork)
Description

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)

Credits

1

Prerequisites

Acceptance into the Alternative Certification in Teaching program **OR** Acceptance into the Advanced Professional Certificate in Special Education **AND** ED 336 with a grade of C or concurrent enrollment.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours			

Electrical Engineering

EE160 - Programming for Engineers (LAL - Lecture & Lab Instruction)
Description

This course is an introduction to computer programming and modern computing environments with an emphasis on algorithm and program design, implementation, and debugging. A hands-on laboratory is included to develop and practice programming skills.

Credits

4

Prerequisites

MATH 241 with a grade of C or better or concurrently enrolled in MATH 241.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

EE211 - Basic Circuit Analysis I (LAL - Lecture & Lab Instruction)
Description

This course is the study of linear circuits, including circuit elements and concepts, Ohm's and Kirchhoff's laws, simple resistive circuits, operational amplifiers, capacitance, inductance, first-order and second-order transient circuits, and sinusoidal steady-state circuits.

Credits

4

Prerequisites

PHYS 272 with a grade of C or better or concurrently enrolled in PHYS 272 **AND** MATH 243 with a grade of C or better or concurrently enrolled in MATH 243.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

EE213 - Basic Circuit Analysis II (LAL - Lecture & Lab Instruction)
Description

This course is the study of steady-state AC power analysis, variable-frequency circuit analysis, Laplace transforms and their application to circuits, and Fourier transforms and their applications to circuits.

Credits

4

Prerequisites

EE 211 with a grade of C or better **AND** MATH 244 with a grade of C or better or concurrently enrolled in MATH 244.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

EE260 - Introduction to Digital Design (LAL - Lecture & Lab Instruction)
Description

This course is an introduction to the design of digital systems with an emphasis on design methods and implementation of fundamental digital components. Topics include number systems, Boolean algebra, simplification of Boolean functions, and the design and analysis of combinational and sequential logic circuits. A hands-on laboratory is included to develop skills in utilizing digital circuit simulation software and building physical circuits with integrated circuit (IC) chips and other digital electronic components.

Credits

4

Prerequisites

EE 160 with a grade of C or better **OR** ICS 111 with a grade of C or better.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

EE296 - Sophomore Project (COP - Cooperative Ed/Work Experience)
Description

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 - 3

Prerequisites

EE 211 with a grade of C or better **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours			3

English

ENG100 - Composition I (LEC - Lecture)
Description

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 with a grade of CR **OR** ENG 24 with a grade of CR **OR** ENG 24C with a grade of CR **OR** Language Arts Division approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG100E - Composition I (LEC - Lecture)
Description

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 in ENG 100E **OR** ESL 94 with a grade of CR **OR** ESL 21 with a grade of CR and ESL 22 with a grade of CR **OR** Permission of Language Arts.

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG16 - Fundamentals of Reading and Writing (LEC - Lecture)
Description

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** placement in ENG 24 **OR** equivalent **OR** Language Arts Division Chair approval.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG200 - Composition II (LEC - Lecture)
Description

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 with a grade of C or better **OR** equivalent **OR** Language Arts Division approval.

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG204 - Introduction to Creative Writing (LEC - Lecture)
Description

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 repreated for additional credit.

Credits

3

Prerequisites

ENG 100 with a grade of C or better **OR** equivalent **OR** Language Arts Division approval.

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

ENG207 - Fiction Workshop (LEC - Lecture)
Description

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 with a grade of C or better **OR** equivalent **OR** Language Arts Division approval.

Recommended Course Preparation

ENG204 - Introduction to Creative Writing

Other Recommended Preparation

Experience using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

ENG208 - Poetry Workshop (LEC - Lecture)
Description

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 with a grade of C or better **OR** equivalent **OR** Language Arts Division approval.

Recommended Course Preparation

ENG204 - Introduction to Creative Writing

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

ENG209 - Business Writing (LEC - Lecture)
Description

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** equivalent **OR** Language Arts Division approval.

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG211 - Autobiographical Writing (LEC - Lecture)
Description

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** Language Arts Division approval.

Other Recommended Preparation

Ability to use computer for word processing and research

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG22 - Introduction to Composition (LEC - Lecture)
Description

This course 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** Language Arts Division approval.

Corequisites

- Concurrently enrolled in:
    - ENG100 - Composition I (3)

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG225 - Technical Writing (LEC - Lecture)
Description

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** Language Arts Division approval.

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG24 - Reading, Reasoning, & Writing (LEC - Lecture)
Description

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 16 **OR** placement in ENG 24 **OR** equivalent **OR** Language Arts Division Chair approval.

Other Recommended Preparation

Experience in using computers for word processing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	6		

ENG270 - Introduction to Literature: Literary History (LEC - Lecture)
Description

This course is the study of significant works of selected historical periods.

Credits

3

Prerequisites

ENG 100 with a grade of C or better **OR** Equivalent.

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG271 - Introduction to Literature: Genre (LEC - Lecture)
Description

This course is the study of significant works of selected genres.

Credits

3

Prerequisites

ENG 100 with a grade of C or better **OR** Equivalent

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG272 - Introduction to Literature: Culture and Literature (LEC - Lecture)
Description

This course is the study of significant works of selected cultures and cultural formations.

Credits

3

Prerequisites

ENG 100 with a grade of C or better **OR** Equivalent.

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENG272H - Introduction to Literature: Culture and Literature (LEC - Lecture)
Description

This course is the study of significant works of selected cultures and cultural formations. *Recommended: Acceptance in the Honors Program.

Credits

3

Prerequisites

ENG 100 with a grade of C or better **OR** Equivalent.

Other Recommended Preparation

Experience in using computers for writing. Acceptance into the Leeward CC Honors Program.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

English as a Second Language

ESL1A - Foundations of English as a Second Language (LEC - Lecture)
Description

This course develops the foundational skills that English learners need to understand and participate in other college courses. This course provides instruction and practice in listening, speaking, reading, and writing. It supports students in becoming capable, confident communicators. This course is designed for non-native English speakers of all language proficiency levels.

Credits

6

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	6		

Max Repeatable Credits

12

Repeat Limit

1

ESL18 - Intermediate Reading for Speakers of Other Languages (LEC - Lecture)
Description

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 with a grade of CR **AND** ESL 9B with a grade of CR **OR** placement in ESL 18 **AND** placement in ESL 19 **OR** Language Arts Division Chair approval.

Corequisites

- Concurrently enrolled in:
    - ESL19 - Intermediate Writing for Speakers of Other Languages (3)

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ESL19 - Intermediate Writing for Speakers of Other Languages (LEC - Lecture)
Description

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 with a grade of CR **AND** ESL 9B with a grade of CR **OR** placement in ESL 18 **AND** ESL 19 **OR** Language Arts Division Chair approval.

Corequisites

- Concurrently enrolled in:
    - ESL18 - Intermediate Reading for Speakers of Other Languages (3)

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ESL21 - Introduction to College Reading for Speakers of Other Languages (LEC - Lecture)
Description

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 with a grade of CR **OR** ESL 19 with a grade of CR **OR** placement in ESL 21 **OR** Language Arts Division approval.

Corequisites

- Concurrently enrolled in:
    - ESL22 - Introduction to Composition for Speakers of Other Languages (3)

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ESL22 - Introduction to Composition for Speakers of Other Languages (LEC - Lecture)
Description

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 with a grade of CR **OR** ESL 19 with a grade of CR **OR** placement in ESL 22 **OR** Language Arts Division approval.

Corequisites

- Concurrently enrolled in:
    - ESL21 - Introduction to College Reading for Speakers of Other Languages (3)

Other Recommended Preparation

Experience in using computers for writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ESL8B - Essentials of Reading (LEC - Lecture)
Description

This course is designed to build the reading skills of English language learners. The focus is on instruction and practice in reading comprehension and vocabulary development as well as improving reading rate and study skills. ESL 8B is taken together with ESL 9B.

Credits

3

Prerequisites

None.

Corequisites

- Concurrently enrolled in:
    - ESL9B - Essentials of Writing (3)

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

ESL9B - Essentials of Writing (LEC - Lecture)
Description

This course is designed to build the writing skills of English language learners. The focus is on sentence structure, paragraph organization, and essay construction as well as writing with greater ease and accuracy. ESL 9B is taken together with ESL 8B.

Credits

3

Prerequisites

None.

Corequisites

- Concurrently enrolled in:
    - ESL8B - Essentials of Reading (3)

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

ESL90 - Beginning English as a Second Language (LEC - Lecture)
Description

This course is designed to improve the academic language skills of beginning-level learners of English. The focus is on instruction and practice in reading comprehension, vocabulary development, sentence structure, paragraph organization, and essay construction, as well as communicating with greater ease and accuracy. (Formerly ESL 8B and ESL 9B)

Credits

6

Prerequisites

Placement in ESL 8B and placement in ESL 9B and placement in ESL 90 **OR** Language Arts Division Chair approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	6		

Max Repeatable Credits

12

Repeat Limit

1

ESL92 - Intermediate English as a Second Language (LEC - Lecture)
Description

This course is designed to improve the academic language skills of intermediate-level learners of English. The focus is on developing reading comprehension, expanding vocabulary, increasing reading rate, writing paragraphs and essays, and honing study skills. (Formerly ESL 18 and ESL 19)

Credits

6

Prerequisites

ESL 8B with a grade of CR and ESL 9B with a grade of CR **OR** ESL 90 with a grade of CR **OR** placement in ESL 18 and placement in ESL 19 and placement in ESL 92 **OR** Language Arts Division Chair approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	6		

Max Repeatable Credits

12

Repeat Limit

1

ESL93 - Essentials of English Grammar (LEC - Lecture)
Description

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 course introduces essential grammar topics and emphasizes usage of standard English grammar in written work and in speech. (Formerly ESL 10B)

Credits

3

Prerequisites

Placement in ESL 93 **OR** Language Arts Division Chair approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

ESL94 - Advanced English as a Second Language (LEC - Lecture)
Description

This course is designed to improve the academic language skills of advanced-level learners of English. The focus is on developing reading comprehension, expanding vocabulary, increasing reading fluency, engaging in the writing process to compose clear, organized essays, writing about research, and honing study skills at the advanced level. (Formerly ESL 21 and ESL 22)

Credits

6

Prerequisites

ESL 18 with a grade of CR and ESL 19 with a grade of CR **OR** ESL 92 with a grade of CR **OR** placement in ESL 21 and placement in ESL 22 and placement in ESL 94 **OR** Language Arts Division Chair approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	6		

Max Repeatable Credits

12

Repeat Limit

1

ESL95 - Essentials of Speaking & Listening (LEC - Lecture)
Description

This course is designed to build the oral communication skills of English language learners. Through participation in group discussions, public speaking, and listening comprehension activities, students will develop the skills for effective communication in college and the workplace. (Formerly ESL 7B)

Credits

6

Prerequisites

Placement in ESL 95 **OR** Language Arts Division Chair approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	6		

Max Repeatable Credits

12

Repeat Limit

1

Entrepreneurship

ENT120 - Introduction to Entrepreneurship (LEC - Lecture)
Description

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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ENT125 - Starting a Business (LEC - Lecture)
Description

This course 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.

Credits

3

Prerequisites

ENG 16 with a grade of CR or concurrently enrolled in ENG 16 **OR** ENG 24 with a grade of CR or concurrently enrolled in ENG 24 **OR** ENG 22 with a grade of CR or concurrently enrolled in ENG 22 **OR** Placement in ENG 100 **OR** instructor approval.

Recommended Course Preparation

BUS120 - Principles of Business
MKT120 - Principles of Marketing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Filipino

FIL101 - Elementary Filipino I (LEC - Lecture)
Description

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. (Formerly TAG 101)

Credits

4

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

FIL102 - Elementary Filipino II (LEC - Lecture)
Description

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. (Formerly TAG 102)

Credits

4

Prerequisites

FIL 101 with a grade of C or better **OR** equivalent **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

FIL107 - Introduction to Filipino Studies (LEC - Lecture)
Description

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.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills along with familiarity with word processing applications.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

FIL253 - Filipino Culture, History, and the Arts (LEC - Lecture)
Description

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.

Other Recommended Preparation

Computer, Internet, typing skills, familiarity with word processing applications.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

FIL254 - Filipinos in the United States: The History and Culture of Filipinos in the U.S. (LEC - Lecture)
Description

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.

Other Recommended Preparation

Computer, Internet, typing skills, familiarity with word processing applications.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

FIL255 - Contemporary Philippine Issues (LEC - Lecture)
Description

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.

Other Recommended Preparation

Computer, Internet, typing skills, familiarity with word processing applications.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Finance

FIN150 - Personal Finance (LEC - Lecture)
Description

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 with a grade of CR **OR** ENG 24 with a grade of CR **OR** placement in ENG 100 **OR** equivalent.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Food Science & Human Nutrition

FSHN100 - Concepts in Nutritional Science (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

FSHN185 - The Science of Human Nutrition (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

French

FR101 - Elementary French I (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

FR102 - Elementary French II (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

FR201 - Intermediate French I (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

FR202 - Intermediate French II (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Geography and Environment

GEO101 - The Natural Environment (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

MATH82X - Expanded Algebraic Foundations

Other Recommended Preparation

Placement in ENG 100

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

GEO101L - The Natural Environment Lab (LAB - Laboratory)
Description

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 concurrently enrolled in GEOG 101.

Recommended Course Preparation

MATH82X - Expanded Algebraic Foundations

Other Recommended Preparation

Placement in ENG 100

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

GEO102 - World Regional Geography (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

Placement in ENG 100

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

GEO122 - Geography of Hawai‘i (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

Other Recommended Preparation

Placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

GEO151 - Geography and Contemporary Society (LEC - Lecture)
Description

This is an introductory course in human geography. It examines patterns of population and migration, cultural diffusion and change, globalization, economic development, political systems, and agriculture and urbanization, with an emphasis on the ways human activities shape the natural environment. (Formerly GEOG 151)

Credits

3

Prerequisites

None.

Other Recommended Preparation

Placement in ENG 100

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Hawaiian

HAW101 - Elementary Hawaiian I (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

HAW102 - Elementary Hawaiian II (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

HAW201 - Intermediate Hawaiian I (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

HAW202 - Intermediate Hawaiian II (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

Hawaiian Studies

HWST105 - Mea Kanu Hawai‘i: Hawaiian Ethnobotany (LEC - Lecture)
Description

This course is an introductory survey of Hawaiian ethnobotany. Students will learn about basic Native Hawaiian plant classification, cultivation/gathering, preparation and use in food, medicine, ritual/ceremonies, cosmetics, dyeing, construction, tools, clothing, social life, and health care.

Credits

3

Prerequisites

Placement in ENG 100 **OR** concurrently enrolled in ENG 100 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST105L - Mea Kanu Hawai‘i: Hawaiian Ethnobotany Laboratory (LAB - Laboratory)
Description

This course is a 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 Native Hawaiian ethnobotany through plant classification, cultivation/gathering, preparation and use in food, medicine, ritual/ceremonies, cosmetics, dyeing, construction, tools, clothing, social life, and health care.

Credits

1

Prerequisites

Placement in ENG 100 **OR** concurrently enrolled in ENG 100 **AND** HWST 105 with a grade of C or better or concurrently enrolled in HWST 105 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

HWST107 - Hawai'i: Center of the Pacific (LEC - Lecture)
Description

This course is 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

Placement in ENG 100 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST110 - Huakaʻi Waʻa: Introduction to Hawaiian Voyaging (LEC - Lecture)
Description

This course 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 approval.

Recommended Course Preparation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST128 - Introduction to Hula Kahiko (LAL - Lecture & Lab Instruction)
Description

This course is 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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		3

HWST129 - Introduction to Hula ‘Auana (LAL - Lecture & Lab Instruction)
Description

This course is 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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		3

HWST207 - Hawaiian Perspectives in Ahupua'a Resource Management (LEC - Lecture)
Description

This course 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 approval.

Other Recommended Preparation

Comment: Transportation may be required for off-campus visits to different ahupua‘a (sub-districts) or wahi pana (historical places).

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST245 - Living with Kuleana: An Introduction to Hawaiian Systems of Governance (LEC - Lecture)
Description

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 Hawaiian two-tier system of governance, 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 aloha. (Formerly HWST 298)

Credits

3

Prerequisites

HWST 107 with a grade of C or better **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST270 - Hawaiian Mythology (LEC - Lecture)
Description

This course is a survey of gods, ‘aumākua, kupua, mythical heroes, heroines, and their kinolau as the basis of traditional Hawaiian Metaphor. This course will investigate and analyze oral and written Hawaiian literary sources.

Credits

3

Prerequisites

HWST 107 with a grade of C or better.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST276 - Introduction to Hawaiian Literature in English (LEC - Lecture)
Description

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 Course Preparation

HWST107 - Hawai'i: Center of the Pacific

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST281 - Hoʻokele I: Hawaiian Astronomy and Weather (LEC - Lecture)
Description

This course is an introduction to the basic principles and techniques of contemporary Pacific voyaging and their basis in astronomical, atmospheric, and other natural phenomena.

Credits

3

Prerequisites

Placement in ENG 22 **OR** instructor approval.

Recommended Course Preparation

HAW101 - Elementary Hawaiian I

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

HWST281L - Hoʻokele I: Hawaiian Astronomy and Weather Lab (LAB - Laboratory)
Description

This course is a companion laboratory to HWST 281, Hoʻokele I: Hawaiian Astronomy & Weather. The laboratory and field activities in HWST 281L provide students with an introduction and opportunity to apply the basic principles, techniques, and experimental methods of contemporary Pacific wayfinding learned in HWST 281.

Credits

1

Prerequisites

HWST 281 with a grade of C or better or concurrently enrolled in HWST 281.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

Max Repeatable Credits

3

Repeat Limit

2

HWST282 - Hoʻokele II: Hawaiian Voyaging and Seamanship (LEC - Lecture)
Description

Introduction to the modern revival of voyaging arts in Hawaiʻi 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 Hawaiʻi and the Pacific.

Credits

3

Prerequisites

HWST 281 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST282L - Hoʻokele II: Hawaiian Voyaging and Seamanship Lab (LAB - Laboratory)
Description

Companion laboratory to HWST 282, Hoʻokele 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 concurrently enrolled in HWST 282.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

HWST285 - Lāʻau Lapaʻau: Hawaiian Medicinal Herbs (LAL - Lecture & Lab Instruction)
Description

This course studies the traditional practice of lāʻau lapaʻau, the use of traditional Native Hawaiian medicinal herbs. Students learn to identify Native Hawaiian medicinal herbs by name, color, smell, taste, and sight and prepare them for application. Lāʻau Lapaʻau is a significant component of understanding the Native Hawaiian culture and remains a unique identifier of Native Hawaiian culture.

Credits

4

Prerequisites

Completed or concurrently enrolled in HWST 107 **OR** completed or concurrently enrolled in HWST 105 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

HWST291 - Contemporary Hawaiian Issues (LEC - Lecture)
Description

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 **AND** HWST 107 with a grade of C or better.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HWST292 - Kūkulu Manaʻo: Hawaiian Studies Capstone Project (LAB - Laboratory)
Description

This is the capstone course for the AA in Hawaiian Studies Program. It requires students to integrate knowledge gained in the 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 with a grade of C or better **AND** HWST 270 with a grade of C or better **AND** HAW 101 with a grade of C or better **AND** HAW 102 with a grade of C or better.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

Health

HLTH110 - Medical Terminology (LEC - Lecture)
Description

This course 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.

Recommended Course Preparation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2		

HLTH125 - Survey of Medical Terminology (LEC - Lecture)
Description

This course develops 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 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

Health Information Technology

HIT101 - Healthcare Delivery Systems (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT102 - Health Data, Records, and Documentation (LEC - Lecture)
Description

Give students the opportunity to design, develop, and process health information data. Students learn how health information is stored, retained, and retrieved in accordance with ethical, legal and voluntary rules, regulations and standards. Primary and secondary record systems will be covered, including numbering and filing systems, documentation and form requirements, screen designs and content, and usage and structure of health data sets. In addition, students learn about ambulatory care facilities, nursing homes, hospices, and home care offered in the United States. Students also explore the electronic health record, human resource supervision and resource management, and the responsibilities of healthcare professionals.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT108 - Introduction to Diagnosis Coding (LEC - Lecture)
Description

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 with a grade of C or better **AND** BIOL 130L with a grade of C or better **OR** PHYL 141 with a grade of C or better **AND** PHYL 141L with a grade of C or better **AND** PHYL 142 with a grade of C or better **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 concurrently enrolled in HIT 200 **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT109 - Introduction to Procedure Coding (LEC - Lecture)
Description

Introduces students to basic procedural coding, which includes Current Procedural Terminology (CPT) and Ambulatory Patient Classifications (APCs). Issues of fraud and abuse, coding compliance, and compliance programs are emphasized. (Formerly BUSN 109)

Credits

3

Prerequisites

HLTH 110 with a grade of C or better **AND** BIOL 130 with a grade of C or better **AND** BIOL 130L with a grade of C or better **OR** PHYL 141 with a grade of C or better **AND** PHYL 141L with a grade of C or better **AND** PHYL 142 with a grade of C or better **AND** PHYL 142L with a grade of C or better **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

BUS101 - Business Info Systems

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT115 - Reimbursement Methodologies (LEC - Lecture)
Description

Students become familiar with health insurance terminology and the health insurance claims processing cycle. The billing systems are introduced for various healthcare

organizations including federal, Veterans Affairs, state, private, and managed care health insurance plans. Legal issues and regulations related to reimbursement are covered. (Formerly BUSN 115)

Credits

3

Prerequisites

HIT 108 with a grade of C or better **AND** HIT 109 with a grade of C or better **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

BUS101 - Business Info Systems
ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT120 - Intro to Healthcare Data Management & Analytics (LEC - Lecture)
Description

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 approval.

Recommended Course Preparation

ICS129 - Introduction to Databases

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT171 - Health Data, Information, Law, and Ethics (LEC - Lecture)
Description

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.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT176 - Health Information Statistics (LEC - Lecture)
Description

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. (Formerly BUSN 176)

Credits

3

Prerequisites

HIT 102 with a grade of C or better or concurrently enrolled in HIT 102.

Recommended Course Preparation

BUS101 - Business Info Systems

Other Recommended Preparation

Mathematical skills and practice consistent with Common Core High School standards

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT192 - Professional Practice Experience and Registered Health Information Technician Exam Prep (LEC - Lecture)
Description

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

HIT 176 with a grade of C or better or concurrently enrolled in HIT 176 **AND** HIT 208 with a grade of C or better or concurrently enrolled in HIT 208 **AND** HIT 209 with a grade of C or better or concurrently enrolled in HIT 209 **AND** BUS 101 with a grade of C or better **AND** HIT 108 with a grade of C or better **AND** HIT 109 with a grade of C or better **AND** HIT 115 with a grade of C or better **AND** HIT 102 with a grade of C or better **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Other Recommended Preparation

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT200 - Disease Path and Pharmacology (LEC - Lecture)
Description

Students learn the definition, cause, diagnosis, and symptoms of specific diseases. Therapy with medications (pharmacology) and the effects of drugs on the human body, in terms of absorption, distribution, metabolism, and excretion, are explored. (Formerly BUSN 197C and later HIT 197C)

Credits

3

Prerequisites

HLTH 110 with a grade of C or better **AND** BOT 130 with a grade of C or better **AND** BOT 130L with a grade of C or better **OR** PHYL 141 with a grade of C or better **AND** PHYL 141L with a grade of C or better **AND** PHYL 142 with a grade of C or better **AND** PHYL 142L with a grade of C or better **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

BUS101 - Business Info Systems
ENG22 - Introduction to Composition

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT208 - Advanced Coding I (LEC - Lecture)
Description

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 with a grade of C or better **OR** HIT 109 with a grade of C or better **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT209 - Advanced Coding II (LEC - Lecture)
Description

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 with a grade of C or better **OR** HIT 109 with a grade of C or better **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT215 - Quality Management (LEC - Lecture)
Description

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 Mangement (HIM) professionals in quality-related roles and given quality-related responsibilities, performing Quality Management (QM) tasks in their jobs.

Credits

3

Prerequisites

HLTH 110 with a grade of C or better **AND** HIT 108 with a grade of C or better **AND** HIT 109 with a grade of C or better **AND** HIT 200 with a grade of C or better **AND** BIOL 130 with a grade of C or better **AND** BIOL 130L with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

BUS101 - Business Info Systems
HIT101 - Healthcare Delivery Systems
HIT102 - Health Data, Records, and Documentation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT220 - Healthcare Data Management & Analytics (LEC - Lecture)
Description

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 with a grade of C or better **AND** HIT 102 with a grade of C or better **AND** HIT 120 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIT225 - Health Information Management (HIM) Supervisory Management (LEC - Lecture)
Description

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 with a grade of C or better **AND** HIT 102 with a grade of C or better **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

History

HIST151 - World History to 1500 (LEC - Lecture)

Description

A global and historical survey focusing on human societies and cross-cultural interactions to 1500 CE. Emphasis is given to broad relationships and trends within the historical process and to political, religious, economic, and social changes.

Credits

3

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST152 - World History since 1500 (LEC - Lecture)

Description

A global and historical survey focusing on human societies and cross-cultural interactions since 1500 CE. Emphasis is given to broad relationships and trends and to the political, religious, economic and social changes most relevant to contemporary society.

Credits

3

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST156 - World History of Human Disease (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

To successfully complete this course, students will need an up-to-date computer, access to the internet, and basic keyboard skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST231 - Modern European Civilization I (LEC - Lecture)

Description

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 Course Preparation

HIST152 - World History since 1500

Other Recommended Preparation

Basic computer and internet skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST232 - Modern European Civilization II (LEC - Lecture)
Description

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 Course Preparation

HIST152 - World History since 1500

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST241 - Civilizations of Asia I (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

HIST151 - World History to 1500

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST242 - Civilizations of Asia II (LEC - Lecture)
Description

HIST 242 is a continuation of HIST 241. Survey of East, South, and Southeast Asian history from 1500 CE to the present.

Credits

3

Prerequisites

None.

Recommended Course Preparation

HIST152 - World History since 1500

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST244 - Introduction to Japanese History (LEC - Lecture)
Description

Introductory course emphasizing the institutional history of Japan, organized along chronological and topical lines.

Credits

3

Prerequisites

None.

Recommended Course Preparation

HIST151 - World History to 1500
HIST152 - World History since 1500

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST251 - Islamic Civilization (LEC - Lecture)
Description

HIST 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 Course Preparation

REL150 - Introduction to the World's Major Religions

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST260 - Twentieth Century World History (LEC - Lecture)
Description

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, conflicts, and changing patterns of interaction among cultures and peoples in an era of near-constant change.

Credits

3

Prerequisites

Placement in ENG 100 **OR** concurrently enrolled in ENG 100 **OR** Instructor approval.

Recommended Course Preparation

HIST152 - World History since 1500

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST281 - Introduction to American History I (LEC - Lecture)
Description

This course is a survey of the development of the North 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 100 with a grade of C or better **OR** Instructor approval.

Recommended Course Preparation

HIST152 - World History since 1500

Other Recommended Preparation

Basic computer, Internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST282 - Introduction to American History II (LEC - Lecture)
Description

This course is 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 that have brought the United States to its present position.

Credits

3

Prerequisites

ENG 100 with a grade of C or better **OR** Instructor approval.

Recommended Course Preparation

HIST152 - World History since 1500

Other Recommended Preparation

Basic computer, Internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST284 - History of the Hawaiian Islands (LEC - Lecture)
Description

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 with a grade of C or better **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST288 - Oceania Survey (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HIST290C - Sel Topics: Hist Cuba
Description

Credits

Prerequisites

None.

Hospitality & Tourism

HOST101 - Introduction to Hospitality and Tourism (LEC - Lecture)
Description

This course 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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HOST152 - Front Office Operations (LEC - Lecture)
Description

This course studies the philosophy, theory, and current operating procedures of a hotel front office. The class 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

Prerequisites

None.

Recommended Course Preparation

HOST101 - Introduction to Hospitality and Tourism

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HOST154 - Food and Beverage Operations (LEC - Lecture)
Description

This course 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

Prerequisites

None.

Recommended Course Preparation

HOST101 - Introduction to Hospitality and Tourism

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Human Development and Family Studies

HDFS230 - Human Development (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Human Services

HSER100 - Exploration of Self in Society (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER140 - Individual Counseling (LEC - Lecture)
Description

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 Course Preparation

HSER100 - Exploration of Self in Society

Other Recommended Preparation

Basic computer and Internet navigation skills needed.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER160 - Ecology of the Family System (LEC - Lecture)
Description

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** equivalent **OR** instructor approval.

Recommended Course Preparation

HSER100 - Exploration of Self in Society

Other Recommended Preparation

Basic computer and Internet navigation skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER245 - Group Counseling (LEC - Lecture)
Description

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 Course Preparation

HSER100 - Exploration of Self in Society

Other Recommended Preparation

Basic computer and Internet navigation skills needed.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER248 - Case Management (LEC - Lecture)

Description

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 Course Preparation

HSER100 - Exploration of Self in Society

Other Recommended Preparation

Computer and Internet skills

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER256 - Dynamics of Family Violence and Sexual Assault (LEC - Lecture)
Description

This course is designed to encourage the development of knowledge, skills, sensitivity, and self-care practices for engaging individuals and families affected by interpersonal violence. It examines historical, societal, and legal responses and resources. The content includes a focus on the physical, emotional, and sexual victimization of vulnerable populations such as children, elders, and LGBTQ+. It also addresses dating violence, human trafficking, and intimate partner violence. It examines current research on social, economic, cultural, family,

and individual risk factors, perpetrator dynamics, effects of violence on victims and survivors, and effective intervention and prevention strategies. Learners have an opportunity to explore their own values.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

HSER100 - Exploration of Self in Society

Other Recommended Preparation

Basic internet, computer knowledge, and navigation ability.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER268 - Survey of Substance Use Disorders (LEC - Lecture)
Description

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 Course Preparation

HSER100 - Exploration of Self in Society

Other Recommended Preparation

Basic computer and Internet navigation skills needed.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER270 - Substance Use Disorders Counseling (LEC - Lecture)
Description

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 Course Preparation

HSER100 - Exploration of Self in Society

Other Recommended Preparation

Basic computer and Internet navigation skills needed

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER294 - Seminar & Fieldwork I (LEC - Lecture)
Description

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 with a grade of C or better **AND** HSER 140 with a grade of C or better **AND** HSER 245 with a grade of C or better **AND** HSER 268 with a grade of C or better **AND** HSER 270 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

Other Recommended Preparation

Basic computer and Internet navigation skills needed.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

HSER295 - Seminar & Fieldwork II (LEC - Lecture)
Description

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.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Information & Computer Sciences

ICS100 - Computing Literacy and Applications (LEC - Lecture)
Description

An introductory survey of computers and their role in the information world emphasizing computing terminology, hardware, and software. Opportunities for “hands on” experience using applications software may include spreadsheets, word processing, presentations, and communications.

Credits

3

Prerequisites

None.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS101 - Digital Tools for the Information World (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS102 - Introduction to Data Science (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS103 - Introduction to Computer Science Principles (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS110M - Introduction to Programming (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

ICS100 - Computing Literacy and Applications
ICS101 - Digital Tools for the Information World

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS110P - Introduction to Programming (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

ICS100 - Computing Literacy and Applications
ICS101 - Digital Tools for the Information World

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS111 - Introduction to Computer Science I (LEC - Lecture)
Description

An overview of the fundamentals of computer science, emphasizing problem solving, algorithm development, implementation, and debugging/testing using an object-oriented programming language.

Credits

3

Prerequisites

ENG 22 with a grade of CR **OR** ENG 24 with a grade of CR or higher **AND** MATH 82X with a grade of CR **OR** in a higher MATH STEM track course **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS125 - Personal Computer Maintenance and Repair (LEC - Lecture)
Description

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** in a higher MATH STEM track course **OR** instructor approval.

Recommended Course Preparation

ICS100 - Computing Literacy and Applications
ICS101 - Digital Tools for the Information World

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS129 - Introduction to Databases (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS131 - Introduction to Virtualization (LEC - Lecture)
Description

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 concurrently enrolled in ICS 184.

Recommended Course Preparation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS141 - Discrete Mathematics for Computer Science I (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS170 - Ethics for the Digital World (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS171 - Introduction to Computer Security (LEC - Lecture)
Description

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 currently enrolled in ICS 184 **OR** instructor approval.

Recommended Course Preparation

ICS170 - Ethics for the Digital World

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS184 - Introduction to Networking (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS211 - Introduction to Computer Science II (LEC - Lecture)
Description

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.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS212 - Program Structure (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS215 - Introduction to Scripting (LEC - Lecture)
Description

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 C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS231 - Introduction to Linux (LEC - Lecture)
Description

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 concurrently enrolled in ICS 111 **OR** instructor approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS235 - Machine Learning Methods (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS241 - Discrete Mathematics for Computer Science II (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS262 - Data Analysis Using R and Python (LEC - Lecture)
Description

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 with a grade of C or better **AND** ICS 129 with a grade of C or better **AND** ICS 235 with a grade of C or better or concurrently enrolled in ICS 235 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS263 - Data Visualization (LEC - Lecture)
Description

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 concurrently enrolled in ICS 262 **OR** instructor approval.

Recommended Course Preparation

ICS129 - Introduction to Databases

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS270 - Systems Analysis (LEC - Lecture)
Description

This course uses of tools to analyze, design, develop, test, document, and implement a system.

Credits

3

Prerequisites

ICS 111 with a grade of C or better **AND** ICS 129 with a grade of C or better **OR** Instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS273 - Network Design and Administration (LEC - Lecture)
Description

This course covers 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 a complement to network design.

Credits

3

Prerequisites

ICS 184 with a grade of C or better **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS274 - Advanced Network Routing and Optimization (LEC - Lecture)
Description

This course covers 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.

Credits

3

Prerequisites

ICS 273 with a grade of C or better or concurrently enrolled in ICS 273 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS281 - Ethical Hacking (LEC - Lecture)
Description

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 with a grade of C or better **AND** ICS 171 with a grade of C or better **AND** ICS 231 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ICS184 - Introduction to Networking

Other Recommended Preparation

Be able to use the Linux operating system.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS282 - Computer Forensics (LEC - Lecture)
Description

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 with a grade of C or better **OR** ICS 171 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

ICS184 - Introduction to Networking

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS284 - Cloud Security (LEC - Lecture)
Description

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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ICS293D - Cooperative Education (COP - Cooperative Ed/Work Experience)
Description

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** from the following:
ICS 100, ICS 101, ICS 102, ICS 110M, ICS 110P ICS 111, ICS 125, ICS 129, ICS 141, ICS 170, ICS 171, ICS 184, ICS 211, ICS 212, ICS 215, ICS 231, ICS 241, ICS 270, ICS 273, ICS 274, ICS 281, ICS 282, ICS 284 **AND** Placement in AS-ICS **AND** earned a minimum cumulative GPA of 2.0.

If a student obtains/obtained a paid co-op, then the student must be eligible for employment.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			3

Integrated Industrial Technology

IIT101 - Industrial Safety Health and Environment (LEC - Lecture)
Description

This 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. The course highlights 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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

IIT121 - Electro-Hydraulics and Pneumatics (Fluid Power Systems) (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

IIT131 - Mechanical Drive Systems (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

IIT151 - Rapid Prototyping (LEC - Lecture)
Description

This course introduces the student to 3D modeling using 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 various manufacturing methods. The course will also cover basic machine safety and operation.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

IIT171 - Principles of Process Quality (LEC - Lecture)
Description

This course introduces the student to quality concepts, including operating consistency, continuous improvement, plant economics, and statistical process control (SPC).

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

IIT201 - AC/DC Circuits (LAL - Lecture & Lab Instruction)
Description

This course 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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

IIT205 - Digital and Analog Circuits (LAL - Lecture & Lab Instruction)

Description

This course introduces the student to the characteristics and applications of digital logic functions, combinational logic circuits, and flip-flops, as well as semiconductor devices and 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

IIT 201 with a grade of C or better.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

IIT221 - Programmable Logic Control (LAL - Lecture & Lab Instruction)
Description

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.

Other Recommended Preparation

Must be able to use a desktop and/or laptop computer with a high degree of proficiency.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

IIT231 - Process Control and Instrumentation (LAL - Lecture & Lab Instruction)
Description

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 with a grade of C or better or in a higher MATH STEM track course.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

IIT251 - Motor and Motion Control (LAL - Lecture & Lab Instruction)
Description

This course is an introduction 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.

Other Recommended Preparation

Must be able to use a desktop and/or laptop computer with a high degree of proficiency.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

IIT271 - Distributed Control Systems (LEC - Lecture)
Description

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 with a grade of C or better **AND** IIT 221 with a grade of C or better.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

IIT281 - Supervisory Control and Data Acquisition (SCADA) Systems (LAL - Lecture & Lab Instruction)
Description

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, and integrate input/output devices, networking, and communication configurations.

Credits

4

Prerequisites

IIT 221 with a grade of C or better.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3	3	

Interdisciplinary Studies

IS10 - College Success Seminar (LEC - Lecture)
Description

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.

Credits

0

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

IS103 - Introduction to College (LEC - Lecture)

Description

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 that support academic achievement, and provide opportunities to develop self-awareness and personal and career goals for lifelong learning.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

IS103B - Introduction to College (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

IS104 - Career Exploration (LEC - Lecture)
Description

This is a survey course offering preparation for initial career/life exploration and planning. Emphasis is on career decision-making, assessment of self-information, the 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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

IS105 - Career Development and Life Planning (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

IS107V - Student Leadership Concepts (LEC - Lecture)
Description

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 choices must be made at the time of registration.

Credits

2 - 3

Prerequisites

None.

Recommended Course Preparation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2		

IS115 - Self-Development (LEC - Lecture)
Description

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

Prerequisites

None.

Recommended Course Preparation

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

IS250H - Leadership Development (LEC - Lecture)
Description

This course focuses on developing a personal leadership style and philosophy through a survey of leadership and group dynamics theory, and through analysis of moral and ethical responsibilities of leadership. The course integrates readings and discussions of traditional leadership theories with readings from the humanities (classic works of literature and contemporary multicultural 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

ENG 100 with a grade of C or better **OR** Equivalent.

Other Recommended Preparation

Acceptance into the Honors Program

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Japanese

JPN101 - Elementary Japanese I (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

JPN102 - Elementary Japanese II (LEC - Lecture)
Description

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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

JPN201 - Intermediate Japanese I (LEC - Lecture)
Description

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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

JPN202 - Intermediate Japanese II (LEC - Lecture)
Description

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** Language Arts Division approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

Korean

KOR101 - Elementary Korean I (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

KOR102 - Elementary Korean II (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

KOR201 - Intermediate Korean I (LEC - Lecture)
Description

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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

KOR202 - Intermediate Korean II (LEC - Lecture)
Description

This course is a continuation of 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 approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

Learning Skills

LSK110 - College Success Strategies (LEC - Lecture)
Description

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 both in an online and face-to-face learning environment; (4) examine their career and education options; and (5) learn to understand their own cultural and personal learning styles and blend those with learning techniques expected of college students.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG24 - Reading, Reasoning, & Writing
Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Linguistics

LING102 - Introduction to the Study of Language (LEC - Lecture)
Description

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.

Other Recommended Preparation

Experience in using computers for writing.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Management

MGT120 - Principles of Management (LEC - Lecture)
Description

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.

Credits

3

Prerequisites

Placement in ENG 100.

Recommended Course Preparation

BUS120 - Principles of Business

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MGT121 - Service Excellence (LEC - Lecture)
Description

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

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MGT122 - Human Relations in Management (LEC - Lecture)
Description

This course is an 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

Placement in ENG 100.

Recommended Course Preparation

BUS120 - Principles of Business

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MGT124 - Human Resource Management (LEC - Lecture)
Description

This course introduces the principles, organizations and techniques of personnel administration including procurement and placement, improvement of performance, management and labor relations, remuneration, security and other human resource functions.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

BUS120 - Principles of Business

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MGT200 - Integrated Topics in Management (LEC - Lecture)
Description

This course is an 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 with a grade of C or better **AND** MGT 120 with a grade of C or better **AND** MGT 124 with a grade of C or better **AND** MKT 120 with a grade of C or better **AND** MGT 121 with a grade of C or better **AND** MGT 122 with a grade of C or better **AND** ACC 124 with a grade of C or better or ACC 201 with a grade of C or better.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Marketing

MKT120 - Principles of Marketing (LEC - Lecture)
Description

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 Course Preparation

BUS120 - Principles of Business

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MKT130 - Principles of Retailing (LEC - Lecture)
Description

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 approval.

Recommended Course Preparation

BUS120 - Principles of Business
MKT120 - Principles of Marketing

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Mathematics

MATH100 - Survey of Mathematics (LEC - Lecture)
Description

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 better **OR** concurrently enrolled in MATH 78 **OR** concurrently enrolled in MATH 78B **OR** placement in MATH 100.

Other Recommended Preparation

Qualification for or completion of ENG100 or equivalent. Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH103 - College Algebra (LEC - Lecture)
Description

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 better **OR** concurrently enrolled in MATH 88 **OR** appropriate math placement.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH111 - Math for Elementary Teachers I (LEC - Lecture)
Description

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 better **OR** concurrently enrolled in MATH 78B **OR** placement in MATH 111.

Other Recommended Preparation

Math skills at High School Common Core levels Basic computer, internet, and keyboarding skills

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH112 - Math for Elementary Teachers II (LEC - Lecture)
Description

This course is the second in a two-course sequence (MATH 111 and 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 concurrently enrolled in MATH 111, only when the concurrent MATH 111 section and the MATH 112 section are offered as sequential part-of-term courses.

Other Recommended Preparation

Other Recommended Preparation was modified to include: Math skills at High School Common Core levels Basic Computer Skills Ability to use the Internet

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH115 - Introduction to Statistics and Probability (LEC - Lecture)
Description

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 better **OR** concurrently enrolled in MATH 78 **OR** concurrently enrolled in MATH 78B **OR** appropriate math placement.

Other Recommended Preparation

Qualification for or completion of ENG100 or equivalent. Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH135 - Precalculus: Elementary Functions (LEC - Lecture)
Description

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 Course Preparation

ENG100 - Composition I

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH140 - Precalculus: Trigonometry and Analytic Geometry (LEC - Lecture)
Description

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 Course Preparation

ENG100 - Composition I

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH140X - Accelerated Precalculus (LEC - Lecture)
Description

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.

Other Recommended Preparation

Basic computer, Internet, and keyboarding skills Qualification for or completion of ENG 100

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

MATH241 - Calculus I (LEC - Lecture)
Description

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

4.0

Prerequisites

MATH 140 with a grade of C or better **OR** MATH 140X with a grade of C or better **OR** placement in MATH 241.
Other Recommended Preparation

Basic computer, internet, and keyboarding skills Qualification for or completion of ENG 100

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

MATH242 - Calculus II (LEC - Lecture)
Description

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

4.0

Prerequisites

MATH 241 with a grade of C or better.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

MATH243 - Calculus III (LEC - Lecture)
Description

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

3.0

Prerequisites

MATH 242 with a grade of C or better.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH244 - Calculus IV (LEC - Lecture)
Description

The final course in the standard four-course calculus sequence. Topics include multiple integrals, line integrals, Green's Theorem, surface integrals, Stokes' Theorem, and Gauss's Theorem. (Formerly MATH 232)

Credits

3

Prerequisites

MATH 243 with a grade of C or better.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH78 - College Math Companion (LEC - Lecture)
Description

This course 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** concurrently enrolled in MATH 115.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

MATH78B - College Math Companion B (LEC - Lecture)
Description

This course provides students concurrently enrolled in MATH 100, MATH 111, 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

3

Prerequisites

Concurrently enrolled in MATH 100 **OR** concurrently enrolled in MATH 111 **OR** concurrently enrolled in MATH 115.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MATH82X - Expanded Algebraic Foundations (LEC - Lecture)
Description

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.

Other Recommended Preparation

English and math skills at the High School Common Core Level. Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	5		

MATH88 - College Algebra Companion (LEC - Lecture)
Description

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.

Corequisites

- Concurrently enrolled in:
    - MATH103 - College Algebra (3)

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2		

Mechanical Engineering

ME213 - Introduction to Engineering Design (LAL - Lecture & Lab Instruction)

Description

This course is an introduction to the engineering design process, including an assigned engineering project and associated skills such as communication, presentation, professional ethics, social responsibility, engineering economics, quality control, computer-aided design, and teamwork.

Credits

3

Prerequisites

PHYS 170 with a grade of C or better.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1	4	

Microbiology

MICR130 - General Microbiology (LEC - Lecture)
Description

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, and principles of immunology. Emphasis is given to medical aspects of bacterial and viral diseases, immunology, and chemotherapy.

Credits

3

Prerequisites

Placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MICR140L - General Microbiology Lab (LAB - Laboratory)
Description

This lab course includes experiments that involve aseptic techniques and manipulation of microorganisms under laboratory conditions to illustrate the basic principles of microbiology. This course is primarily for students majoring in the health sciences.

Credits

2

Prerequisites

MICR 130 with a grade of C or better or concurrently enrolled in MICR 130.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours		4	

Music

MUS103 - Guitar Ensemble 1 (LAL - Lecture & Lab Instruction)
Description

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

Prerequisites

None.

Recommended Course Preparation

MUS121D - Guitar 1

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS104 - Jazz Ensemble 1 (LAL - Lecture & Lab Instruction)
Description

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

Audition **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS106 - Introduction to Music Literature (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MUS107 - Music in World Cultures (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MUS108 - Music Fundamentals (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MUS112 - Hawaiian Ensemble 1 (LAL - Lecture & Lab Instruction)
Description

This course focuses on basic vocal and instrumental collaboration, offering students an opportunity to study a wide range of Hawaiian repertoire. The group focus will be on creating vocal and instrumental arrangements from contemporary and traditional Hawaiian folk literature, with an emphasis on originality with regard to arranging. This course is repeatable for additional **Credits**.

Credits

2

Prerequisites

None.

Recommended Course Preparation

MUS108 - Music Fundamentals
MUS121D - Guitar 1
MUS121Z - 'Ukulele 1

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS113 - Hawaiian Ensemble 2 (LAL - Lecture & Lab Instruction)
Description

This course 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. This course is repeatable for credit.

Credits

2

Prerequisites

MUS 112 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

MUS108 - Music Fundamentals
MUS121D - Guitar 1
MUS121Z - 'Ukulele 1

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS114 - College Chorus (LAL - Lecture & Lab Instruction)
Description

Students will cultivate ensemble singing skills by learning and singing choral works. May be repeated for additional credit(s). Concurrent enrollment in MUS 108 or MUS 121B is strongly recommended.

Credits

2

Prerequisites

None.

Recommended Course Preparation

MUS108 - Music Fundamentals
MUS121B - Voice 1

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS121B - Voice 1 (LAL - Lecture & Lab Instruction)
Description

This course is the first of a three-semester sequence in learning solo singing skills. Students are provided 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

Prerequisites

None.

Recommended Course Preparation

MUS108 - Music Fundamentals

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

MUS121C - Piano 1 (LAL - Lecture & Lab Instruction)
Description

This course is an introduction to keyboard skills, including exploring and developing finger technique and elementary note reading skills as it relates to the piano keyboard.

Credits

2

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS121D - Guitar 1 (LAL - Lecture & Lab Instruction)
Description

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

Prerequisites

None.

Other Recommended Preparation

There is no recommended preparation for this course.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

MUS121E - Pop/Folk Guitar 1 (LAL - Lecture & Lab Instruction)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

MUS121F - Slack Key Guitar 1 (LAL - Lecture & Lab Instruction)
Description

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. The ability to read music is not required. This course is repeatable for additional **Credits**.

Credits

2

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	
		1	

Repeat Limit

98

MUS121Z - 'Ukulele 1 (LAL - Lecture & Lab Instruction)
Description

Introductory classroom instruction in Hawaiian 'ukulele playing: technique, music reading, chord symbols, song accompaniment, stage deportment and ensembles.

Credits

2

Prerequisites

None.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

MUS122B - Voice 2 (LAL - Lecture & Lab Instruction)
Description

This course is a 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.

Credits

2

Prerequisites

MUS 121B with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

MUS122C - Piano 2 (LAL - Lecture & Lab Instruction)
Description

This course 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.

Credits

2

Prerequisites

MUS 121C with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS122D - Guitar 2 (LAL - Lecture & Lab Instruction)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

MUS122Z - 'Ukulele 2 (LAL - Lecture & Lab Instruction)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

MUS140 - Introduction to Audio Production (LEC - Lecture)
Description

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

Prerequisites

None.

Other Recommended Preparation

none

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MUS201 - Vocal Ensemble (LAL - Lecture & Lab Instruction)
Description

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.

Credits

2

Prerequisites

Instructor approval.

Recommended Course Preparation

MUS121B - Voice 1

Other Recommended Preparation

Previous choral experience.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS203D - Keyboard Ensemble (LAL - Lecture & Lab Instruction)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS203G - Guitar Ensemble 2 (LAL - Lecture & Lab Instruction)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS208 - Introduction to Song Writing (LEC - Lecture)
Description

This course is a project-based introduction to songwriting, focusing on basic music theory concepts in music creation (rhythm, meter, pitch, scales, melody, and harmony).

Credits

3

Prerequisites

MUS 108 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

MUS121C - Piano 1

Other Recommended Preparation

The student should have at least beginner-level skills on a chordal instrument, such as the guitar, ukulele, or piano.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MUS221B - Voice 3 (LAL - Lecture & Lab Instruction)
Description

This course is an advanced voice class, which is a continuation of MUS 122B. Voice 3 is designed for experienced vocal 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.

Credits

2

Prerequisites

MUS 122B with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS221H - Guitar 3 (LAL - Lecture & Lab Instruction)
Description

This course is a continuation of the skills and concepts in 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.

Credits

2

Prerequisites

MUS 122D with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Repeat Limit

98

MUS232B - Applied Music: Voice (INV - Individual Instruction)
Description

This course offers private instruction in the art of singing for intended music majors. May be repeated for additional **Credits**.

Credits

1

Prerequisites

MUS 114 with a grade of C or better or concurrently enrolled in MUS 114 **OR** Instructor approval.

Recommended Course Preparation

MUS121B - Voice 1

Contact Hours (per week)

	Lecture	Lab	Other
Hours			1

Repeat Limit

98

MUS232G - Applied Music: Classical Guitar (INV - Individual Instruction)
Description

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.

Corequisites

- Concurrently enrolled in:
    - MUS203G - Guitar Ensemble 2 (2)

Recommended Course Preparation

MUS122D - Guitar 2

Contact Hours (per week)

	Lecture	Lab	Other
Hours			1

Repeat Limit

98

MUS232R - Trumpet
Description

Private instruction in the art of trumpet playing for intended music majors. May be repeated for additional **Credits**. See the section on Repetition of courses in order to determine the number of repeat allowed. (7.5 lecture hours; fifteen 30-minute lessons).

Credits

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			

MUS253 - Elementary Music in Action (LEC - Lecture)
Description

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 use of musical elements as a means of understanding music is an integral component of this course. (Recommended for UH Manoa elementary education majors.)

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MUS281 - Music Theory 1 (LEC - Lecture)
Description

This course is 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.

Credits

3

Prerequisites

MUS 108 with a grade of C or better **AND** MUS 283 with a grade or C or better or concurrently enrolled in MUS 283 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MUS282 - Music Theory 2 (LEC - Lecture)
Description

This course is a continuation of MUS 281. Fundamental concepts in music theory are examined in detail: melodic, rhythmic, and harmonic materials; musical structure and form; composition and analysis.

Credits

3

Prerequisites

MUS 281 with a grade of C or better **AND** MUS 284 with a grade of C or better or concurrently enrolled in MUS 284 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

MUS283 - Aural Training 1 (LAL - Lecture & Lab Instruction)
Description

This is a course in the development of aural perception through the techniques of music dictation, sight-singing, and rhythm exercises.

Credits

1

Prerequisites

MUS 108 with a grade of C or better **AND** MUS 281 with a grade of C or better or concurrently enrolled in MUS 281 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

MUS284 - Aural Training 2 (LAL - Lecture & Lab Instruction)
Description

This course is a continuation of MUS 283. A course in the development of aural perception through the techniques of music dictation, sight-singing, and rhythm exercises.

Credits

1

Prerequisites

MUS 283 with a grade of C or better **AND** MUS 282 with a grade of C or better or concurrently enrolled in MUS 282 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	2	1	

Ocean & Earth Science & Tech

OEST101 - Natural Hazards (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Oceanography

OCN101 - Introduction to Marine Option Program (LEC - Lecture)
Description

This course is a one-semester orientation to the Marine Option Program. It provides a statewide overview of ocean issues and the organizations involved with marine activities, management, education, research, and businesses related to the marine environment. It will include an exploration of opportunities for internships, research projects, and careers. It will also cover proposal writing, project implementation, and report preparation guidelines.

Credits

1

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

OCN201 - Science of the Sea (LEC - Lecture)
Description

This course is a survey of Oceanography, including the 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

Prerequisites

None.

Recommended Course Preparation

MATH82X - Expanded Algebraic Foundations

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

OCN201L - Science of the Sea Laboratory (LAB - Laboratory)
Description

This course is an introductory laboratory science course consisting of experiments, exercises, and field trips demonstrating the geological, physical, chemical, and biological principles of earth and ocean sciences.

Credits

1

Prerequisites

OCN 201 with a grade of D or better or concurrently enrolled in OCN 201.

Recommended Course Preparation

MATH82X - Expanded Algebraic Foundations
Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

Pacific Islands Studies

PACS108 - Pacific Worlds: Introduction to Pacific Islands Studies (LEC - Lecture)
Description

This course 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

Placement in ENG 100 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Pharmacology

PHRM203 - General Pharmacology (LEC - Lecture)
Description

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 approval.

Recommended Course Preparation

BIOC141 - Fundamentals of Biochemistry

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Philosophy

PHIL100 - Introduction to Philosophy: Survey of Problems (LEC - Lecture)
Description

This course is a historical or positional approach to some of the major problems of philosophy such as the existence of God, good and evil, the nature of the human being, the nature of human knowledge, truth, freedom, and morality.

Credits

3

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHIL101 - Introduction to Philosophy: Morals and Society (LEC - Lecture)
Description

This course is an introductory study of moral values, the nature of ends or goals, the voluntary, virtues and vices, natural law, happiness, and nature of morality.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHIL102 - Introduction to Philosophy: Asian Traditions (LEC - Lecture)
Description

This course investigates problems, methods, and concepts of Asian philosophical traditions, including Hinduism, Buddhism, Taoism, Confucianism, and Zen.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHIL103 - Introduction to Philosophy: Environmental Philosophy (LEC - Lecture)
Description

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** equivalent **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHIL110 - Introduction to Deductive Logic (LEC - Lecture)
Description

This course 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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHIL111 - Intro to Inductive Logic (LEC - Lecture)
Description

This course offers an introduction to inductive reasoning focusing on the role of probability. Students will learn how probabilities, statistics, and risk evaluations are integrated into decision making. More generally, they will develop reasoning strategies that 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

Prerequisites

None.

Recommended Course Preparation

PHIL110 - Introduction to Deductive Logic

Other Recommended Preparation

NONE

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHIL130 - Introduction to World Philosophy I (LEC - Lecture)
Description

Introduction to philosophy as it has manifested itself differently across cultures throughout the world before 1500.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHIL131 - Introduction to World Philosophy II (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHIL211 - Ancient Philosophy (LEC - Lecture)
Description

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 with a grade of C or better **OR** equivalent.

Recommended Course Preparation

PHIL100 - Introduction to Philosophy: Survey of Problems
PHIL101 - Introduction to Philosophy: Morals and Society

Other Recommended Preparation

Or any other 100-level philosophy course.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Physics

PHYS100 - Survey of Physics (LEC - Lecture)
Description

This is an introductory course in physics with topics chosen from, but not limited to, mechanics, thermodynamics, electricity and magnetism, wave theory, optics, and 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 better **OR** Placement in MATH 103 or higher STEM math.

Recommended Course Preparation

Other Recommended Preparation

Concurrent registration in PHYS 100L

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHYS100L - Survey of Physics Lab (LAB - Laboratory)
Description

This course is an introduction to laboratory techniques and experimental methods of physics with emphasis on linking the understanding of physics concepts with real-life situations. Topics include Hooke's law, falling bodies, collisions, Boyle's law, electric and magnetic fields, induction, waves, and optics.

Credits

1

Prerequisites

PHYS 100 with a grade of C or better or concurrently enrolled in PHYS 100 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

PHYS151 - College Physics I (LEC - Lecture)
Description

This course is the first course in a two-semester sequence in introductory physics intended for science majors and is offered during the fall semester only. 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.

Credits

3

Prerequisites

MATH 140 with a grade of C or better **OR** MATH 140X with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

PHYS100 - Survey of Physics

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHYS151L - College Physics I Lab (LAB - Laboratory)
Description

This course is a non-calculus-based physics laboratory course designed to provide students a hands-on experience in experimental analysis, physical observation, and measurements. Topics include the kinematics and dynamics of motion, heat, and thermodynamics. Offered in the fall semester only.

Credits

1

Prerequisites

PHYS 151 with a grade of C or better or concurrently enrolled in PHYS 151 **OR** instructor approval.

Recommended Course Preparation

PHYS100L - Survey of Physics Lab

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

PHYS152 - College Physics II (LEC - Lecture)
Description

This course is 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 in the spring semester only.

Credits

3

Prerequisites

PHYS 151 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHYS152L - College Physics II Lab (LAB - Laboratory)
Description

This course is a non-calculus-based physics laboratory course designed to provide 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 concurrently enrolled in PHYS 152 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

PHYS170 - General Physics I (LEC - Lecture)
Description

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 concurrently enrolled in MATH 242 **OR** instructor approval.

Recommended Course Preparation

PHYS100 - Survey of Physics

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

PHYS170L - General Physics I Lab (LAB - Laboratory)
Description

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 concurrently enrolled in PHYS 170 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

PHYS272 - General Physics II (LEC - Lecture)
Description

Electricity, magnetism, and geometric optics.

Credits

3

Prerequisites

PHYS 170 with a grade of C or better **AND** MATH 242 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHYS272L - General Physics II Lab (LAB - Laboratory)
Description

Experimental analysis in electricity, magnetism, and optics.

Credits

1

Prerequisites

PHYS 272 with a grade of C or better or concurrently enrolled in PHYS 272 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

PHYS274 - General Physics III (LEC - Lecture)
Description

Relativity, introduction to quantum mechanics, atomic and nuclear physics, and physical optics.

Credits

3

Prerequisites

PHYS 152 with a grade of C or better **OR** PHYS 272 with a grade of C or better **AND** MATH 243 with a grade of C or better or concurrently enrolled in MATH 243.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Physiology

PHYL141 - Human Anatomy and Physiology I (LEC - Lecture)
Description

This course is the first semester of a comprehensive two-semester course that provides a thorough introduction to the structure and function of the human body. This course 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 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

3

Prerequisites

ENG 100 with a grade of C or better or equivalent **AND** CHEM 151 with a grade of C or better or CHEM 161 with a grade of C or better or BIOC 141 with a grade of C or better or 1 year of high school college-prep chemistry with a C or better within the last 5 years **AND** HLTH 125 with a grade of C or better or concurrently enrolled in HLTH 125 **AND** PHYL 141L with a grade of C or better or concurrently enrolled in PHYL 141L.

Recommended Course Preparation

BIOL101 - Biology and Society
MICR130 - General Microbiology

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHYL141L - Human Anatomy and Physiology I Lab (LAB - Laboratory)
Description

This course 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. This course 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 with a grade of C or better or CHEM 161 with a grade of C or better or BIOC 141 with a grade of C or better or 1 year of high school college-prep chemistry with a B or better within the last 5 years **AND** HLTH 125 with a grade of C or better or concurrently enrolled in HLTH 125 **AND** PHYL 141 with a grade of C or better or concurrently enrolled in PHYS 141.

Recommended Course Preparation

BIOL101 - Biology and Society
MICR130 - General Microbiology

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

PHYL142 - Human Anatomy and Physiology II (LEC - Lecture)
Description

This course is the second semester of a comprehensive two-semester course that provides a thorough introduction to the structure and function of the human body. This course covers the gross anatomy, histology, and physiology of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and 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 apply 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 with a grade of C or better **AND** PHYL 141L with a grade of C or better or equivalent **AND** PHYL 142L with a grade of C or better or concurrently enrolled in PHYL 142L.

Recommended Course Preparation

BIOL101 - Biology and Society
MICR130 - General Microbiology

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PHYL142L - Human Anatomy and Physiology II Lab (LAB - Laboratory)
Description

This course 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. This course covers the gross anatomy, histology, and physiology of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and 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 with a grade of C or better **AND** PHYL 141L with a grade of C or better or equivalent **AND** PHYL 142 with a grade of C or better or concurrently enrolled in PHYL 142.

Recommended Course Preparation

BIOL101 - Biology and Society
MICR130 - General Microbiology

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

Political Science

POLS110 - Introduction to Political Science (LEC - Lecture)
Description

This course is an introduction to the discussion of politics as an activity and of political problems, systems, ideologies, and processes.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Other Recommended Preparation

Basic Internet and computer knowledge and navigation ability.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

POLS150 - Introduction to Global Politics (LEC - Lecture)
Description

This course is designed to introduce foundations in global politics from political, historical, and multicultural perspectives.

Credits

3

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Other Recommended Preparation

Basic Internet and computer knowledge and navigation ability.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

POLS180 - Introduction to Politics in Hawai'i (LEC - Lecture)
Description

This course is 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

Prerequisites

None.

Recommended Course Preparation

ENG22 - Introduction to Composition
ENG24 - Reading, Reasoning, & Writing

Other Recommended Preparation

Basic Internet and computer knowledge and navigation ability.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Psychology

PSY100 - Survey of Psychology (LEC - Lecture)
Description

This course is a survey of the field of Psychology focusing on basic principles of human behavior and cognition (e.g., motivation, learning, perception, emotion, etc.) as they relate to the individual.

Credits

3

Prerequisites

Placement in ENG 100 **OR** Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PSY202 - Psychology of Gender (LEC - Lecture)
Description

Survey of topics relevant to gender and its impact on the lives of women and men, including socialization of gender, mental health, racial identity, majority-minority status, sexual orientation, life-span issues and violence. Cross-listed as WGSS 202 (formerly WS 202). (A student cannot earn credit for both WGSS 202 and PSY 202.)

Credits

3

Prerequisites

PSY 100 with a grade of C or better **OR** WS 151 with a grade of C or better.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PSY212 - Survey of Research Methods (LEC - Lecture)
Description

This course is a 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 **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PSY230 - Introduction to Psychobiology (LEC - Lecture)
Description

This course is a survey of the study of behavior from a natural sciences viewpoint. Topics covered will include evolution, ethological analysis of behavior genetics, neural mechanisms, drugs and behavior, and biological development. (Formerly PSY 298B)

Credits

3

Prerequisites

PSY 100 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PSY240 - Developmental Psychology (LEC - Lecture)
Description

Emotional, mental, physical, and social development from infancy to adulthood; interests and abilities at different age levels.

Credits

3

Prerequisites

PSY 100 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PSY250 - Social Psychology (LEC - Lecture)
Description

This course is a scientific study of the influence of people on the thoughts, feelings, and behaviors of other people. This course examines how individuals affect and are affected by others. Topics include impression formation, conformity and social influence, self-perception, attitudes, aggression, prejudice, helping, attraction, group processes, and other components of social interaction.

Credits

3

Prerequisites

PSY 100 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

PSY260 - Psychology of Personality (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Quantitative Methods

QM107C - Quant Methods in AMT (LEC - Lecture)
Description

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 QM107C or concurrently enrolled in QM 78 **OR** instructor approval.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills English and math skills at the high school common core level

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

QM78 - Quantitative Methods Companion (LEC - Lecture)
Description

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

Prerequisites

None.

Corequisites

- Concurrently enrolled in:
    - QM107C - Quant Methods in AMT (3)

Contact Hours (per week)

	Lecture	Lab	Other
Hours	1		

Religion

REL150 - Introduction to the World's Major Religions (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

REL151 - Religion and the Meaning of Existence (LEC - Lecture)
Description

This course is 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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

REL200 - Understanding the Old Testament (LEC - Lecture)
Description

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.
Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

REL201 - Understanding the New Testament (LEC - Lecture)
Description

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.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

REL202 - Understanding Indian Religions (LEC - Lecture)
Description

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 Course Preparation

REL150 - Introduction to the World's Major Religions

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

REL204 - Understanding Japanese Religions (LEC - Lecture)
Description

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.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

REL205 - Understanding Hawaiian Religion
Description

A general introductory survey of Hawaiian religious teaching and practice from ancient times to the present.

Credits

Prerequisites

ENG 22 with a grade of CR **OR** ENG 24 with a grade of CR **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

None.

REL207 - Understanding Buddhism (LEC - Lecture)
Description

This course is 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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

REL209 - Understanding Islam (LEC - Lecture)
Description

REL 209 focuses on the history, scriptures, beliefs, practices, law, and philosophy of Islam.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

REL150 - Introduction to the World's Major Religions

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

REL210 - Understanding Christianity (LEC - Lecture)
Description

History of ideas concentrating on events, persons, and issues with the greatest impact on the evolution of Christianity.

Credits

3

Prerequisites

Placement in ENG 100 **OR** equivalent **OR** instructor approval.

Recommended Course Preparation

REL150 - Introduction to the World's Major Religions

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Social Work

SW200 - The Field of Social Work (LEC - Lecture)
Description

This course offers the learner an orientation to the profession of social work in the context of existing within a multicultural society. It examines the nature and scope of social work practice, its historical origins, and its development. It also surveys the 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** instructor approval.

Recommended Course Preparation

HSER100 - Exploration of Self in Society

Other Recommended Preparation

Computer with webcam and the ability to navigate the Internet.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Sociology

SOC100 - Survey of General Sociology (LEC - Lecture)
Description

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.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SOC151 - Introduction to Sociology of Food (LEC - Lecture)
Description

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 Course Preparation

SOC100 - Survey of General Sociology

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SOC214 - Introduction to Race and Ethnic Relations (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SOC218 - Introduction to Social Problems (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SOC231 - Introduction to Juvenile Delinquency (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SOC250 - Community Forces in Hawai`i (LEC - Lecture)
Description

This course is designed to acquaint the student with sociological principles and the application of these principles to aid in the awareness, understanding, and appreciation of the unique social environment of the State of Hawai‘i. Fundamental concepts of sociology in the area of race relations are presented with emphasis on Hawai‘i's unique potential "melting pot" social environment and the development of an "unorthodox race doctrine" for Hawai`i. Sociological aspects of the various cultural contributions by the ethnic groups to Hawai‘i, including values, concepts, practices, history, and language are also investigated.

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SOC250H - Community Forces in Hawai`i - Honors (LEC - Lecture)
Description

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

ENG 100 with a grade of C or better **OR** equivalent **OR** instructor approval.

Other Recommended Preparation

Acceptance into the Leeward CC Honors Program.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SOC251 - Introduction to Sociology of the Family (LEC - Lecture)
Description

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 approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Spanish

SPAN101 - Elementary Spanish I (LEC - Lecture)
Description

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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

SPAN102 - Elementary Spanish II (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	4		

SPAN201 - Intermediate Spanish I (LEC - Lecture)
Description

This course covers the intermediate Spanish language structures and reflines 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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SPAN202 - Intermediate Spanish II (LEC - Lecture)
Description

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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Speech

SP151 - Personal and Public Speech (LEC - Lecture)
Description

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.

Recommended Course Preparation

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

SP251 - Principles of Effective Public Speaking (LEC - Lecture)
Description

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 **OR** equivalent.

Other Recommended Preparation

Basic computer, internet, and keyboarding skills.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Theatre

THEA101 - Introduction to Drama and Theatre (LEC - Lecture)
Description

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. (Formerly DRAM 101)

Credits

3

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

THEA200B - Beginning Theatre Practicum: Acting (PRA - Practicum)
Description

Beginning workshop experience in the practical application of theatre skills. (B) acting (Formerly THEA 297B) Prerequisite: instructor consent

Credits

1

Prerequisites

Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			1

THEA200C - Beginning Theatre Practicum: Stage Craft (PRA - Practicum)
Description

Beginning workshop experience in the practical application of theatre skills. (C) stagecraft (Formerly THEA 297C) Prerequisite: instructor consent

Credits

1

Prerequisites

Instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			1

THEA220 - Beginning Voice and Movement (LEC - Lecture)
Description

This course is an introduction to the basic fundamentals of voice and movement for the actor. Students will concentrate on breathing and relaxation exercises 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

Prerequisites

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

THEA221 - Acting I (LEC - Lecture)
Description

This course is an introduction to acting with individual and group exercises in movement for the stage, improvisation, monologue preparation, and group performance.

Credits

3

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

THEA222 - Acting II (LEC - Lecture)
Description

This course is the advanced work in improvisation and character development. Vocal and physical training is emphasized, particularly in 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.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Repeat Limit

1

THEA230 - Storytelling and Multi-Media Performance (LEC - Lecture)
Description

This course is a practical performance-oriented course emphasizing the art of storytelling and performance. Students create and rehearse individual and group stories/monologues. The course examines the dramatic structure, audience needs, directing, and acting techniques unique to the craft of a performer or storyteller.

Credits

3

Prerequisites

ENG 100 with a grade of C or better **OR** instructor approval.

Recommended Course Preparation

THEA101 - Introduction to Drama and Theatre
THEA221 - Acting I

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

THEA240 - Introduction to Stagecraft (LEC - Lecture)
Description

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. (Formerly DRAM 240)

Credits

3

Prerequisites

None.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

THEA260 - Dramatic Production (STU - Studio)
Description

This course is a practical introduction to converting a script into a performance and the ability to devise a production and use technology as needed. 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** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			7.5

Max Repeatable Credits

9

Repeat Limit

2

THEA262 - Local Style Theatre (STU - Studio)
Description

This is 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. May be repeated for credit twice.

Credits

3

Prerequisites

THEA 221 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours			7.5

Max Repeatable Credits

9

Repeat Limit

2

THEA280 - Beginning Playwriting (LEC - Lecture)
Description

This course introduces the 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 with a grade of C or better **OR** instructor approval.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Women, Gender & Sexuality Studies

WGSS151 - Introduction to Women, Gender and Sexuality Studies (LEC - Lecture)
Description

An interdisciplinary introductory course which looks at the gender roles and relationships between women and men and among women, historically and in contemporary societies. Examines the social, cultural, historical, and political influences on the status of women. Presents women's experiences from diverse backgrounds, social structures, and cultures. (Formerly WS 151.)

Credits

3

Prerequisites

None.

Other Recommended Preparation

Qualification for ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

WGSS200 - Culture, Gender, and Appearance (LEC - Lecture)
Description

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. (Formerly WS 200.)

Credits

3

Prerequisites

Placement in ENG 100 **OR** instructor approval.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

WGSS202 - Psychology of Gender (LEC - Lecture)
Description

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 WGSS 202 (formerly WS202).)

Credits

3

Prerequisites

PSY 100 with a grade of C or better **AND** WS 151 with a grade of C or better.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

WGSS256 - Dynamics of Family Violence & Sexual Assault (LEC - Lecture)
Description

This course is designed to encourage the development of knowledge, skills, sensitivity, and self-care practices for engaging individuals and families affected by interpersonal violence. It examines historical, societal, and legal responses and resources. The content includes a focus on the physical, emotional, and sexual victimization of vulnerable populations such as children, elders, and LGBTQ+. It also addresses dating violence, human trafficking, and intimate partner violence. It examines current research on social, economic, cultural, family, and individual risk factors, perpetrator dynamics, effects of violence on victims and survivors, and effective intervention and prevention strategies. Learners have an opportunity to explore their own values. (Formerly WS 256.)

Credits

3

Prerequisites

Placement in ENG 100 or equivalent **OR** instructor approval.

Recommended Course Preparation

HSER100 - Exploration of Self in Society
WGSS151 - Introduction to Women, Gender and Sexuality Studies

Other Recommended Preparation

Basic internet, computer knowledge, and navigation ability.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

WGSS290V - Topics in Women's Studies (LEC - Lecture)
Description

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**. (Formerly WS 290V.)

Credits

1 - 3

Prerequisites

Completion of at least 1 course with a grade of C or better from: AMST, ANTH, ED, GEOG, HDFS, HSER, POLS, PSY, SW, WS, ECON, SOC or WGSS.

Recommended Course Preparation

WGSS151 - Introduction to Women, Gender and Sexuality Studies

Other Recommended Preparation

Introductory-level course in a contributing discipline area for the selected 290V topic courses.

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

Max Repeatable Credits

6

Zoology

ZOOL101 - Principles of Zoology (LEC - Lecture)
Description

An introduction to the study of animal life. Basic principles of biology are covered, including the role of plants as primary producers of chemical energy. The mechanisms of digestion, circulation, osmoregulation, excretion, locomotion, nerve action, and reproduction in representative animals are discussed. The chemical and cellular mechanisms involved in the transmission of inheritance are studied. The evolution of plant and animal life, the interaction of organisms in their environment, food chains and trophic levels, and ecological distributions are introduced. Representative animal phyla, including both invertebrates and vertebrates, are studied from the viewpoint of systematics and structural characters. This course is designed to provide the student with basic information and vocabulary in preparation for advanced courses in zoology and biology. Class meets for 3 hours of lecture per week.

Credits

3

Prerequisites

Placement in ENG 100.

Other Recommended Preparation

None

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ZOOL101L - Principles of Zoology Lab (LAB - Laboratory)
Description

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

Placement in ENG 100 **AND** ZOOL 101 with a grade of C or better or concurrently enrolled in ZOOL 101.

Other Recommended Preparation

None.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

ZOOL200 - Marine Biology (LEC - Lecture)
Description

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 concurrently enrolled in ZOOL 200L **AND** placement in ENG 100.

Recommended Course Preparation

ZOOL101 - Principles of Zoology
ZOOL101L - Principles of Zoology Lab

Contact Hours (per week)

	Lecture	Lab	Other
Hours	3		

ZOOL200L - Marine Biology Lab (LAB - Laboratory)
Description

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 concurrently enrolled in ZOOL 200 **AND** placement in ENG 100.

Contact Hours (per week)

	Lecture	Lab	Other
Hours		3	

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
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Jordan Sesma
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Lovelyn Mericle
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Maximo Sibucao
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Nicholas Sagon
Pepito (Peto) Ancheta
Rhunoel (Noel) Bali
Vacant, Working Supervisor

Maintenance:

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Jeffrey Matute, Working Supervisor
Jensen Hernandez
Marianito "Manny" Fiesta
Shawn Hino

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Krisnicholas Todd
Ronaldo "Ron" Montecillo
William "Bill" White

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Anthony Hazen
Franklin "Jet" Lugo
Jesse Oguma-Miller

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Lauren Lum Ho, Instructor, CC; BA, Sociology, University of Washington; MSW, Social Work, University of Hawaiʻi at Mānoa; MEd, Learning Design and Technology, University of Hawaiʻi at Mānoa; EdD, Instructional Design and Technology, University of Memphis

Media Specialist

Camden Barruga, AS, Television Production, Leeward Community College

Jordan Teruya, AS, Television Production, Leeward Community College

Electronics Technicians:

Garrett Chaves, Electronic Technician, 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

Financial Aid (Office)

Gregg Yoshimura, Financial Aid Manager, BA, University of Hawai‘i at Mānoa

Financial Aid Officers:

Dayna Isa, Financial Aid Assistant Manager; Windward Community College: AA-Liberal Arts; University of Hawai'i - West Oahu: BA-Psychology; University of Hawaii at Manoa: MPA-Master in Public Administration

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

HINET Program (Office)

Office: DH D 104
Phone: (808) 455-0563

Jo Ann Cagasan-Raley, Coordinator; BEd, University of Hawai‘i at Mānoa; MA Counseling, University of San Diego

Human Resources (Office)

Human Resources Manager & EEO/AA Coordinator: Lori Lei Hayashi, BA, University of Hawai‘i–West O‘ahu

Human Resources Officers:

Lynn Fujikawa, Interim Human Resources Assistant Manager / Compliance and Training Officer, BS, University of Phoenix

Rae Wakimura, BA, University of Hawai‘i-West O'ahu

Darren Wastell, BA, University of Hawai‘i-West O'ahu

Information Technology (Office)

Office: BS 109A

Telephone: (808) 455-0595
IT Coordinator: Byron Watanabe, BBA, University of Hawai‘i at Mānoa

IT Specialists:

Crizaldrin (Aldrin) Caraang, BSE, Computer Engineering, University of Michigan, Ann Arbor, MI

Bernard (Dan) Knezek, BSE, Computer Engineering, University of Michigan, Ann Arbor, MI

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)

Office: Learning Commons, LC 111
Telephone: (808) 455-0543

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

Job Prep Services (Office)

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

LRC and Writing Center (Office)

Office: Learning Commons, 2nd Floor
Telephone: (808) 455-0409

Tasha Williams Moses, Assistant Professor, English BA, MA Southern Illinois University Edwardsville

Leeward Theatre (Office)

Office: Theatre, 2nd Floor TH-207
Telephone: (808) 455-0380

Elisa Olson, Theatre Manager, BM University of North Dakota

Chelsea Yamashiro, Assistant Theater Manager

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

Library (Office)

Office: Learning Commons Building, LC 301
Telephone: (808) 455-0377

Wayde Oshiro, Head Librarian, Professor CC, BA, MLIS, University of Hawai‘i at Mānoa

Jennifer Sunada, Secretary

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

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

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

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

Academic Specialists:

An Hollowell, Public Services Specialist, BA, East Carolina University

Cheryl Urasaki, Electronic Resources; Technical Services Specialist; BA, MLIS, University of Hawai‘i at Mānoa

Eileen Sakamoto, Library Assistant

Kalekona Kingsbury, Manager - Circulation Services; BA, MLIS, University of Hawai‘i at Mānoa

Mental Health & Wellness (Office)

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

Audrey Duque, Mental Health Professional, MS in Counseling Psychology, Chaminade University

Zoey Lau, LCSW, Mental Health Specialist, MSW, University of Hawai‘i at Mānoa

Native Hawaiian Student Support Programs (Office)

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, Professor, CC Counselor; BS, Chaminade University; MA, John F. Kennedy University

CeliaAnn Main-Anakalea, Student Support Lauhoe Specialist; MBA Gonzaga Univ; MEd Univ of Hawai‘i Mānoa; BEd Univ of Hawai‘i Mānoa

Lei‘ala Okuda, Native Hawaiian Success Counselor Lauhoe: BA University of Hawai‘i at Mānoa; M.Ed University of Hawai‘i at Mānoa

Leilani Yanagi, Native Hawaiian Success Counselor; BA Hawaiian Studies & Hawaiian Language, University of Hawai‘i at Mānoa; MEd, Nova Southeastern University

Moana Makaimoku, Cultural Curriculum Specialist; BA, University of Hawai‘i-Hilo, MA, University of Phoenix

Puaonaona Stibbard, Project Coordinator; BA, University of Hawai‘i at Mānoa

Rona Wong, Project Coordinator; BA Communications University of Washington.

Office of International Programs (Office)

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

Office of Marketing & Communications (Office)

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

Erin Maruoka, Marketing Specialist, BFA, Studio Art, University of Hawai‘i at Mānoa

Office of Planning, Policy, & Assessment (Office)

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

Erin Matsuda, Grants Coordinator; BA, University of Hawai‘i at Mānoa; MA, Public Administration, University of Hawai‘i at Mānoa

Vacant, Institutional Analyst

Vacant, Institutional Assessment Specialist

Recruiting (Office)

Vacant, Student Services Specialist

Campus Security (Office)

Chris Segawa, Supervisor

Johnnuel (John) Alves, Working Supervisor

Garrett Ogawa

Jeremy Postmus

Lionel (Kaipo) Spencer

Michael Curtis

PJ Cantorna

Student Health Center (Office)

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

Shari Imanaka, Registered Nurse; ADN, Kapi'olani Community College; BEd, University of Hawai'i at Mānoa

Student Life (Office)

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

Stanley Lee, Ka Mana’o Advisor, BA American Studies and Interdisciplinary Studies, M. Ed. Educational Administration, University of Hawai‘i at Mānoa

Student Services (Office)

Dean of Student Services: Kami Kato
Student Services Coordinator: Lexer Chou
Secretary: Charlene Mimuro
Telephone: (808) 455-0260

Testing Services (Office)

Denise Araki, AS, Digital Media, ICS, Leeward Community College; BA University of Hawai‘i at Mānoa

Veteran's Resource Center (Office)

LeeAnne Egan, Military & Veteran's Counselor, CC Counselor; BA, MPA, University of Hawai‘i at Mānoa

Connie Herrera, VA School Certifying Official, AAS Business Management, Sullivan University

Wahiawā Value-Added Product Development Center (Office)

Christopher Bailey, Satellite Campus Manager, Wahiawā Value-Added Product Development Center,

Naomi Bluesummers, Operations Coordinator, Wahiawā Value-Added Product Development Center, BS, University of Hawai‘i Mānoa

Wai'anae Moku (Office)

87-380 Kulaaupuni Street
Wai'anae, HI 96792
Telephone: (808) 454-4702

Wai'anae Moku Coordinator: Danny Wyatt, Associate Professor CC, English; TESOL MA, Southern Illinois University
Secretary: Danielle Ah Sam
Office Assistant: Vacant
Counselor: Leon Florendo
Counselor: Christopher Pokipala

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

Genai Keli'ikuli, Professor CC, Hawaiian Studies; BA Hawaiian Studies, MA Political Science, University of Hawai‘i at Mānoa

Huijin Sergi, Assistant Professor 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

Lucy Gay, Associate Professor CC, MEd, Educational Psychology, 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

Rick Kang, Title III G2FO/ATE Coordinator, BA Hawaiian Studies, University of Hawai‘i at Mānoa

W. Gregg Longanecker, Assistant Professor CC, Mathematics; BBA, Ohio University; MEd, University of Georgia

Educational Specialists:
Emi Kaneshiro, B.Ed., M.Ed., Counseling and Guidance, University of Hawai‘i at Mānoa

Randy Gomabon, B.A., M.A., Communications, 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 & 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, Mathematics

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

Lecturers

Year-round Lecturers:

Beale, Allison M
Chong, David R
Crandall, Richard Lee
Joo, HyeRi
Kim, Hyeyon
King, Liliana
Kwock, Frances Lau Yee
Lee, Ian Kekaimalu Isami
Magnuson, Kevin Walter
Maloney, Holly T
McClatchey, Shelly T H
Mejia Velasquez, Paula J
Nishimura, Corin K
Oberheu, Donald C
Pastor, Sharolyn L
Silliman, Amanda K
Takebayashi, Nicholas J
Wang-Lee, Janet L

University of Hawai‘i Board of Regents

Gabriel Lee, Vice Chair
Ernest Wilson, Vice Chair
Wayne Higaki
William Haning III
Diane Paloma
Laurie Tochiki
Laurel Loo
Neil Abercrombie
Lauren Akitake
Abigail Mawae, Student Regent

Addendums

2024-2025

At present, there are no current addendums for this academic year.

Signatures have been removed from these formal documents as a matter of discretion. If you want signed copies of the addendums, please contact the Office of Planning, Policy, and Assessment.